INJURY & ILLNESS PREVENTION PROGRAM

FOR THE

SAN LEANDRO UNIFIED SCHOOL DISTRICT

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INTRODUCTION

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

GOALS

Diligent implementation of this program will reap many benefits for the San Leandro Unified School District. Most notably it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury, and harmful exposures to district personnel.

2. Reduce workers' compensation claims and costs.

3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.

4. Improve employee morale and efficiency as employees see that their safety is important to management.

5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

STATUTORY AUTHORITY

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

RESPONSIBILITY

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

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

Site administrators, supervisors and managers, are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees

receive the general safety training. Each site administrator, supervisor, and manager must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

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

The assistant superintendent of human resources is responsible for developing and managing this Injury & Illness Prevention Program.

COMPLIANCE

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

1. Site administrators, supervisors, and managers will set positive examples for working safely and require that all staff under their direction work safely.

2. Site administrators, supervisors, and managers will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.

3. Site administrators, supervisors, and managers will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.

4. Site administrators, supervisors, and managers will establish appropriate means of recognition for employees who demonstrate safe work practices.

The San Leandro Unified School District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

All employees of the San Leandro Unified School District are responsible for complying with established safe work practices. Supervisors, site administrators, and managers are responsible for ensuring employees are aware and understand all applicable practices and procedures, and enforce them fairly and uniformly in their areas of responsibility. Our system of ensuring that all workers comply with applicable procedure and practices includes:

- Training and Retraining Programs
- Disciplinary Action – Willful or negligent noncompliance with the IIPP will result in written reprimands and/or verbal counseling, and will be documented by supervisors, managers, and site supervisors.
- Knowledge that unsafe conditions or practices can be reported without fear of reprisal to the immediate supervisor.

- Awareness of and adherence to the provisions set forth in the IIPP.

The District will pursue readily understandable health and safety communications for all affected employees.

HAZARD IDENTIFICATION

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

Scheduled Safety Inspections

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

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

1. Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist.

2. Semi-annual inspections of all potentially hazardous areas (shops, cafeterias, warehouses, gymnasiums, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

Unscheduled Safety Inspections

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.

2. The director of maintenance and operations will designate staff to conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.

3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

ACCIDENT INVESTIGATIONS

Superintendents, site administrators, supervisors, and/or managers will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events.

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

HAZARD CORRECTION

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

TRAINING

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

General Safe Work Practices

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

1. Fire Safety, Evacuation, and Emergency Procedures

2. Hazard Communication (Use of Material Safety Data Sheets)

3. Bloodborne Pathogens

4. Injury & Illness Prevention Program

Specific Safe Work Practices

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

The superintendent is responsible for providing site administrators, supervisors, and managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to

It is the responsibility of each site administrator, supervisor, and manager to know the hazards related to his/her employee's job tasks, and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.

2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which, may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.

3. All training will be documented and kept in employee files. The attached Employee Training Checklist Form (or equivalent) will be used for this purpose.

COMMUNICATION

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

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

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

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

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

DOCUMENTATION

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

1. Copies of all IIPP Safety Inspection Forms. Retain 5 years.

2. Copies of all Accident Investigation Forms. Retain 5 years.

3. Copies of all Employee Training Checklists and related Training Documents. Retain for duration of each individual's employment.

4. Copies of all Safety Meeting Agendas. Retain 5 years.

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

A safe and healthy workplace must be the goal of everyone at the San Leandro Unified School District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Office at (510) 667-3523.

APPENDIX A

ACCIDENT INVESTIGATION REPORT

SAN LEANDRO UNIFIED SCHOOL DISTRICT
Investigation/Corrective Action Report

Date and Time Of Incident/ Exposure:	**Location:**
EMPLOYEES INVOLVED	
DETAILED INCIDENT/EXPOSURE DESCRIPTION	
ULTIMATE CAUSE OF INCIDENT/EXPOSURE (I.E. WHO, WHAT, WHERE, HOW)	
OPTIONS FOR ELIMINATION OR CONTROL OF THE ROOT CAUSE(S)	
CORRECTIVE ACTIONS TAKEN/DATE/NAME OF PERSON(S) MAKING CORRECTIONS	

WITNESSES:_____

INVESTIGATED BY: _____ **DATE:** _____

APPENDIX B

EMPLOYEE SAFETY RECOMMENDATION FORM

THE SAN LEANDRO UNIFIED SCHOOL DISTRICT

EMPLOYEE SAFETY RECOMMENDATION FORM

LOCATION:	DEPT:
SUPERVISOR:	DATE:

IDENTIFICATION OF SAFETY OR HEALTH HAZARD

SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD

DO NOT WRITE BELOW THIS LINE

Date complaint was investigated:

Investigated by:

Action taken:

Date Action was reported to the employee:

Comments:

APPENDIX C

OFFICE SAFETY INSPECTION CHECKLIST

SAN LEANDRO UNIFIED SCHOOL DISTRICT

OFFICE SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

Yes	No	N/A		
❑	❑	❑	1.	Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current?
❑	❑	❑	2.	Have all of the employees attended an IIPP training class? If not, what percentage has received training? _____
❑	❑	❑	3.	Does the department have a completed Emergency Action Plan? Percentage completed? _____ Is training being provided to employees on its contents?
❑	❑	❑	4.	Are chemical products used in the office? (Are Material Safety Data Sheets maintained?)
❑	❑	❑	5.	Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries (must be posted during February, at a minimum) and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area?
❑	❑	❑	6.	Are annual workplace inspections being performed? Are records being maintained?
❑	❑	❑	7.	Has there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident?

GENERAL SAFETY

❑	❑	❑	8.	Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed?
❑	❑	❑	9.	Are all aisles/corridors unobstructed to allow unimpeded evacuations?
❑	❑	❑	10.	Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.)

GENERAL SAFETY (CONTINUED)

Yes	No	N/A		
❑	❑	❑	11.	Are ergonomic issues being addressed for administrative personnel using computers?
❑	❑	❑	12.	Is a fully stocked first-aid kit available? Do all employees in the area know its location?
❑	❑	❑	13.	Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?
❑	❑	❑	14.	Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.)
❑	❑	❑	15.	Is the office kept clean of trash and other recyclable materials removed promptly?

ELECTRICAL/MECHANICAL SAFETY

❑	❑	❑	16.	Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?
❑	❑	❑	17.	Are all circuit breaker panels accessible with each breaker appropriately labeled?
❑	❑	❑	18.	Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
❑	❑	❑	19.	Is lighting adequate throughout the work environment?
❑	❑	❑	20.	Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisleways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. No "thin" zip cords.)
❑	❑	❑	21.	Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.)

Comments

_____

_____

APPENDIX D

LABORATORY SAFETY INSPECTION CHECKLIST

SAN LEANDRO UNIFIED SCHOOL DISTRICT

LABORATORY SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

HEALTH AND SAFETY MANAGEMENT

Yes	No	N/A		
❑	❑	❑	1.	Is there a Chemical Hygiene Program present?
❑	❑	❑	2.	Are personnel trained in chemical health/physical hazards and laboratory safety?
❑	❑	❑	3.	Do lab personnel have access to and are familiar with the use of Material Safety Data Sheets (MSDSs)?
❑	❑	❑	4.	Have personnel using biohazards, toxins, and regulated carcinogens been given documented special training?
❑	❑	❑	5.	Are personnel instructed in emergency procedures (exits, location, and use of fire extinguishers, medical)?
❑	❑	❑	6.	Have personnel been instructed on how to respond in the event of a chemical spill?
❑	❑	❑	7.	Are complete training records and documents available for review by the Personnel Office and outside agencies?
❑	❑	❑	8.	Have all hazards identified by the annual survey been abated? (Action records must be retained.)
❑	❑	❑	9.	Do laboratory personnel perform semi-annual lab inspections? (PI must retain records.)

GENERAL SAFETY

❑	❑	❑	10.	Are rooms and cabinets containing regulated carcinogens, biohazards, and radioactive materials labeled?
❑	❑	❑	11.	Are work areas clean and uncluttered?
❑	❑	❑	12.	Do employees know the location of the first aid kit and is it accessible?

GENERAL SAFETY (continued)

Yes No N/A

❑	❑	❑	13.	Is equipment greater than 5 feet tall seismically secured to prevent tipping during an earthquake?
❑	❑	❑	14.	Do shelves have lips, wires, or other seismic restraints to prevent items from falling?
❑	❑	❑	15.	Are food and beverages kept away from work areas and out of laboratory refrigerators or cabinets?
❑	❑	❑	16.	Are fire extinguishers accessible and charged? (If not, please call Physical Plant Services.)
❑	❑	❑	17.	Are sinks labeled, "Industrial Water – Do Not Drink"?
❑	❑	❑	18.	Have personnel been instructed on the hazards of wearing contact lenses in the laboratory?
❑	❑	❑	19.	Are protective gloves available and worn for laboratory procedures where skin absorption/irritation may occur?
❑	❑	❑	20.	Are safety glasses or other eye protection available and worn in the laboratory?

COMMENTS

Biosafety Cabinet: Date last inspected?
Types of regulated carcinogens
Types and quantity of compressed gasses
Gallons of flammable liquids
Types of personnel protective equipment

_____

_____

LABORATORY EQUIPMENT

❑	❑	❑	21.	Have chemical fume hoods been tested within the past year?
❑	❑	❑	22.	Is storage in hoods kept to a minimum and is it placed so it does not impede proper airflow?
❑	❑	❑	23.	Does fume hood draw air (test with a tissue on hood edge) and is alarm installed and working?
❑	❑	❑	24.	Is the lab ventilation negative with respect to corridors and offices?

LABORATORY EQUIPMENT (continued)

Yes	No	N/A		
❑	❑	❑	25.	Are rotating or moveable parts and belts guarded with screens having less than ¼ inch opening?

❑ ❑ ❑ 26. Are refrigerators and freezers, which are used for storage of flammables, spark proof and properly labeled?

❑ ❑ ❑ 27. Are non-spark proof refrigerators labeled as "Unsafe for Flammable Storage"?

❑ ❑ ❑ 28. Are all gas cylinders restrained to prevent tipping or falling?

❑ ❑ ❑ 29. Are valves of gas cylinders capped when not in use?

HAZARDOUS MATERIALS

❑ ❑ ❑ 30. Are chemicals labeled to identify contents and hazards?

❑ ❑ ❑ 31. Are regulated carcinogens handled safely to reduce employee exposure?

❑ ❑ ❑ 32. Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.)?

❑ ❑ ❑ 33. Are chemicals inventoried (chemical name, quantity on hand, amount used per year)?

❑ ❑ ❑ 34. Are chemical wastes properly segregated and stored with Waste Pick-up Tags attached to the containers?

❑ ❑ ❑ 35. Are all hazardous wastes disposed of and not poured into the sewer system?

❑ ❑ ❑ 36. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash onto an employee's body?

❑ ❑ ❑ 37. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash or mechanical hazards such as grinding?

❑ ❑ ❑ 38. Are either and other peroxide formers dated?

❑ ❑ ❑ 39. Are sharps stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)?

FIRE AND ELECTRICAL SAFETY

❑ ❑ ❑ 40. Are fire doors unobstructed and readily closeable?

❑ ❑ ❑ 41. If greater than 10 gallons of flammables are stored, is an approved flammable storage cabinet used?

FIRE AND ELECTRICAL SAFETY (continued)

Yes	No	N/A		
❑	❑	❑	42.	Are flammable liquids stored in less than 1-gallon quantity or kept in less than 2-gallon safety cans?
❑	❑	❑	43.	Are flammable liquids limited to 60 gallons per fire area?
❑	❑	❑	44.	Are plugs, cords, and receptacles in good condition (no splices or frayed cords)?
❑	❑	❑	45.	Is all equipment properly grounded?
❑	❑	❑	46.	Are extension cords used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.)
❑	❑	❑	47.	Are all electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock?
❑	❑	❑	48.	Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions?
❑	❑	❑	49.	Are circuit breakers labeled to indicate what equipment is served by each?
❑	❑	❑	50.	Have all outlet adapters been removed? (Install additional outlets or use fused power strips if current demand is within the strip's rating.)

COMMENTS

_____

_____

APPENDIX E

FACILITY SAFETY INSPECTION CHECKLIST

SAN LEANDRO UNIFIED SCHOOL DISTRICT

FACILITY SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

Yes	No	N/A		
❑	❑	❑	1.	Have all employees received General Safety Training (fire, earthquake, VDTs, lifting, emergency evacuation, etc.)?
❑	❑	❑	2.	Are all employees familiar with the use of MSDSs?
❑	❑	❑	3.	Have all employees been instructed in how to operate the equipment they are required to use?
❑	❑	❑	4.	Have all employees been trained in how to protect themselves from the hazards identified in their work area?
❑	❑	❑	5.	Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed?
❑	❑	❑	6.	Are all training records up to date for each employee?
❑	❑	❑	7.	Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities?
❑	❑	❑	8.	Is the Cal/OSHA information poster, Workers' Compensation Bulletin and Annual Injury & Illness Summaries posted?

FIRE SAFETY

❑	❑	❑	9.	Are all fire exits clearly marked and unobstructed?
❑	❑	❑	10.	Is trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?
❑	❑	❑	11.	Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress?
❑	❑	❑	12.	Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?
❑	❑	❑	13.	Are spray-painting operations, which employ flammable materials, conducted inside spray booths?

FIRE SAFETY (continued)

Yes	No	N/A		
❑	❑	❑	14.	Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?
❑	❑	❑	15.	Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources?
❑	❑	❑	16.	Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?
❑	❑	❑	17.	Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations?
❑	❑	❑	18.	Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?
❑	❑	❑	19.	Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?

ELECTRICAL SAFETY

❑	❑	❑	20.	Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)?
❑	❑	❑	21.	Are all circuit breaker panels accessible with labels identifying each switch's function?
❑	❑	❑	22.	Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.)
❑	❑	❑	23.	Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?
❑	❑	❑	24.	Are Ground Fault Circuit Interrupters available for use in wet areas?
❑	❑	❑	25.	Are the wheels on rolling files or other mobile equipment free from binding when rolled?
❑	❑	❑	26.	Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip's rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.)

MECHANICAL SAFETY

❑	❑	❑	27.	Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)

MECHANICAL SAFETY (continued)

Yes	No	N/A		
❑	❑	❑	28.	Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?
❑	❑	❑	29.	Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?
❑	❑	❑	30.	Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?
❑	❑	❑	31.	Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?
❑	❑	❑	32.	Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely?
❑	❑	❑	33.	Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
❑	❑	❑	34.	Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?
❑	❑	❑	35.	Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?
❑	❑	❑	36.	Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
❑	❑	❑	37.	Are potable water, soap, and towels available for hand washing?
❑	❑	❑	38.	Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?
❑	❑	❑	39.	Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?
❑	❑	❑	40.	Are excessive noise levels adequately controlled?
❑	❑	❑	41.	Is an approved first aid kit available and its location known to all employees?
❑	❑	❑	42.	Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2 inch shelf lips or other means of restraining items, especially above exits and employee workstations.)
❑	❑	❑	43.	Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired?

HAZARDOUS MATERIALS/PERSONAL PROTECTION

Yes	No	N/A		
❑	❑	❑	44.	Are chemicals stored to prevent spills?
❑	❑	❑	45.	Are carcinogens handled safely to reduce employee exposure?
❑	❑	❑	46.	Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)?
❑	❑	❑	47.	Are chemicals inventoried with copies provided to the Personnel Office?
❑	❑	❑	48.	Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?
❑	❑	❑	49.	Are all hazardous wastes disposed of and not poured into the sewer system?
❑	❑	❑	50.	Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?
❑	❑	❑	51.	Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
❑	❑	❑	52.	Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?
❑	❑	❑	53.	Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?
❑	❑	❑	54.	Is hearing protection suitable for the hazards warranting protection available?
❑	❑	❑	55.	Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
❑	❑	❑	56.	Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?
❑	❑	❑	57.	Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?
❑	❑	❑	58.	Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

COMMENTS

APPENDIX F

CODES OF SAFE PRACTICES

CODES OF SAFE PRACTICES – ADMINISTRATORS

General Campus Safety Rules

A. **Be aware of where you are walking**. Trip and slip hazards – uneven exterior walkways, stacks of paper or boxes, for example, or recently polished and slick floors, or extension cords – are common in all areas of the campus.

B. **Be aware of the location of the nearest fire extinguisher.** It may come in handy. Read the instructions on the extinguisher now, before you need to use it.

C. **Familiarize yourself with the emergency exit procedures.** An emergency plan must be posted near the exit of every room to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.

D. **Chairs are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.

E. **Electric extension cords are to be used only as a temporary source of power.** Extension cords should be unplugged, rolled up and stored immediately after use. This includes cords to classroom appliances and overhead projectors. Improper use of electricity is the second most common cause of fires in schools.

F. **Flammable and combustible liquids may not be stored in classrooms, offices or resource rooms.** These liquids are the third most common cause of school fires.

G. **Be cautious with the use flammable materials.** They may not be attached to windows and doors and no more than 50% of all the wall space may be covered with flammable materials. Window coverings, drapes and curtains may not be installed unless they meet the Fire Marshall's fireproofing requirements. Keep decorations for holidays only.

Office Ergonomic Safety Rules

Administrators don't spend the majority of time at their desks using the computer, as Clerical Personnel do, but you still need to be aware of Repetitive Motion Injuries (RMI) and should take the following steps to reduce the chance of such an injury. As an Administrator it your responsibility to assure all staff follow safe practices, and that includes yourself

A. **Complete a workstation ergonomic evaluation.** If available, utilize an in-house resource to complete the evaluation or complete a self-evaluation (checklist attached).

B. **Make the necessary adjustments to your chair.** Most chairs will have at least two or three adjustment levers to use to change the height and tilts of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.

C. **Take the weight on your feet.** Ensure that your feet rest on the ground so that not all the weight is on your lower back. If your feet do not reach the ground, utilize a footrest.

D. **Type with your wrist at a neutral position.** Adjust the height of chair and keyboard to ensure that, while typing, the shoulders are relaxed, there is a 90-degree angle at the elbow, and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to reach the keys).

E. **Avoid neck and eye strain.** Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18" and 24" from the eye, and place it at a right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at eye level with the use of a document holder.

F. **Keep the mouse close.** Avoid having to reach either up or out to use the mouse. If possible it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it

with the arm rather than the wrist.

G. **Take your breaks.** Take micro-breaks from typing for 2-3 minutes every half-hour and stop typing for ten minutes after typing uninterrupted for 2 hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

Office Equipment Safety Rules

A. **Electric Powered Equipment can be a shock hazard.** Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.

B. **Shut off electrical equipment.** Before leaving the classroom, be sure electrical equipment, like audiovisual equipment, is shut off and unplugged.

C. **Be careful with paper cutters.** Cutters should only be used on a level, unobstructed and clear surface. The finger guard must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.

D. **Photocopy machines could be harmful to the eyes.** These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.

E. **Close file cabinet and desk drawers when not in use.** File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer

F. **Do not change a burnt out projection bulb when the projector is still hot.** Disconnect the projector and wait for it to cool before changing the bulb.

Materials Storage Safety Rules

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

B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower.

C. **Place cabinets and shelves away from room exits.** They could fall over and block the exit.

B. **Keep aisles and passageways free of materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.

C. **Keep the storeroom neat.** Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum.

Lifting Rules

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

A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

OFFICE WORKSTATION EVALUATION

Date: **Evaluator:**
Employee Name: **Title:**
Location: **Department:**
Reason: **Hours a day at VDT:**

CHAIR

	Yes	***No***
Does employee know how to make adjustments to chair position?	☐	☐
Is employee sitting at a height they find comfortable?	☐	☐
Are employee's feet resting on the floor?	☐	☐
(If not, is there a footrest available?)	☐	☐
Is the backrest at an angle and height that provides optimum lumbar support?	☐	☐
Does employee use backrest while typing (i.e., no tilting forward)?	☐	☐
Are thighs parallel to the floor or better still, sloping down slightly?	☐	☐
Is there pressure on the back of the employee's knees?	☐	☐
Are armrests used just for rest periods, and not while typing?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

KEYBOARD

	Yes	***No***
While typing, are upper arms within contact of torso?	☐	☐
Are shoulders relaxed?	☐	☐
Are forearms parallel to the floor (i.e., 90˚ angle at the elbow)?	☐	☐
Are wrists and hands straight and in-line with the forearm?	☐	☐
Are wrist rests used just for rest periods, and not while typing?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

MONITOR

	Yes	***No***
Is the top of the monitor at or slightly below eye level?	☐	☐
Is monitor between 18 and 24 inches from the eyes?	☐	☐
Is monitor directly behind keyboard?	☐	☐
Is monitor clean and free of glare?	☐	☐
Is monitor at right angles to windows?	☐	☐
Is a document holder used when appropriate?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

KEYING/MOUSE TECHNIQUE

	Yes	***No***
Is a light keying touch used?	☐	☐
Does the employee move arms, not wrists when reaching for distant keys?	☐	☐
Do the hands and wrists "float" over the keys?	☐	☐
Is the numeric pad used for cursor control?	☐	☐
Are keystroke alternatives used instead of the mouse whenever possible?	☐	☐
Is the mouse held gently (instead of the death grip)?	☐	☐
Is the mouse moved with the arm rather than the wrist?	☐	☐
Is the mouse as close to the keyboard as possible?	☐	☐
Is the mouse switched periodically to the other hand?	☐	☐
Does the employee use a light touch when clicking?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

SCHEDULE/BREAKS/EXERCISE

	Yes	***No***
Has employee recently worked more than 8 hours a day for an extended period?	☐	☐
Does the employee stop typing for 10 minutes after typing uninterrupted for 2 hours?	☐	☐
Does the employee take micro breaks (2-3 minutes) every half-hour?	☐	☐
Does the employee vary their posture regularly during the day?	☐	☐
Does the employee stand up and walk around during the micro breaks?	☐	☐
Does the employee regularly stretch (particularly the hands and wrists)?	☐	☐
Does the employee focus on distant objects at least every 7 minutes?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

DESK ORGANIZATION

	Yes	***No***
Is the floor around the desk cluttered (preventing leg movement)?	☐	☐
Is the desktop cluttered (resulting in cramped typing positions)?	☐	☐
Is other needed equipment (e.g., 10-key machine) accessible without reaching?	☐	☐
Does the employee use a headset if required to use phone while typing?	☐	☐
Is there minimal reaching above the shoulder and below the waist?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

OTHER

	Yes	***No***
Does the employee feel informed about the hazards of computer use?	☐	☐
Are they knowledgeable about controlling those hazards through correct workstation setup, modifying their schedule, and using better technique?	☐	☐
Do they know the procedure for reporting physical problems?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

CODES OF SAFE PRACTICES – CLERICAL

General Office Safety Rules

The office environment is generally considered to be a safe one, and office workers tend to be complacent about their safety since there are no obvious safety hazards. It is this complacency that can lead to unsafe work practices and eventually injuries.

A. **Be aware of where you are walking**. Trip and slip hazards – stacks of paper or boxes in the aisle, for example, or recently polished and slick floors – are common in the office.

H. **Be aware of the location of the nearest fire extinguisher.** It may come in handy. Read the instructions on the extinguisher now, before you need to use it.

I. **Familiarize yourself with the emergency exit procedures.** Learn the general layout of the office and the location of the nearest exit in case you have to get out of the building in a hurry.

J. **Chairs are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.

K. **Keep it neat.** Avoid clutter both on the desktop and underneath the desk. Keep your workstation and the area around it orderly.

Office Ergonomic Safety Rules

Repetitive Motion Injuries (RMI) are the most prevalent injuries among those who spend most of their day at a desk working with computers, and office workers should take the following steps to reduce the chance of such an injury.

H. **Complete a workstation ergonomic evaluation.** If available, utilize an in-house resource to complete the evaluation or complete a self-evaluation (checklist attached).

I. **Make the necessary adjustments to your chair.** Most chairs will have at least two or three adjustment levers to use to change the height and tilts of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.

J. **Take the weight on your feet.** Ensure that your feet rest on the ground so that not all the weight is on your lower back. If your feet do not reach the ground, utilize a footrest.

K. **Type with your wrist at a neutral position.** Adjust the height of chair and keyboard to ensure that, while typing, the shoulders are relaxed, there is a 90-degree angle at the elbow, and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to reach the keys).

L. **Avoid neck and eye strain.** Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18" and 24" from the eye, and place it at right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at eye level with the use of a document holder.

M. **Keep the mouse close.** Avoid having to reach either up or out to use the mouse. If possible it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it with the arm rather than the wrist.

N. **Take your breaks.** Take micro-breaks from typing for 2-3 minutes every half-hour and stop typing for ten minutes after typing uninterrupted for 2 hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

Office Equipment Safety Rules

G. **Electric Powered Equipment can be a shock hazard.** Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on;

always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.

B. **Be careful with paper cutters.** Cutters should only be used on a level, unobstructed and clear surface. The finger guard must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.

C. **Photocopy machines could be harmful to the eyes.** These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.

D. **Close file cabinet and desk drawers when not in use.** File cabinets are unstable with the drawers open and a co-worker could walk into an open drawer.

Storeroom Safety Rules

A. **Store your equipment safely.** Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum. A neat clean storeroom can greatly reduce the chance of accidents.

B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

C. **Electrical/water heater rooms are not storerooms.** Rooms with main electrical panels are not designed as storerooms. If electrical rooms must be used for storage, however, make sure there is a clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition; don't store flammable materials in rooms with water heaters.

Lifting Rules

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

A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

OFFICE WORKSTATION EVALUATION

Date: **Evaluator:**
Employee Name: **Title:**
Location: **Department:**
Reason: **Hours a day at VDT:**

CHAIR

	Yes	*No*
Does employee know how to make adjustments to chair position?	☐	☐
Is employee sitting at a height they find comfortable?	☐	☐
Are employee's feet resting on the floor?	☐	☐
(If not, is there a footrest available?)	☐	☐
Is the backrest at an angle and height that provides optimum lumbar support?	☐	☐
Does employee use backrest while typing (i.e., no tilting forward)?	☐	☐
Are thighs parallel to the floor or better still, sloping down slightly?	☐	☐
Is there pressure on the back of the employee's knees?	☐	☐
Are armrests used just for rest periods, and not while typing?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

KEYBOARD

	Yes	*No*
While typing, are upper arms within contact of torso?	☐	☐
Are shoulders relaxed?	☐	☐
Are forearms parallel to the floor (i.e., 90˚ angle at the elbow)?	☐	☐
Are wrists and hands straight and in-line with the forearm?	☐	☐
Are wrist rests used just for rest periods, and not while typing?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

MONITOR

	Yes	*No*
Is the top of the monitor at or slightly below eye level?	☐	☐
Is monitor between 18 and 24 inches from the eyes?	☐	☐
Is monitor directly behind keyboard?	☐	☐
Is monitor clean and free of glare?	☐	☐
Is monitor at right angles to windows?	☐	☐
Is a document holder used when appropriate?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

KEYING/MOUSE TECHNIQUE

	Yes	*No*
Is a light keying touch used?	☐	☐
Does the employee move arms, not wrists when reaching for distant keys?	☐	☐
Do the hands and wrists "float" over the keys?	☐	☐
Is the numeric pad used for cursor control?	☐	☐
Are keystroke alternatives used instead of the mouse whenever possible?	☐	☐
Is the mouse held gently (instead of the death grip)?	☐	☐
Is the mouse moved with the arm rather than the wrist?	☐	☐

Is the mouse as close to the keyboard as possible?	☐	☐
Is the mouse switched periodically to the other hand?	☐	☐
Does the employee use a light touch when clicking?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

SCHEDULE/BREAKS/EXERCISE

	Yes	***No***
Has employee recently worked more than 8 hours a day for an extended period?	☐	☐
Does the employee stop typing for 10 minutes after typing uninterrupted for 2 hours?	☐	☐
Does the employee take micro breaks (2-3 minutes) every half-hour?	☐	☐
Does the employee vary their posture regularly during the day?	☐	☐
Does the employee stand up and walk around during the micro breaks?	☐	☐
Does the employee regularly stretch (particularly the hands and wrists)?	☐	☐
Does the employee focus on distant objects at least every 7 minutes?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

DESK ORGANIZATION

	Yes	***No***
Is the floor around the desk cluttered (preventing leg movement)?	☐	☐
Is the desktop cluttered (resulting in cramped typing positions)?	☐	☐
Is other needed equipment (e.g., 10-key machine) accessible without reaching?	☐	☐
Does the employee use a headset if required to use phone while typing?	☐	☐
Is there minimal reaching above the shoulder and below the waist?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

OTHER

	Yes	***No***
Does the employee feel informed about the hazards of computer use?	☐	☐
Are they knowledgeable about controlling those hazards through correct workstation setup, modifying their schedule, and using better technique?	☐	☐
Do they know the procedure for reporting physical problems?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

CODES OF SAFE PRACTICES – COACHES & P.E. TEACHERS

General Workplace Safety Rules

A. **Be aware of where you are walking**. Trip and slip hazards – wet floors and towels, for example, recently polished and slick floors, various pieces of athletic equipment are common in the locker rooms, weight rooms and gymnasiums, on athletic fields, outside areas of concern would include sprinkler/pot holes and uneven field surfaces.

B. **Be aware of the location of the nearest fire extinguisher.** It may come in handy. Read the instructions on the extinguisher now, before you need to use it. Also, inspect it monthly to assure it remains in proper operating condition and initial and date the tag.

C. **Familiarize yourself with the emergency exit procedures.** An emergency plan must be posted near the facility exit to notify all employees and students of how to exit the room/building, the evacuation route and where they are to assemble after.

D. **Locker room/ dressing areas and showers should be inspected regularly.** Be sure to check these areas for damaged or loose benches, bent locker doors, sharp or protruding edges and damage to floors, ceiling walls and partitions. Report all damage to site administration as soon as possible. In some cases it may be necessary to limit access or use hazard tape to warn of injury potential.

E. **Chairs and folded bleachers are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.

F. **Electric extension cords are to be used only as a temporary source of power.** Extension cords should be unplugged, rolled up and stored immediately after use. Improper use of electricity is the second most common cause of fires in schools.

G. **Flammable and combustible liquids may not be stored in offices, equipment rooms, or storage rooms.** These liquids are the third most common cause of school fires.

H. **Be cautious with participation in competitive athletic endeavors.** While the desire to compete to "even out the teams," may be strong. The duty of the coach is to demonstrate the skill and to evaluate the student's ability to perform. Participation may lead to your injury or that of a student, so be very cautious when making a decision on "evening out a team," or participating in a live scrimmage situation.

I. **Please note that participation in off duty recreational use of school facilities does not guarantee coverage for injury under the Workers Compensation System.** Voluntary participation in friendly athletic competition, not connected to your employment duties, is at your own risk, even if it occurs on District property. The District's Workers Compensation Carrier may not cover any subsequent injury suffered as result of this type of activity.

J. **If you are transporting student/athletes to and from competitions in 15 passenger vans please be aware of the following.** The vans are not cars and do not handle like cars, especially loaded. Allow for greater stopping distances while driving (four second rule). Visibility and cornering are much more limited and extra care should be taken when turning and changing lanes. Driving after dark or in inclement weather will also increase the need for concentration and increased following distances. Follow your District guidelines for safe operations of these vehicles and do not operate one unless you have the approval of the District.

Electrical Athletic and Office Equipment Safety Rules

A. **Electric Powered Equipment can be a shock hazard.** Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.

B. **Shut off electrical equipment.** Before leaving the gym or the field, be sure electrical equipment, like public address equipment, pitching machines and scoreboards are shut off and unplugged.

C. **Be careful with motorized equipment.** Students should never be allowed to operate motorized equipment, unless they are a minimum of 18 years of age and have been trained in the safe operating procedures of that equipment and ***never leave them unsupervised***, during equipment operation. This includes, but is not limited to, golf carts, pitching machines, automatic tennis serving and return equipment and heated whirlpool baths.

D. **Photocopy machines could be harmful to the eyes.** These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.

E. **Close file cabinet and desk drawers when not in use.** File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer.

F. **Do not change a burnt out projection bulb when the projector is still hot.** Disconnect the projector and wait for it to cool before changing the bulb.

Equipment Storage Safety Rules

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

B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower.

C. **Place cabinets and shelves away from room exits.** They could fall over and block the exit.

D. **Keep aisles and passageways free of materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.

E. **Keep the equipment room neat.** Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum.

F. **Don't block Exits.** Do not store mats and other equipment in front of Exits. All exits should have a clear access at all times.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. Yes, even coaches can injure themselves, lifting light objects as well as lifting heavier ones, if you don't lift properly and your "tool" is not in shape for the job. A false sense of security can lead to lifting injuries, especially to those who pride themselves on overall physical health. Lifting is a thinking person's job.

A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in. Controlled lifting in a weight room, with the use of a weight belt and the availability of a spotter will be the sole exception to this rule. (Please note H in the General Workplace Safety Rules)

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. A food rule of thumb is to keep your feet pointed in the direction you want the load to travel. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back and enables you to use your strong leg muscles in the most efficient way.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it. Practice what you preach in your classes. Doing so will demonstrate to your students both your expertise and provide a practical application of the skill.

This code of safe practices was developed to assure you the best opportunity to work safely in your chosen profession. It does not take into consideration every possible scenario that may present itself in the workplace. Your ability to recognize and protect yourself and your students from hazards is an integral part of the job.

CODES OF SAFE PRACTICES – CUSTODIANS

Personal Safety Rules

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

A. **Pay attention to your surroundings.** Custodial work can become routine and your attention may waver. You must keep alert and aware of what is going on around you.

B. **Work in a well-lit area.** Make sure security lighting is functioning properly. Replace burnt bulbs and clean lenses when necessary. Report inoperative outside security lights to your supervisor. Adjust cleaning schedules to include unlit areas during daylight hours when possible. Obtain a flashlight if it would be useful.

C. **Know where co-workers are working.** Know where to get help if you need it. To communicate with co-workers, custodians can use two-way radios. Just the sight of the radio may be a deterrent to unwanted visitors.

D. **Get help with heavy or awkward objects.** Don't try to do a job by yourself if it requires two people to do it safely.

E. **When working inside, make sure entrances are secured.** Check doors to make sure they are locked from the inside when cleaning interiors. Make sure you can promptly exit the room in an emergency.

F. **Use good judgment.** You are not a police officer or security guard. Only approach unwanted visitors when you feel comfortable doing so. Don't hesitate to call 911 for help.

Storeroom Safety Rules

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

A. **Store supplies safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Safety Data Sheets (SDS) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters.

L. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

C **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

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

Ladder Safety Rules

A. **Use a straight ladder if you must lean the ladder against a support**. Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.

B. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.

C. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.

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

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

Electrical Powered Tool Safety Rules

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

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

B. **Prepare the equipment and yourself for work.** Examine the tools for safety defects before you use them. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).

C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply

D. **Charging batteries can be dangerous.** Take special precautions when charging batteries on electric carts. Read the manual before beginning. Charge the batteries only in a well-ventilated area away from any sources of ignition and where there is an eye wash station and deluge shower.

E. **Report any inoperative or unsafe equipment to your supervisor.** Take unsafe equipment out of service until it can be repaired or replaced.

Fuel Powered Tool Safety Rules

These tools have potential risks that must not be ignored. Oscillating blades on hedge trimmers can cut and maim. High velocity air from blowers can kick up dust and debris into the eyes and lungs. The cutting

surfaces of chain saws are capable of gnawing chunks of skin and bone. Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think "safety" when using your tools.

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

B. **Take care when refueling and storing the equipment.** Using a safety can, refuel on a hard surface in a well ventilated area. Refuel when the tool or equipment is cool and let the piece cool before transporting and storing it. If storing for long periods, drain the liquids. Fuel must be kept in and dispensed from an Underwriters Laboratory (UL) listed safety container and stored in a properly vented flammable liquids cabinet.

C. **Prepare the tool and yourself for work.** Examine the equipment for safety defects before you use them. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).

D. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Be mindful of pedestrians, wire fences and objects hidden in the grass and hedges. Shut off the tool when not using it. Remember, hot tools can cause severe burns.

Lifting Rules

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

A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fitenough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Riding Equipment Safety Rules

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

A. **All riding equipment comes equipped with manuals.** Read the manuals and become completely familiar with the equipment before using it. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice on a small area before taking the equipment out on the job.

B. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor. Wear protective clothing. (See Protective Clothing Reference Chart).

C. **Avoid hazards while operating the equipment.** Before you start to use the equipment clear the work area of potential hazards. Check the area for rocks and small objects that could be hurled by the blades. Remove other obstructions. Designate the work areas with safety cones or barrier tape when possible.

D. **Keep alert.** While using some riding equipment, it is possible to lose concentration. You must guard against becoming unaware of your surroundings. Keep staff and students at a safe distance from the equipment and work area. Never allow other riders on the equipment when you are operating it. Students are never allowed on any riding equipment.

E. **Do not leave the equipment unattended.** After turning off the equipment according to the manual instructions, remove the ignition key. The equipment must never be left unattended in an area where students have access – children may think it is an interesting toy, not the potentially dangerous piece of equipment it is.

F. **Follow shutdown instructions in the manual.** Carefully follow the post-operating instructions contained in the manual. Always clean the equipment after use and store it in a secure area.

PROTECTIVE CLOTHING REFERENCE CHART

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

TOOL/EQUIPMENT	Hard Hat	Glasses / Goggles	Gloves	Hearing	Mask
VACUUM					
SWEEPING					
MOPPING			**X**		
CLEANING (SURFACES)			**Latex**		
CLEANING (GLASS)			**Latex**		
LIQUID SPILLS		**Goggles**	**Latex**		
BLOOD		**Goggles**	**Latex**		**X**
OTHER POTENTIAL INFECTIOUS MATERIAL (OPIM)		**Goggles**	**Latex**		**X**
NEEDLES		**Goggles**	**Puncture Resistant**		**X**
MANUAL HANDLING (FURNITURE)			**X**		
MANUAL HANDLING (TRASH REMOVAL)			**X**		
MANUAL HANDLING (OTHER)			**X**		
CHEMICAL DILUTIONS	**N/R**	**F-SDS**	**F-SDS**	**F-SDS**	**F-SDS**
TOILET CLEANING		**Goggles**	**Latex**		
EQUIPMENT (RIDING)			**X**	**X**	
BLOWER		**X**		**X**	**Dust**
OTHER TOOLS/EQUIPMENT	AR	AR	AR	AR	AR
1……					
2……					

F-SDS: Follow Safety Data Sheet recommendations
NR: Not Required
AR: As Recommended in the District Safety Manual

CODES OF SAFE PRACTICES – FOOD SERVICE WORKERS

General Kitchen Safety Rules

A. Be aware of where you are walking. Trip and slip hazards are common in the kitchen. Always put out "Caution, Wet Floor" signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.

B. Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the fire extinguisher now, before you need to use it.

C. Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.

D. Know the general layout of the kitchen and the location of the nearest exit in case you have to leave the area in a hurry.

E. Assume heat-producing equipment, such as stoves and steamers, are hot.

F. Don't use wet potholders or mittens. The moisture will transmit heat to your hands.

G. Water and hot grease can be a burn hazard. Don't put a wet basket into a hot deep fryer. This could cause splattering which results in a burn.

H. Be cautious of loose clothing when operating equipment. It could get caught in the equipment.

I. Be sure others are aware of what you are doing. This awareness could help prevent accidental or careless movements that could result in an injury.

J. Rolling carts should be pushed, not pulled. If carts don't move easily, inspect the wheels for damage. Be aware of cracks and bumps when pushing carts on asphalt or cement. Don't overload carts and don't load them top heavy.

Storeroom Safety Rules

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

A. **Store supplies safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters. Cleaning supplies and food must always be stored separately.

B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

C. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

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

Ladder Safety Rules

A. **Use a straight ladder if you must lean the ladder against a support**. Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.

F. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.

G. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.

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

Tools/Equipment Safety Rules

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

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

B. **Prepare both the equipment and yourself for work.** Examine the tool/equipment for safety defects before you use it. Check electrical cords for frayed wires and defective plugs. Make sure the ground plug is in place. Keep safety guards in place at all times. Make sure the ground fault interceptor is working properly. Wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.

C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. When working with electric equipment, make sure your hands are dry. Do not stand on a wet floor when inserting the plug into or pulling the plug from the electric receptacle. Be mindful of pedestrians and your surroundings. Students should not be allowed to operate tools or equipment.

D. **Keep tools and equipment clean.** Always unplug electric equipment before cleaning it. Store tools, like knives and other utensils, in a place designated for the tools.

E. **Report any inoperative or unsafe equipment to your supervisor.** Take any unsafe equipment out of service until it can be repaired or replaced.

Lifting Rules

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

A. Before you lift something, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you

feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

C. Turn, don't twist. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. Push, don't pull. Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. Don't store heavy objects higher than your waist. If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. Lift like a pro and avoid the pain. Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Storeroom Safety Rules

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

A. **Store chemicals safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.

B. **Store your tools safely.** Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.

C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

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

Electrical Powered Tool Safety Rules

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

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

B. Prepare the equipment and yourself for work. Examine the tools for safety defects before you use them. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Cutting and boring tools should have sharp, clean cutting surfaces. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).

C. Avoid hazards while operating equipment. Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply.

D. Charging batteries can be dangerous. Take special precautions when charging batteries on electric carts. Read the manual before beginning. Charge the batteries only in a well-ventilated area away from any sources of ignition and where there is an eye wash station and deluge shower.

E. Report any inoperative or unsafe equipment to your supervisor. Take unsafe equipment out of service until it can be repaired or replaced.

Fuel Powered Tool Safety Rules

These tools have potential risks that must not be ignored. Oscillating blades on hedge trimmers can cut and maim. High velocity air from blowers can kick up dust and debris into the eyes and lungs. The cutting surfaces of chain saws are capable of gnawing chunks of skin and bone. Regardless of the equipment type, care must be exercised to minimize the possibility of accident or injury. Don't take power tools and the risks they pose for granted.

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

B. Take care when refueling and storing the equipment. Using a safety can, refuel on a hard surface in a well ventilated area. Refuel when the tool or equipment is cool and let the piece cool before transporting and storing it. If storing for long periods, drain the liquids. Fuel must be kept in and dispensed from an Underwriters Laboratory (UL) listed safety container and stored in a properly vented flammable liquids cabinet.

C. Prepare the tool and yourself for work. Examine the equipment for safety defects before you use them. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).

D. Avoid hazards while operating equipment. Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Be mindful of pedestrians, wire fences and objects hidden in the grass and hedges. Shut off the tool when not using it. Remember, hot tools can cause severe burns.

Riding Equipment Safety Rules

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

A. All riding equipment comes equipped with manuals. Read the manuals and become completely familiar with the equipment before using it. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice on a small area before taking the equipment out on the job.

B. Prepare the equipment and yourself for work. Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor. Wear protective clothing. (See Protective Clothing Reference Chart).

C. Avoid hazards while operating the equipment. Before you start to use the equipment clear the work area of potential hazards. Check the area for rocks and small objects that could be hurled by the blades. Remove other obstructions. Designate the work areas with safety cones or barrier tape when possible.

D. Keep alert. While using some riding equipment, it is possible to lose concentration. You must guard against becoming unaware of your surroundings. Keep staff and students at a safe distance from the equipment and work area. Never allow other riders on the equipment when you are operating it. Students are never allowed on any riding equipment.

E. Do not leave the equipment unattended. After turning off the equipment according to the manual instructions, remove the ignition key. The equipment must never be left unattended in an area where students have access – children may think it is an interesting toy, not the potentially dangerous piece of

equipment it is.

F. **Follow shutdown instructions in the manual.** Carefully follow the post-operating instructions contained in the manual. Always clean the equipment after use and store it in a secure area.

Tree Trimming Safety Rules

A. **There is a difference between pruning and trimming.** Tree trimming requires special training and equipment. Tree trimming operations should be supervised directly by the Maintenance or Grounds supervisor or his/her designee. Pruning is the removal of a branch for various reasons – it's broken and about to fall, it's low enough for students to reach, or the branch obstructs the use of play equipment. If you are in doubt about whether you should do the work, consult with your supervisor.

B. **Familiarize yourself with the tools to use and the job at hand.** Read the instruction manuals for the tools you will be using. Carefully survey the job, looking for electrical power lines and other potential hazards. Plan ahead for where branches may fall. Wear the necessary protective clothing (See Protective Clothing Reference Chart).

C. **Avoid hazards while pruning.** Clear the work area of trip and fall hazards and things that might get in your way while working. Designate the work area with safety cones or barrier tape when possible. Remember ladder safety rules. Don't bite off more than you and your tools can handle. Prune branches off in small pieces not more than two feet long. Start pruning from the section furthest away from the trunk, working your way towards the trunk.

D. **Clean up is part of the job.** Immediately after pruning, remove the debris.

Ladder Safety Rules

A. **Use a straight ladder if you must lean the ladder against a support**. Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.

B. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.

C. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.

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

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

Lifting Rules

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

A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

PROTECTIVE CLOTHING REFERENCE CHART

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

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

CODES OF SAFE PRACTICES – MAINTENANCE WORKERS

Electrical Repairs Safety Rules

A. **Take charge of the source of power.** Disconnect the fixture or equipment from its source of power and make sure it cannot be electrified without your knowledge and consent. Install your own padlock on the circuit breaker panel or lever to ensure that you have control over the electrical supply system. If it is not possible to lock the panel, post a sign stating "Person at Work". Remove the padlock or sign when the task is completed.

B. **Do not perform electrical repairs around water.**

C. **Never put your hands into an area that you cannot see.** Live wires may be there.

D. **Always replace a fuse with one that is of the same type and size.**

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

Plumbing Repairs Safety Rules

A. **Be careful with P.V.C cement.** When using P.V.C cement, make sure the work area is well ventilated and there are not sources of ignition nearby. Always wash your hands after using P.V.C cements and solvents.

B. **Inspect the immediate work area prior to performing brazing operations.** Ensure that no flammable liquids or combustible materials are present.

C. **Ensure that a fire extinguisher is available.** If brazing is done in or near wall studs or other flammable material, a Class A portable fire extinguisher should be immediately available.

Ladder Safety Rules

A. **Use a straight ladder if you must lean the ladder against a support**. Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.

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

Electrical Powered Tool Safety Rules

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

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

B. **Prepare the equipment and yourself for work.** Examine the tools for safety defects before you use them. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).

C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply

D. **Report any inoperative or unsafe equipment to your supervisor.** Take unsafe equipment out of service until it can be repaired or replaced.

Lifting Rules

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A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

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F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Machinery Safety Rules

A. **Manufacturers supply manuals with machinery.** Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.

B. **Learn safeguarding techniques for each machine.** Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of the maintenance supervisor.

C. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor.

D. **Review the Personal Protective Equipment (PPE) required for safe use of each machine.** Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.

E. **Be aware of the non-mechanical hazards.** Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking and excessive heat.

F. **Keep the area in and around the machine neat and well lit.** Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.

G. **Do not wear loose loose fitting clothes or jewelry.** Long hair also needs to be confined.

H. **Follow lockout/tagout procedures when performing maintenance.** Review the procedures with your supervisor before disconnecting the machine from its source of power. Stay in control of that source of power – through either a lock or tag – while working on the machine.

Storeroom Safety Rules

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

A. **Store chemicals safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.

B. **Store your tools safely.** Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.

C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

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

CODES OF SAFE PRACTICES – MECHANICS

Personal Protective Equipment Safety Rules

A. **Eye injuries are the most common occurrence in this industry.** Wear safety glasses with side shields or goggles with the designation Z-87.1 on the frame. When working with liquids, use goggles.

B. **Wear foot protection such as steel-toed boots and head protection.** Whenever a car is lifted on the hydraulic hoist, parts can fall. Bump caps can shield against falling objects and prevent head bumps against the undercarriage.

C. **Wear gloves whenever possible.** Mechanics routinely handle hot, sharp metal, often dripping with chemicals. When handling chemicals, refer to the Material Safety Data Sheet (MSDS) to determine proper hand protection. Routine handling of solvents, oil, fiberglass, coolants and other irritants with bare hands can cause skin problems.

D. **Wear disposable earplugs when noise is loud due to engine, compressor and impact tool noises.**

Fire Safety Rules

A. **Multipurpose ABC fire extinguishers should be available throughout the shop.**

B. **For small fires use the PASS method.** Pull the pin, aim, squeeze the handle and sweep at the base of the fire.

C. **Annually have the fire extinguishers serviced and checked by a certified vendor.** Perform monthly inspections of the fire extinguisher to ensure that units are fully charged. Remove unit from service if the dial indicates partial charge.

D. **Gasoline is an extremely flammable liquid.** Never smoke or operate anything that may cause a spark (such as communicators, radios or cellular phones) close to gasoline vapors or liquid.

Jump-Starting Car Battery Safety Rules

A. **Wear a pair of splash-proof goggles with the designation Z-87.1 on the frame.** Use acid resistant gloves and apron. Sulfuric acid is contained in the battery fluid. Keep baking soda on hand to neutralize acid spills.

B. **Never smoke or operate anything that may cause a spark when working on a battery.** Batteries contain hydrogen and oxygen, both flammable and explosive gases. The gases may ignite and cause the battery to explode.

C. **Use a pair of jumper cables that are rust and corrosion free and have no exposed wires.** Never use electrical tape to cover exposed wires.

D. **Do not discard used batteries in a garbage dumpster or leave it in a parking lot.** Dispose properly as a hazardous waste.

E. **Keep metal tools and jewelry away from the battery.**

F. **Never touch both terminals (+-) at the same time.**

Compressed Air Safety Rules

A. **All pipes, hoses, and fitting must have a rating of the maximum pressure of the compressor.** Compressed air pipelines should be identified (psi) as to maximum working pressure.

B. **Air supply shutoff valves should be located (as near as possible) at the point-of-operation.**

C. **Air hoses should be kept free of grease and oil to reduce the possibility of deterioration.**

D. **Hoses should not be strung across floors or aisles where they are a trip or fall hazard.** When possible, air supply hoses should be suspended overhead.

E. **Hose ends must be secured to prevent whipping if an accidental cut or break occurs.**

F. **Pneumatic impact tools, such as riveting guns, should never be pointed at a person.**

G. **Before a pneumatic tool is disconnected, unless it has quick disconnect plugs, the air supply must be turned off and the tool bled of residual pressure.**

H. **Compressed air must not be used under any circumstances to clean dirt and dust from clothing or off a person's skin.** Shop air used for cleaning should be regulated to 15 psi unless equipped with diffuser nozzles to provide less pressure.

I. **Personnel using compressed air for cleaning equipment must wear goggles, face shields or other eye protection.**

J. **Static electricity can be generated through the use of pneumatic tools**. This type of equipment must be grounded or bonded if it is used where fuel, flammable vapors or explosive atmospheres are present.

Mechanical Lifting Rules

A. **Check the load rating on the mobile hydraulic lift to determine if it is properly rated.** Securely attach the load before it is lifted.

B. **Persons should not work under suspended loads unless the load is properly supported, for example by weight bearing vehicle stands.**

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

CODES OF SAFE PRACTICES – NOON-TIME AIDES

General Safety Rules

A. **Be aware of your surroundings.** Be sure to check in at the office before going to your assigned location. In case of emergency, someone should be able to find you. Only enter areas where you have been authorized to visit.

B. **Carry a source of immediate communication.** Keep a walkie-talkie or cell phone on your person. Make sure it is charged and ready to use at all times.

C. **Be aware of strangers.** Report unauthorized visitors immediately.

D. **Be aware of where you are walking.** Walk on walkways, pathways and designated routes and avoid un-level or cracked pathways, if possible.

1. When assisting in the playground, watch for gopher holes, clumps of grass and muddy areas. Wear good shoes with rubber soles and good traction.
2. Trip and slip hazards are common in the kitchen. Always put out "Caution, Wet Floor" signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.
3. Walkways both outdoors and indoors should be kept free of standing water or sand to avoid slipping hazards and notify maintenance for corrections.

E. **Keep latex gloves on hand.** Gloves are required whenever contact with bodily fluids is possible.

1. Wear latex gloves and other appropriate personal protective equipment.
2. Remove visible soil with a detergent solution. Rinse in water.
3. Wash area with or dip toys in a sanitizing solution, e.g., bleach water or EPA approved solution. Bleach water is ¼ cup bleach to 1 gallon of water. The solution must be mixed fresh daily to ensure the solution is not weakened by the evaporation of chlorine. Air dry.
4. Remove gloves and wash hands immediately.

F. **Noon aides are required to renew first aid certifications and CPR certifications on a regular basis.**
These certifications must be current.

1. First aid assistance should be done using latex gloves and other appropriate personal protective equipment.
2. After removing the gloves properly to ensure not to contaminate yourself or the surrounding areas, wash your hands.
3. If clothes are contaminated, then remove clothing immediately and wash skin area with soap and water.
4. Always report first aid assistance.

G. **Aides are encouraged to wear comfortable clothing and shoes with rubber soles.**

H. **Report faulty equipment.** If Aides become aware of a faulty piece of equipment, indoors or outdoors, it should be taken out of service immediately and reported to appropriate individuals.

I. **Familiarize yourself with the emergency exit procedures.** An emergency plan should be posted near the evacuation emergency exit. Ask what your role will be in assisting in assembly or evacuation. Learn your role in of how to exit the room, the evacuation route and where they are to assemble after.

1. Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.
2. Know the general layout of the area you have volunteered for and know the location of the nearest exit in case you have to leave the area in a hurry.

J. **Be aware of the location of the nearest fire extinguisher.** Know your responsibilities in case of emergency and only use if authorized. Fire extinguishers should be located near the exit door used for evacuation.

1. Assist in keeping this area clear from obstructions and should always be readily available.
2. Don't post notices and decorative paper that may obscure its location.
3. Report discharged or expired fire extinguishers.

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CODES OF SAFE PRACTICES – SECURITY OFFICERS

Personal Security

A. **Pay attention to your surroundings.** Stay in well-lighted areas and use the Buddy System (2 people walking or working together). Have your keys and flashlight ready and be aware of your surroundings as you go. Have a working cell phone nearby and alert others as to when they can expect you back at base.

B. **Use good judgment.** Only approach unwanted visitors when you feel comfortable that you have communicated with your base and that you understand the nature of the risk of contact. Don't hesitate to call for additional campus security assistance.

C. **Avoid physical confrontation if at all possible**. Physical intervention should be the last resort. Avoid physically intervening in school fights or arguments. Use your voice to command and control the combatants. You may become the target and a victim. Request help via radio, cell phone or send a student to obtain additional adult assistance. Crowd dispersal is a key component to avoiding escalation.

Threat Recognition

A. Be aware of restraining orders against custodial and non-custodial adults. Preferably, request a picture to accompany the name.

B. All threats must be treated seriously. Be aware of your standard protocol for assessing, investigating and documenting threats. Written statements should be obtained from threat makers, witnesses and the targets of threats. The actions taken by administrators to address each threat should also be documented. Report any aggressive notes or letters from students to the administration and security supervisors.

C. Disgruntled current and former employees, suspended and expelled students, irate parents, job applicants, and other high-risk individuals are very likely to attend hearings, meetings, and visits. Be alert for these individuals and report them to the security office.

D. Suspicious activity may include suspicious vehicles on and around campus, suspicious persons in and around school buildings including those taking photographs or videotaping, suspicious packages around the building perimeter and/or in the school, and suspicious information seeking efforts by phone or by unknown "visitors".

Security Management Procedures

All threats must be treated seriously and you should be familiar with your District protocol for assessing, investigating and documenting threats. Written statements should be obtained from threat makers, witnesses and the targets of threats. The actions taken by administrators to address each threat should also be documented.

Security administrators should develop and use questions similar to those above to evaluate each threat, rather than relying on checklists of profiling characteristics or personality traits. A review of the threat maker's past disciplinary and psychological record should be made as a part of the evaluation process. In addition to disciplinary action consistent with school policies, police also should be involved when appropriate.

School district administration offices typically house the offices of the superintendent, board members, personnel department, treasurer, special education staff, and student services hearing officers and staff. The ever-increasing political nature of school board meetings, and for that matter school politics in general, often draws a presence and attention to school administration offices and the individuals housed in these offices. It is not uncommon for highly charged meetings and emotional issues to result in escalated undesirable and threatening behavior.

Security Supervisor Management Controls

A number of measures can be taken to reduce administration office safety threats. These include, but are not limited to:

1. Security personnel should know the threat assessment protocol that applies not only to dealing with threats made by and/or to students, but also to threats made to school administrators and office staff. (A number of cases have been

documented where threats have been made to harm building administrators as well as district-level coordinators, supervisors, directors, and even superintendents.)

2. Include administration offices, both at the building and district levels, in school security assessments conducted for your district.
3. Develop crisis guidelines for school administration sites as would be done for actual school buildings
4. Train administrators and school office staff (including secretaries and receptionists) on appropriate security policies and procedures, threat assessment and management, office safety measures, and district crisis guidelines and proper security reporting procedures.
5. Incorporate crime prevention into school office layouts and central office designs, including in reception areas, secretarial offices, and inside administrative offices and meeting rooms
6. Evaluate methods for reducing and controlling access to district central offices and support facilities
7. Establish basic procedures for conducting potentially high-risk meetings and hearings
8. Assess physical security measures, including the use of security technology, for reducing administration office safety risks and for preparing to manage incidents of crime and violence in office settings
9. Evaluate the contents, in addition the layout, of administration offices, as well as communication methods that would be used in a threatening situation

Reducing After-School and Weekend Risks

Wide open doors and facilities, limited (if any) supervision, and leaving the school on "auto pilot" create security concerns. Security officials should explore ways to reduce risks and to prepare for managing those incidents that cannot be prevented. Some specific steps to consider might include:

1. Reduce the number of open doors that are accessible to outsiders once the normal school day has ended. (Of course, reduced access should also be a part of daytime school security procedures, too.)
2. Concentrate (as best possible) after-school and weekend activities in limited areas of the building. If at all possible, avoid having activities spread out all over the school. If you do have multiple activities taking place, evaluate security-staffing needs and try to identify ways to contain the activities to their designated areas. Gate-off sections of the building not being used for after-school activities in accordance with fire code standards and good common sense.

Response Protocols

1. Responding to threat of physical assault by fighting students

a. Security will check to make sure radio equipment is in proper operating condition.
b. Security will communicate with other Security in order to assess response needs.
c. At least one Security Officer will provide assistance in case of threat of physical assault. Security will assess need to contact local police services and promptly notify base of his/her situation and recommendations.
d. In all cases involving student confrontation, Security will clear the classroom, playground or other areas of all non-participating students before addressing confrontation.
e. Security should attempt to identify non-aggressive student and remove him/her from area to diffuse situation.
f. In cases involving weapons, Security will immediately notify base. They in turn will notify police services.
g. Security personnel will work together to control and contain situation by isolating student with weapon until assistance arrives.

2. Responding to threat by non-student

a. All Security will be on constant alert for non-students entering campus grounds. While patrolling assigned areas, Security will make sure all outside doors are locked and are in good operating condition.
b. Security will report situation to base and other Security Officers and will use his/her best judgment in recommending to base whether police services should be contacted.
c. Security will take initiative in preventing non-students from entering school grounds by approaching non-students before they enter campus. If already on campus, Security will be courteous in asking non-student to leave and will escort non-student off campus. If necessary, Security will exercise reasonable force in escorting non-student off campus.
d. Security will remain in continual contact with base and other Security officers regarding whereabouts of non-students, number of non-students, description, direction and whether non-student is armed.
e. For schools with closed campus at lunchtime, Security will maintain student control by restricting students to a central area such as a playground.

3. **Patrols playground, school buildings, offices, hallways, cafeteria and restrooms.**
    a. Prior to commencing patrol of assigned area, Security will check to make sure radio equipment is in proper operating condition.
    b. Security will keep assigned area clean and free of debris and foreign substances; and will report hazards to supervisor and custodial staff.
    c. Incase of fire, earthquake, chemical spill or other emergency requiring evacuation, Security will promptly notify office (base), and supervise assigned area for safe evacuation of all staff and students.
    d. Security will keep exits open during school hours and conduct inspections to verify ability to easily exit.
    e. Security will inspect alarm system to determine that system is operable.

Safety Tips When dealing with angry individuals:

- **Apologize for inconvenience.**
- **Control your emotions.**
- **Empathize or sympathize with the individual.**
- **Ignore sarcasm/personal attacks.**
- **Never argue with the individual.**
- **Offer assistance.**
- **Never accuse the individual.**
- **Call for help when necessary.**

Safety Tips/Internal Violence

- **Try to calm angry individual by talking**
- **Empathize/sympathize**
- **Ask if you can help**
- **Understand angry individual's position**
- **Focus on individual's behavior**
- **Call for help when necessary**

Safety Tips/External Violence

- **Don't open door to stranger after business hours**
- **Notify base if working late**
- **Don't let a caller know you are alone**
- **Report suspicious characters to police services**
- **Build a rapport with police services**
- **Use the "buddy system"**

Preparing for Workplace Violence Summary

- **Verbal threats are as serious as physical threats**
- **Don't ignore violent or angry outbursts**
- **Stress and conflict can cause a violent incident**
- **Protect yourself and be cautious**
- **Report acts of violence no matter how small**
- **Don't treat threats lightly**
- **Make sure your radio is fully charged**
- **Have 911 hotline procedures**
- **Don't freeze**
- **Watch for warning signs**
- **Know your location**

Conduct

You are in the public eye. In your official duties, your actions reflect upon you, the school, and the school district. Be helpful and courteous at all times. Conduct yourself as a professional.

I Attitude

Your attitude will largely determine your success in gaining the cooperation of the motoring public, your co-workers and supervisor, children and parents. Courtesy cannot be over emphasized. Be courteous and helpful even under adverse conditions. **DO NOT** assume an overbearing manner in your contacts with the general public or schoolchildren.

II Attention to Your Duties

The lives of school children are in your hands. Attention to the duties and responsibilities of your position is required at all times.

III Personal Interest

Show a personal interest in your work by learning and using the names of as many children and parents as possible. Using names may help promote a positive attitude with the general public and will help when giving directions to schoolchildren.

IV Equipment

Make sure your equipment is in good working condition and fully charged. Be familiar with its proper function and maintenance.

V Appearance

Dress to suit weather conditions. Your appearance must be neat and clean at all times when on duty. A slovenly appearance results in a loss of public respect. Remember you are in the public eye.

Personal Safety Rules

A. **Focus your attention on students.** In order to avoid begin injured your attention must be focused on the students you are supervising. Don't engage in a lengthy conversation with other employees or individual students. A stray ball could hit you. Be prompt and efficient when dealing with disciplinary matters. Don't let the problem student distract you too long from the majority of students.

B. **Position yourself for the widest, safest view.** You want to take a position in the area you are working that affords you the best view for supervising the greatest number of students. Don't let trees; walls, or other obstacles obstruct your view. Don't take a position with your back to students engaged in a playground activity, especially those involving throwing objects.

C. **Don't engage in play activities with students.** If you are engaged in playing with a group of students you could be injured by an activity of another group of student, and other students may be without supervision.

D. **Be aware of safety hazards.** Play areas and equipment should be safety inspected, but there may be slip, trip, or fall hazards in the area you are working. Watch your step. Report safety hazards to your supervisor immediately.

E. **Scan your area of responsibility.** Once you have positioned yourself appropriately, visually scan the area you are responsible for securing and supervising. This will help keep you alert.

Remember, keeping alert and aware of what is going on in the area you are supervising is not only your job, but will also help you avoid being injured.

For additional information, contact the National Association of School Resource Officers

CODES OF SAFE PRACTICES – SPECIAL EDUCATION

Lifting and transferring students may be easy when children are babies. Without assistive lifting devices and proper body mechanics, as their weight increases so do the risks for back injuries. The risk increases even more with children who are combative, tug, and/or drop. Most back injuries are not a result of *one bad lift*, but rather from a combination of bad body mechanics, poor posture, loss of flexibility, and a general decline in physical fitness.

Lifting/Transferring Assistive Aid Safety Rules

A. **Use any mechanical help that the district provides.** Mechanical help would include a Hoyer lift, hoist or other assistive lifting devices. These types of equipment eliminate the need for manually lifting or moving students. The biggest excuse for not using mechanical lifting devices is that they are time consuming. So are back injuries! Learn to use the hoists, lifts, or other assistive devices that the district provides. As you become more proficient with them, they will take less time.

B. **Use gait/transfer belts and make sure they are securely fastened.** A gait belt provides a solid handhold on a student, which makes it easier to lift, handle and transfer them. If you are only holding onto a tee shirt and a student goes down, chances are good that the tee shirt will be in your hand and the student will be on the floor! Gait/transfer belts provide a solid handle on the student so you can guide and transfer them.

Individual Lift/Transfer Safety Rules

Having a plan in place for the safe lifting and transferring of all students will help reduce the risk of back injuries. Being prepared and well trained to lift and transfer students properly is an important step in back injury prevention.

A. **Develop an SOP (standard operating procedure) for the transfer of *each* student.** Just as you assess the nutritional needs of each student yearly, the lifting and transferring needs must also be evaluated annually. Has the student's weight reached a level where they are now a "two-person" lift? Can they help with a standing-pivot transfer to the commode? Are they on new medication that makes them combative? Transfer procedures must be updated regularly as each student's condition changes.

B. **Back Belts.** Are back belts necessary? The research is still conflicted on this. A recent NIOSH study reported that back belts were not an effective measure in preventing back injuries. There are several reasons for this conclusion:

1. **They are not worn properly.** Back belts should be worn *low*, on the hips. The correct placement is between t he navel and tailbone, over the lumbar section of the back. Most back belts are placed here initially but tend to creep up around the waist as the day progresses (especially with women because of their smaller waistline and larger hip dimensions).

2. **People wear them cinched up ALL day.** Back belts should only be cinched up when you are going to lift something or someone. If they are cinched up all day, it can lead to muscle atrophy, which decreases abdominal strength.

3. **"Superman Syndrome."** Back belts often give us a greater sense of ability and we attempt to lift/transfer more than we should.

4. **Back belts don't make up for poor body mechanics.** Learn how to lift and transfer students properly. Practice these techniques with all lifting; at work, home, with the back belt or without it.

Student Lifting/Transferring Safety Rules

Employees are asked to lift and transfer students repetitively as part of their job. Preparing for safe lifts and transfers, as well as learning proper lifting and transferring techniques will help reduce the risk of injury to the back.

A. **Prepare for the lift/transfer.** There are several actions that need to be taken prior to the lift to help ensure that a safe lift/transfer follows. They are:

1. **Lock the wheelchair.** Don't get stuck in the middle of the lift! Many times, an injury can result when lifting a child from the commode to the wheelchair, the wheelchair moves backwards, and the employee is pulled off balance while holding a 50-pound child. Get into a habit of always locking the wheelchair… FIRST! Make sure locks and brakes are working properly.

2. **Tell the student what you are going to do.** Students can be nervous and it helps to speak to them in a calm, reassuring manner. Explain what you are going to do, let them know how they can help, keep it positive and be confident. Remember, if you are confident they will be, too.

3. **Have the student help, if possible.** Have the student help as much as possible. Over time, as they become more independent, they may be able to help more and more. This will increase their self-confidence.

4. **Plan, practice and communicate the lift/transfer.** Teamwork is an important step to reducing back injuries when lifting and transferring students. ***Plan*** the direction you will be taking the student. ***Practice*** the lift and transfer. ***Communicate*** with each other: "You take the shoulders, I'll take the legs…" Decide how you will count out the lift. Will it be 1, 2, 3 and lift? Will it be 1, 2, and lift on 3? Injuries can occur if one lifting partner lifts sooner than the other or goes in a different direction. Have a plan, practice the plan and communicate with each other!

B. **Lift/transfer correctly.** There are ways to lift and transfer students that can reduce the risk of injury to the back.

1. **Lock the back into place before lifting.** Assume the "power" position before starting to lift or transfer. Remember, **squat** (bend the knees, lift with the legs), **lock** (curve the back in, shoulders back, chin up), and **lift**.

2. **Get as close to the student as possible.** Students can be slimy, full of spit, coughing, or drooling but the farther away you are when lifting student, the higher the risk of back injury to the employee. Remember, the farther away…the higher the strain.

3. **Keep the head and shoulders up and don't twist.** The back follows what the head does. If the head is down and the chin is tucked to the chest, you will lose the "curve" and the "power" position for the lift. Keep the head, shoulders and chin **UP** in order to "lock" the back into place. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when lifting/transferring puts a lot of unnecessary stress on your back.

Safety Rules to Minimize Forward Bending

Forward bending, over time, can contribute to a back injury. When you constantly need to lock wheelchairs, raise or lower footrests, place gait/transfer belts on students, work "hand-over-hand," get "droppers" off the floor, etc., there are other options to consider. Instead of bending forward from the waist with the knees locked, try squatting down, putting one knee on the floor, sitting on a small chair, or using a "golfer's" lift.

A. **Working "Hand-Over-Hand."** When you are required to work with students by placing your hand over their hand, the body needs to be lowered to their level. Avoid the tendency to bend from the waist. Try sitting on a small chair next to the student and straddle them with your legs. Another option would be to place one knee on the floor and work with the student at their level.

B. **Getting "Droppers" off the floor.** Be sure that "droppers" are always wearing a gait belt, as this will make them easier to pick up from floor level. Consider sitting on a small chair and lifting them up from behind. For a larger student, get help and use a "two-person" lift.

C. **Working with those who bite and pull hair.** Children who bite and pull hair do so when you bend forward close enough for them to reach you. It is important to identify those children early and be on guard when close to them. To reduce your risk of injury, don't bend forward from the waist to work with them but rather squat down when working near them. This gives you a broader base of support should they pull at you. Also, when holding onto them them, be sure ***YOU*** hold onto them rather than letting them hold onto you. It keeps you in control. If you know they are biters, try not to get too close.

General Physical Conditioning Rules

Just as you need to keep your car in good condition in order to get your body to work, it is just as important to keep your ***body*** in good condition in order to lift and transfer students safely. Your body is your vehicle to getting paid. If the car breaks down, you can't get to work…if your body breaks down, you don't get paid!

A. **Be a physically active person.** Face it you have a physically demanding job. As we age, do you feel like you have more energy? Are you as physically active as you were at age 20? The problem is that the older we get, the less active we become and our bodies deteriorate with time. Performing some type of aerobic exercise, like walking, biking or swimming, will increase your energy level and give you more stamina to face the challenges of your job. Mix physical activity into all avenues of your life…take a 15 minute walk during your lunch break, walk the mall on weekends, ride your bike with your kids or grandkids. Make it a point to get out and exercise three to five times a week, for 15 to 30 minutes each session. If you are over 40 years old, be sure to get a doctor's clearance before starting any aerobic exercise program.

B. **Stretch often throughout the day.** Stretching helps the body feel better. Be sure to stretch out before work, as well as after breaks and lunch. Being flexible can help reduce the risk of back injury. When the muscles in the back of your legs or those in your back are tight, it's harder to squat down to lift properly. When this happens, the body will lean forward from the waist, with the legs locked, and the risk of injury goes up! When you stretch, be sure to ***stretch slowly*** by holding the stretch 10 to 30 seconds on each body part. Remember to ***never bounce*** when stretching…just hold the stretch when a slight discomfort is felt. Never stretch to the point of pain! It helps to take some ***deep breaths*** during the stretch to help the muscles relax.

C. **Strengthen the body.** We strive to keep our car in top condition so it is dependable and the same goes for the body. Our job demands that we keep our body strong so we are dependable for the children who count on us to be there. Lifting and transferring students is easier and safer when we have strong abdominal (stomach) muscles, back muscles and thigh muscles. Perform exercises that strengthen these body parts at least three times a week.

Materials Storage Safety Rules

A. **Store wheelchairs, toys, and bathroom/diaper changing materials in an organized way.** Do not overload shelves and drawers. Do not store materials on top of cabinets. Materials may not be stored within 36" of the ceiling.

B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves, at about chest height or lower.

C. **Place wheelchairs, cabinets and shelves away from room exits.** They could fall over and block the exit.

D. **Keep aisles and passageways free of wheelchairs and materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.

E. **Keep the classroom neat.** Everything should have its place in the classroom and keep clutter to a minimum.

F. **Store chemicals safely.** Keep all chemicals/cleaning supplies out of reach and locked up safely. All chemical/cleaning supply containers must be properly labeled. Store chemicals according to instructions on container labels.

CODES OF SAFE PRACTICES – TEACHERS & AIDES

General Classroom Safety Rules

A. **Be aware of where you are walking**. Trip and slip hazards – stacks of paper or boxes, for example, or recently polished and slick floors, or extension cords – are common in the classroom.

B. **Be aware of the location of the nearest fire extinguisher.** It may come in handy. Read the instructions on the extinguisher now, before you need to use it.

C. **Familiarize yourself with the emergency exit procedures.** An emergency plan must be posted near the classroom exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.

D. **Chairs are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.

E. **Electric extension cords are to be used only as a temporary source of power.** Extension cords should be unplugged, rolled up and stored immediately after use. Improper use of electricity is the second most common cause of fires in schools.

F. **Flammable and combustible liquids may not be stored in classrooms.** These liquids are the third most common cause of school fires.

G. **Be cautious with flammable materials.** They may not be attached to windows and doors and no more than 50% of all the wall space may be covered with flammable materials. Window coverings, drapes and curtains may not be installed unless they meet the Fire Marshall's fireproofing requirements. Keep decorations for holidays only.

Office Ergonomic Safety Rules

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

A. **Complete a workstation ergonomic evaluation.** If available, utilize an in-house resource to complete the evaluation or complete a self-evaluation (checklist attached).

B. **Make the necessary adjustments to your chair.** Most chairs will have at least two or three adjustment levers to use to change the height and tilts of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.

C. **Take the weight on your feet.** Ensure that your feet rest on the ground so that not all the weight is on your lower back. If your feet do not reach the ground, utilize a footrest.

D. **Type with your wrist at a neutral position.** Adjust the height of chair and keyboard to ensure that, while typing, the shoulders are relaxed, there is a 90-degree angle at the elbow, and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to reach the keys).

E. **Avoid neck and eye strain.** Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18" and 24" from the eye, and place it at a right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at eye level with the use of a document holder.

F. **Keep the mouse close.** Avoid having to reach either up or out to use the mouse. If possible it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it with the arm rather than the wrist.

G. **Take your breaks.** Take micro-breaks from typing for 2-3 minutes every half-hour and stop typing for ten minutes after typing uninterrupted for 2 hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

Office Equipment Safety Rules

A. **Electric Powered Equipment can be a shock hazard.** Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.

B. **Shut off electrical equipment.** Before leaving the classroom, be sure electrical equipment, like audiovisual equipment, is shut off and unplugged.

C. **Be careful with paper cutters.** Cutters should only be used on a level, unobstructed and clear surface. The finger guard must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.

D. **Photocopy machines could be harmful to the eyes.** These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.

E. **Close file cabinet and desk drawers when not in use.** File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer.

F. **Do not change a burnt out projection bulb when the projector is still hot.** Disconnect the projector and wait for it to cool before changing the bulb.

Materials Storage Safety Rules

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

B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower.

C. **Place cabinets and shelves away from room exits.** They could fall over and block the exit.

D. **Keep aisles and passageways free of materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.

E. **Keep the storeroom neat.** Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum.

Lifting Rules

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

A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

OFFICE WORKSTATION EVALUATION

Date: **Evaluator:**
Employee Name: **Title:**
Location: **Department:**
Reason: **Hours a day at VDT:**

CHAIR

	Yes	***No***
Does employee know how to make adjustments to chair position?	☐	☐
Is employee sitting at a height they find comfortable?	☐	☐
Are employee's feet resting on the floor?	☐	☐
(If not, is there a footrest available?)	☐	☐
Is the backrest at an angle and height that provides optimum lumbar support?	☐	☐
Does employee use backrest while typing (i.e., no tilting forward)?	☐	☐
Are thighs parallel to the floor or better still, sloping down slightly?	☐	☐
Is there pressure on the back of the employee's knees?	☐	☐
Are armrests used just for rest periods, and not while typing?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

KEYBOARD

	Yes	***No***
While typing, are upper arms within contact of torso?	☐	☐
Are shoulders relaxed?	☐	☐
Are forearms parallel to the floor (i.e., 90˚ angle at the elbow)?	☐	☐
Are wrists and hands straight and in-line with the forearm?	☐	☐
Are wrist rests used just for rest periods, and not while typing?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

MONITOR

	Yes	***No***
Is the top of the monitor at or slightly below eye level?	☐	☐
Is monitor between 18 and 24 inches from the eyes?	☐	☐
Is monitor directly behind keyboard?	☐	☐
Is monitor clean and free of glare?	☐	☐
Is monitor at right angles to windows?	☐	☐
Is a document holder used when appropriate?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

KEYING/MOUSE TECHNIQUE

	Yes	***No***
Is a light keying touch used?	☐	☐
Does the employee move arms, not wrists when reaching for distant keys?	☐	☐
Do the hands and wrists "float" over the keys?	☐	☐
Is the numeric pad used for cursor control?	☐	☐
Are keystroke alternatives used instead of the mouse whenever possible?	☐	☐
Is the mouse held gently (instead of the death grip)?	☐	☐
Is the mouse moved with the arm rather than the wrist?	☐	☐
Is the mouse as close to the keyboard as possible?	☐	☐
Is the mouse switched periodically to the other hand?	☐	☐
Does the employee use a light touch when clicking?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

SCHEDULE/BREAKS/EXERCISE

	Yes	***No***
Has employee recently worked more than 8 hours a day for an extended period?	☐	☐
Does the employee stop typing for 10 minutes after typing uninterrupted for 2 hours?	☐	☐
Does the employee take micro breaks (2-3 minutes) every half-hour?	☐	☐
Does the employee vary their posture regularly during the day?	☐	☐
Does the employee stand up and walk around during the micro breaks?	☐	☐
Does the employee regularly stretch (particularly the hands and wrists)?	☐	☐
Does the employee focus on distant objects at least every 7 minutes?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

DESK ORGANIZATION

	Yes	***No***
Is the floor around the desk cluttered (preventing leg movement)?	☐	☐
Is the desktop cluttered (resulting in cramped typing positions)?	☐	☐
Is other needed equipment (e.g., 10-key machine) accessible without reaching?	☐	☐
Does the employee use a headset if required to use phone while typing?	☐	☐
Is there minimal reaching above the shoulder and below the waist?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

OTHER

	Yes	***No***
Does the employee feel informed about the hazards of computer use?	☐	☐
Are they knowledgeable about controlling those hazards through correct workstation setup, modifying their schedule, and using better technique?	☐	☐
Do they know the procedure for reporting physical problems?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

CODES OF SAFE PRACTICES – WAREHOUSE/DELIVERY

Warehouse

A. **When entering different work areas,** familiarize yourself with any required safety precautions. Be aware of work going on around you. Keep clear of suspended loads, traffic areas, etc.

B. **Report any unsafe conditions or equipment to your supervisor.** Keep horseplay and rough housing away from the job. Practical jokes often become painful injuries.

C. **Preventing accidents depends mostly on you, THINK SAFETY.** Work with care and good judgment at all times to avoid accidents.

D. **Report any injuries immediately.** Even small cuts can become seriously infected. Rely on your supervisor's knowledge and experience if you do not understand any rule or work operation.

E. **Intoxicants and non-prescribed drugs are NOT PERMITTED** and result in disciplinary action. Keep your mind on your job and your temper under control.

Hazards

A. **Be sure your footing is well supported before stepping**. Watch out for overhanging planks, slippery spots, loose objects, etc.

B. **Always have enough light on stairs, aisles, basements, work areas.** Place barricades and signs to warn of traffic, overhead dangers, etc. Have warning lights, flagmen, if necessary.

C. **Always be seated when riding authorized vehicles,** unless designed for standing.

D. **Wear clothing suitable for weather and your work.** Torn or loose clothing, cuffs, and neckwear are hazardous. Jewelry (rings, bracelets, neck chains, etc.) should not be worn.

Housekeeping

A. **Maintain good housekeeping at the job.** Keep materials orderly. Prevent piles from falling or shifting (tie or support if necessary). Clean up oil, grease and water spills right away.

B. **Provide safe access to work areas.** Do not block aisles, traffic lanes, fire exits and keep loose materials off stairs, walkways, ramps, and platforms. Avoid shortcuts, use ramps, stairs, walkways, and ladders.

C. **Pallets are to be stored flat, no on their edge.** Do not stand on pallets. Instead of standing on a pallet use the proper ladder for the job.

Operating Machinery

A. **Only qualified personnel should operate or service power tools, vehicles and other machinery.** Before starting machinery, opening valves, switches or similar devices, check safety of workmen. Have all safety guards attached.

B. **Never adjust or repair machinery while it is in motion.** "Lock-out" when maintenance job requires. Report defective power tools or machinery to supervisor immediately.

C. **Operate machinery and vehicles within rated capacities and at safe speeds.** Never point an air hose at anyone or use it to clean clothing.

Operating Forklifts.

A. **Complete formal training before operation.** Only certified drivers may operate. Follow the listed Cal/OSHA rules and procedures.

1. Rated capacity must be stated on forklift.

2. No riders shall be permitted on forklift unless forklift is equipped with adequate facility.

3. All unattended forklifts shall have mast at vertical position, forks in the down position, engine off, and parking brake set.

4. Loaded forklift shall not be moved until load is safe and secure.

5. Operators shall look in the direction of travel, and shall not move the forklift until it is certain all persons are clear.

6. The forks shall always be carried as low as possible, consistent with safe operation.

7. Forklifts shall not be driven up to anyone standing in front of a bench or other fixed object where such persons could be caught between the forklift and the object.

8. Employees shall not place any part of their body outside the running lines of the forklift or between the mast uprights or other parts of the unit where shear or crushing hazards exist.

9. Employees shall not stand or work under the elevated portion of any forklift.

10. The operator shall slow down and sound the horn at all locations where visibility is obscured or obstructed. If the load being carried obstructs forward view, the operator shall be required to travel with the load trailing unless uphill.

11. Extreme care shall be taken when tilting loads. Tilting forward with forks elevated shall be prohibited except when picking up a load. Tilting elevated loads forward shall be prohibited, except where the load is to be deposited on a storage rack or equivalent.

12. Special precautions shall be taken in the securing and handling of loads by forklifts equipped with special attachments, and during the operation of these trucks after the loads have been removed.

13. Operator of forklift shall remain in operator's seat when forklift is used with a personnel basket. Only approved personnel basket attachment will be used elevating employees.

14. Inspect forklift daily before operating.

Delivery Trucks

A. **Inspect trucks daily before operating.** Maintain a daily pre-op record and service according to schedule. Check engine oil, tire pressure, lights and make sure brakes are properly adjusted and in good working order.

B. **Adjust side mirrors.** Keep windshield, side windows, and mirrors clean.

C. **When operating truck, keep engine below governed speed.** . Allow engine to reach operating temperature before using full capacity operation. Check instruments for overheating, loss of oil pressure, proper RPM, and road speed. Always use proper engine speed and gear ratio. Do not coast downhill use lower gears.

D. **Do not overload truck.** Make sure cargo is properly loaded and secured. Do not overload truck. Entering and exiting, face equipment, use handholds, steps and ladders.

E. **When parking, set hand brake, put truck into gear and park.** Use blocks when the potential for roll away exists.

Lifting Rules

A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight and in a locked position. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

C. **Turn, don't twist.** Instead of twisting, turn your whole body in the direction that you want to go.

D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Machinery Safety Rules

A. **Manufacturers supply manuals with machinery.** Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.

B. **Learn safeguarding techniques for each machine.** Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of the maintenance supervisor.

C. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor.

D. **Review the Personal Protective Equipment (PPE) required for safe use of each machine.** Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.

E. **Be aware of the non-mechanical hazards.** Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking and excessive heat.

F. **Keep the area in and around the machine neat and well lit.** Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.

G. **Do not wear loose loose fitting clothes or jewelry.** Long hair also needs to be confined.

H. **Follow lockout/tagout procedures when performing maintenance.** Review the procedures with your supervisor before disconnecting the machine from its source of power. Stay in control of that source of power.

Storeroom Safety Rules

A. **Store chemicals safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.

B. **Store your tools safely.** Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.

C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

E. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others. Store all items such as hoses, electric extension cords, and ladders on appropriate hangers to reduce the potential trip hazards.