

INJURY & ILLNESS PREVENTION PROGRAM

FOR

OAKLAND UNIFIED SCHOOL DISTRICT

Revised 01/2021

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SECTION I

POLICY

Safety and Health in the Workplace

It is our policy to have a safe and healthy work environment for all employees. To that extent, we have implemented the Injury and Illness Prevention Program outlined on the following pages.

All Administrators are expected to do everything within their power to assure a safe environment and to be in compliance with all federal, state, county and local safety regulations.

Employees are expected to obey safety rules, follow established safe work practice and exercise caution in all their work activities.

Employees are expected to immediately report any unsafe conditions to management. Employees at all levels of our organization who are responsible for correcting unsafe conditions must do so.

Working together, we can succeed in having a safe environment, and a healthful workplace from which we all will benefit.

Rebecca Littlejohn
Risk Management Officer

INTRODUCTION

Injury & Illness Prevention Program (IIPP)

In order to maintain a safe and healthful work environment the OAKLAND UNIFIED SCHOOL DISTRICT has developed an Injury & Illness Prevention Program (IIPP) 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 OAKLAND UNIFIED SCHOOL DISTRICT.

PROGRAM MANAGEMENT

STANDARD:

The persons with the authority and responsibility to implement and manage the Injury & Illness Prevention Program (IIPP) will be identified in writing in this manual.

REQUIRED ACTIVITIES:

1. **Environmental Health &**
2. **Safety Manager, Mr. Sorbor Twegbe,** is the Program Coordinator. He is responsible for administering the requirements of section 3203 of Title 8, Chapter 4 of the division of Industrial Safety Orders.
3. The Program Coordinator will maintain overall control of the required activities, which will be scheduled to occur at various intervals throughout the year. Administrators will implement the required activities.
4. The District Environmental Health and Safety Manager, part of Risk Management Department, will be available to answer technical questions involving self-inspections, employee training, and other aspects of the mandatory IIPP.
5. Some aspects of the IIPP will have to be implemented at the time an accident occurs. For example, if an employee violates a work rule, a verbal warning should be given at that time; or if a work related injury occurs, an Accident Investigation Report should be completed immediately (notice should not be required).
6. Administrators must include a requisition for Material Safety Data Sheets (MSDS) on all purchases including chemicals or products containing hazardous materials. The Purchasing Department will request MSDS's from all vendors for any and all chemicals, as directed by specific departments.
7. The Purchasing Department will also request that all tools and equipment purchased for use by school employees meet Cal/OSHA safety standards.

8. Injury and illness hazards in the workplace must be identified. A formal self-inspection program and an equipment evaluation system have been developed to meet this requirement.
8. Deficiencies or hazards identified during a self-inspection or in an accident investigation must be corrected. Administrators must ensure that employees adhere to the correction. The priority of the correction of the hazardous condition should commensurate with the hazard. **Documentation is required.** Copies of documentation must be kept in each department as well as with the coordinators.

PURPOSE/GOALS:

The Injury and Illness Prevention Program will provide an effective means for worker health protection and injury prevention. The IIPP will assist management in identifying and characterizing hazards that may exist in the workplace, correcting hazards that have been identified, and taking remedial actions to prevent them from recurring.

Implementation of the IIPP can result in many positive benefits, including but not necessarily limited to the following:

1. Management is able to prevent many hazards from occurring through regular self-inspection.
2. Increase employee's awareness regarding workplace safety and emergency preparedness.
3. Inform employees of their rights and responsibilities regarding workplace safety.
4. Provide employee's with tools to reduce risks of illness and injury in the workplace.
5. Comply with regulatory mandates.
6. Employees know to report potentially hazardous conditions without fear of reprisal and that their reports will be given prompt and serious attention.
7. The District has developed safe and healthy work practices for each specific job performed by its employees.
8. Workplace equipment is maintained in safe and good working condition.
9. The District has established a written response plan for employees to follow in case of emergency.

IIPP COVID-19 ADDENDUM

Injury and Illness Prevention Program COVID-19 Addendum

Employee Training

Provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- ❑ What is COVID-19 and how is it spread
- ❑ Signs and symptoms of COVID-19
- ❑ When to seek medical attention if not feeling well
- ❑ Prevention of the spread of COVID-19 if you are sick
- ❑ Physical distancing guidelines
- ❑ Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
 - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- ❑ Methods to avoid touching eyes, nose and mouth
- ❑ Coughing and sneezing etiquette
- ❑ Safely using cleansers and disinfectants
 - Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

Procedures to Help Prevent the Spread of COVID-19

- ❑ This protocol describes the actions that OUSD site and department leaders, school nurses, and talent representatives should take in the event that a student or employee/contractor tests positive for COVID-19, reports COVID-19 symptoms, or is in prolonged close contact to COVID-19. The protocol lists actions that OUSD staff should take immediately, during the individual's absence, and to facilitate the individual's return. If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, the District will do the following:
 - ❑ <https://docs.google.com/document/d/19VdjRHHIDoBtJUIPLG242B9tfV-bKbpBUrijsWGuRpQ/edit?usp=sharing>

Procedures to Increase Physical Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet.

Employees will be asked to practice distancing outdoors including, but not limited to the following:

- ❑ When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- ❑ Before starting the work shift
- ❑ After the work shift
- ❑ Coming and going from vehicles

- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When other work activities including using various tools

Good Sanitation Practices

- Check restroom facilities frequently and make sure they are clean and sanitary
- Custodial to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Make sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Make sure handwashing supplies are re-stocked regularly
- Sanitize water receptacle and spigot frequently

Limit Non-Essential Visits and Travel

- Transition into on-line ordering for any direct to consumer sales with outside pick-up or delivery options.
- Visitors must be approved before arriving, employees should maintain social distancing from visitors.
- Limit any unnecessary travel from one campus to another in vehicles, this includes personal employee vehicles and District provided vehicles, with multiple passengers.
- Eliminate all non-essential and non-related services, such as entertainment activities.

Work Related Injuries and Illnesses

- In the event there is a workplace injury, the employee or employee's supervisor shall report the injury to Company Nurse at 855-720-0240. If the injury results in the employee requiring hospitalization, the employee or employee supervisor must contact Risk Management at risk@ousd.org or call 510-879-1612.

SPECIFIC SAFE WORK PRACTICES

In addition to this general training, **each employee will be instructed on how to protect themselves from the hazards specific to their individual job duties.** This includes instruction on 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.**

Administrators are responsible for providing supervisors with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to 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 that may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.
3. The immediate supervisor of the employee must investigate each work-related injury or illness. Forms and procedures for this investigation are included in the Appendices of this manual.

COMMUNICATION

Effective two-way communication involves employee's input on matters of workplace safety and the opportunity for meaningful and reprisal-free input into the program. To foster better safety communication, the following guidelines must be implemented:

- ☐ The department will use an employee bulletin board for posting information on health and safety in a location accessible for all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted as they become available.
- ☐ Employees are encouraged to bring any potential health or safety hazards that may exist in the work area to the attention of OAKLAND UNIFIED SCHOOL DISTRICT. A mechanism for anonymous employee input, such as a suggestion box or mail station for safety suggestions, hazards identification, complaints, etc. that is accessible for all employees will be implemented.
- ☐ Employees are advised that there are no reprisals for expressing a concern, comment, suggestion, or complaint about a safety matter that adheres to safe work practices. Proper use of personal protective equipment is an integral part of work place safety.
- ☐ Explain the requirement to comply with safe work practices, including recognition for compliances and disciplinary actions for violations.

COMPLIANCE

One or more of the following will reinforce employee compliance:

- Appropriate comments on performance evaluations
- Recognition at safety meetings
- Written commendation of letters of recognition

One or more of the following will address employee non-compliance:

- An immediate discussion between the supervisor and employee who is discovered working in an unsafe manner
- Corrective safety training, and/or
- Appropriate disciplinary action up to dismissal

IDENTIFICATION

REQUIRED ACTIVITIES:

1. A safety inspection guide has been developed for general work areas and laboratory spaces within the OAKLAND UNIFIED SCHOOL DISTRICT.
2. At a minimum of annual intervals, safety inspections should occur at each work area. The inspection forms can be obtained from the Program Coordinator. The Principals or their designee at each school location will perform the annual self-inspection. Extra checklists should be kept in the attachment section.
3. Prior to conducting the annual safety inspection, the Principals or designee should review general and specific safe work practices.
4. The safety inspection should be a continuous, uninterrupted activity designed for the sole purpose of identifying unsafe work conditions and practices. Whenever possible, immediate corrective action should be taken to remove hazards and correct unsafe work practices.
5. Please report the unsafe conditions to your Site Facilitator or Designated person assigned to submitting work orders - please note "Safety Inspection" on the Work Order. **If it is an immediate hazardous condition, please call 535-2718 (gas leaks, power outages).**
6. All conditions determined to be deficient should be corrected within a reasonable period of time. The corrections should be done in a descending order of importance in relation to potential injury severity.
7. If, for some valid reason, a condition is not corrected or it is postponed to some future date, proper documentation of the action should be included in the record.
8. The Program Coordinator will follow-up to ensure that all unsafe conditions and work practices have been corrected. Records should be retained for three years. A copy should be sent to the EH & S Manager.

9. Department Administrators should first evaluate new equipment, tools, and materials to be used by School employees for work related injury and illness hazards. Identified hazards should be documented and addressed in a timely manner.

ACCIDENT INVESTIGATIONS

REQUIRED ACTIVITIES:

1. All employees should know and understand that they are required to report all work-related injuries or illnesses to their supervisor immediately at the time the injury or illness takes place.
2. As soon as possible the Supervisor / Injured worker should immediately contact **Employee Injury Hotline** (see flier attached) at **1-855-969-3441**. Employee Injury Hotline will gather information over the phone and help the injured worker access appropriate medical treatment.
3. The administrator / supervisor should conduct a comprehensive investigation of the accident by reviewing the work site, examining tools or equipment involved, and interviewing the involved employee and witness. The focus of the investigation should be to identify unsafe conditions or work practices that may have caused the injury or illness. Inspection forms should be kept in the document section of this manual.
4. Whenever practical and necessary, corrective action should be identified. Corrective action can and should include training, retraining, physical alterations of the work place, and in some cases disciplinary action. A copy of the Accident Investigation Form should be forwarded to the director of Human Resources, with the first report of injury within 24 hours of the accident. The director of Human Resources should send a copy to the Program Coordinators.
5. The Program Coordinators will log the Accident Investigation Report so that a follow-up can be made to ensure the corrective action was taken.
6. The Supervisor's Accident Investigation Form for OAKLAND UNIFIED SCHOOL DISTRICT can be found in Appendix A of the Injury & Illness Prevention Program.

HAZARD CORRECTION

REQUIRED ACTIVITIES:

1. All employees, especially administrators and supervisors, have the duty to observe, identify, and report unsafe conditions as they occur with the proper documentation.
2. Taking care to identify and correct unsafe work practices and conditions is an important activity within this program and must be taken seriously. No employee will be disciplined or discriminated against for reporting an unsafe condition.
3. When an unsafe condition is reported, the supervisor or manager should prepare a written statement of the condition and either correct it immediately or produce a work request for Buildings and Grounds. Correction or replacement of unsafe equipment conditions is the responsibility of the department to which the equipment belongs. Copies of the work request

for repairing unsafe conditions and/or equipment should be forwarded to the Program Coordinator.

4. Annual, Safety Inspection Reports will be completed by the school principals or their designee. The process is discussed and responsibilities are outlined in the “Employee Training” section of the manual.
5. Copies of all work requests and other actions designed to repair or eliminate work hazards will be sent to the Program Coordinators. The Program Coordinator will track open items to ensure they are completed within a reasonable time frame. Expenses of repairs may be the responsibility of the department requesting the repairs.
6. Thorough documentation on particular issues must be maintained for future reference and records are retained for three year’s. This documentation should include the corrective action to be taken or the decision not to take any action.

TRAINING

Effective dissemination of safety information lies at the very heart of a successful Injury and Illness Prevention Program. All employees must be trained in general 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.

REQUIRED ACTIVITIES:

1. Administrators must review the Safe Work Practices for their departments, which apply to job categories throughout the School. Safe Work Practices are intended to be the core of the safety and health training at OAKLAND UNIFIED SCHOOL DISTRICT and are located in this manual.
2. Employees should receive a copy of the Safe Work Practices that applies to his/her job upon adoption of the IIPP. The employee is required to read and understand the material and then sign the Injury & Illness Prevention Program Training Documentation Form as an indication they received a copy of the Safe Work Practices for their specific job.
3. It should be the responsibility of the immediate supervisor to provide each employee with a copy of the Safe Work Practices, at which time the supervisor should determine whether or not the employee has a complete understanding of the material. Questions and discussions of any unclear items that need additional explanation are to be encouraged. Supervisors are required to be familiar with the job hazards of all employees for whom they are responsible.
4. Each new hire or existing employee new to the department/job should receive a copy of the Safe Work Practices prior to beginning work. The procedure should be similar to that discussed above (item 3) and it should be mandatory that no employee perform any on-the-job activity without first receiving a copy of the Safe Work Practices, and having the opportunity for discussion and receiving proper training.

5. These are certain job activities that require supplemental training. The Program Coordinators will develop a schedule with the individual's department to ensure that this important aspect of the Safety Program is implemented and completed on a periodic basis. Examples of specific training include:

- Lifting/Body Mechanics – Positions where lifting is a requirement
- Ergonomics – Individuals utilizing computers
- Hazard Communication Training – Individuals working with or around hazardous materials
- Lockout/Tagout – Mandatory precautions for equipment shutdown and electrical shutdown
- First Aid Training – For selected personnel
- CPR Training – For selected personnel
- Earthquake Response – For all personnel
- Emergency Evaluation – For all personnel

The following methods are available for providing safety and health training to our employees.

- Safe Work Practices – Mandatory for all employees
- Department Safety Meetings
- Formal Classes – In selections
- Outside Seminar – In select situations
- Guest Speakers – Effective training for large groups
- Videotapes – Effective training medium available from varied sources in the area
- Handouts/Check stuffers – Available from the National Safety Council and other sources

Training is a very important aspect of the IIPP and requires accurate documentation and record keeping. All training must be documented and a copy of the documentation is to be forwarded to the Program Coordinators.

Training documentation must contain:

- Name of Employee
- Social security number
- Job position
- Date of Training
- Topic Covered
- Source or Provider
- Training records should be retained for three years

6. A sample training documentation form is included in this manual.

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 sites for, at minimum, the length of time indicated below:

1. Copies of all IIPP Safety Inspection Forms should be retained for five years.
2. Copies of all Accident Investigation Forms should be retained for five years.
3. Copies of all Employee Training Checklists and related Training Documents should be retained for the duration of each individual's employment.
7. Copies of all Safety Meeting Agendas should be retained for five years.
8. Documentation of all OSHA 200-300 log records for the past five years is a requirement. If the school has, in writing, been mandated by CalOsha.
9. The General Training Documentation forms for OAKLAND UNIFIED SCHOOL DISTRICT can be found in Appendix D of the Injury & Illness Prevention Program for at least one year.
10. Copies of the Annual Accident Statistic Summaries should be retained for five years.

The School will ensure that these records are kept, and provide the documentation to Cal/OSHA or other regulatory agency representatives as requested. The Program Coordinator will conduct a review of these records during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at OAKLAND UNIFIED SCHOOL DISTRICT, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please call the Environmental Health and Safety Manager with Risk Management at 510-535-2750.

SECTION II

GENERAL SAFE WORK PRACTICES

These Safe Work Practices are provided for your information and education. They are intended to provide basic safety and health information that will assist you in avoiding injury/illness while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of OAKLAND UNIFIED SCHOOL DISTRICT, and by section 303 of Title 8, the mandatory safety legislation of Cal/OSHA. You are obligated to follow these practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. It is important that all employees report all work related injuries and illnesses to their immediate manager/supervisor as soon as possible.
2. Everyone should exercise extreme care and consideration in the performance of their duties: Not to cause injury to themselves or others.
3. No one should try to lift or move heavy or bulky objects, which could cause injury to the back and other body parts. You are requested to seek assistance from the Custodial Department.
4. Personal tools, equipment, extension cords, or electrical heaters should not be brought onto School property without the permission of the Buildings and Grounds.
5. Use of electrical heaters to provide warmth for extended periods of time has been the originating cause of buildings fires. As a result, the use of electrical heaters is discouraged and alternative means should be found for providing heat during the cooler months.
6. If you have used a fire extinguisher, or notice that the pressure indicator is outside of the green area, report it to the Custodial Department as soon as possible so the extinguisher can be recharged or replaced.
7. When you become aware of a defect in a piece of equipment, remove it from service or report it to the appropriate party so that repairs can be made. Building and equipment defects are to be reported to the Buildings and Grounds through Work Request Orders. Failure to report faulty conditions for repair can result in injuries.
8. Be sure that any food or liquid spill is wiped up immediately rather than left for someone else to remove, as it could cause possible injury.
9. Never attempt to repair electrical equipment or an appliance. The equipment should be removed from service and Buildings and Grounds notified.
10. Sometimes file cabinets are used improperly. Opening two drawers simultaneously can cause a file cabinet to crash to the floor open one drawer at a time. If a drawer is stuck-do not continue to pull on the drawer as it may cause the cabinet to tip over and/or cause muscle strain. Whenever possible, cabinets should be bolted together in tandem or secured to the wall

if it is convenient. Training should be given to those who utilize the file cabinet's equipment. Cabinet drawers should never be left open unattended.

11. Flammable liquids, such as duplicating fluid, should always be stored in appropriate, closed containers. Large supplies should be stored in UL-approved cabinets or by other appropriate means as described by the fire department. Flammable liquids should never provide a continuous supply to a piece of equipment unless by a Fire Department approved process. An earthquake could cause a spill or possible fire from flammable materials not properly stored. Use a secondary containment to guard against spills.
12. Because of the ever pending possibility of an earthquake occurring, heavy objects should be stored on lower shelves, while lighter and less dangerous items can be stored on the middle and upper shelves. Ideally, all materials stored on shelves should have restraints such as bungee cords.
13. Bookshelves, storage cabinets, and other elevated storage areas should be well secured, securely bolted to the wall, or unitized in such a way to reduce tipping in an earthquake.
14. Defective furniture, worn carpets, defective stairs, loose handrails, and other facilities defects, create accident hazards and should be reported to Buildings and Grounds so repairs can be completed. If possible, remove the objects from service.
15. All employees should take the time to become educated regarding the emergency procedures in place for responding to fires, earthquakes, or first aid emergencies. Make sure you know the exit(s) from your work area in an emergency.

Date of Hire

--

Employee Name and Location:

Time:

PART OF BODY INJURED	LOCATION
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Appendix A

Workers'

SUPERVISOR'S REPORT OF ACCIDENT

Submit copy to your District Office.

Submit copy to your District Office.
Retain copy for your file.

1.

SEX: F M

2. DATE OF INJURY OR ILLNESS

a.m
P.m

WAS EMPLOYEE UNABLE TO WORK
ON ANY DAY AFTER INJURY?

3. HAS EMPLOYEE RETURNED TO WORK?

DID EMPLOYEE DIE?

4.	<p>CHECK APPROPRIATE BOXES:</p> <p>ATHLETIC FIELD CAFETERIA CLASSROOM CORRIDOR GYM LAVATOR SIDEWALK ON EMPLOYER'S PREMISES?</p>	<p style="text-align: center;">DESCRIPTION OF THE ACCIDENT</p> <p>HOW DID ACCIDENT HAPPEN? WHAT SPECIFIC ACTIVITY WAS EMPLOYEE PERFORMING AT TIME OF INJURY? WHERE WAS EMPLOYEE SPECIFY MACHINE OR EQUIPMENT INVOLVED</p>
5.	<p>CHECK APPROPRIATE BOXES:</p> <p>SIDE OF BODY: RIGHT ABRASION BITE BRUISE CUT DISLOCATION FRACTURE INTERNAL</p>	<p>HOW WAS EMPLOYEE INSTRUCTED TO PREVENT ACCIDENT FROM RECURRING?</p>
6.	<p>CHECK APPROPRIATE BOXES:</p> <p>ANKLE ARM BACK CHEST CHIN EAR EYE FINGER FOOT HAND HEAD</p>	<p>IF YES, WHAT?</p> <p>NAME AND ADDRESSES OF WITNESSES</p>
7.	<p>SUPERVISOR IN CHARGE WHEN ACCIDENT OCCURRED (ENTER NAME) PRESENT AT SCENE OF ACCIDENT</p>	
8.	<p>FIRST AID TREATMENT SENT HOME SENT TO HOSPITAL SENT TO PHYSICIAN</p>	

ACTION TAKEN

Full Time

15

Title

Date

APPENDIX B

ACCIDENT INVESTIGATION QUICK REFERENCE GUIDE/CHECKLIST

This quick reference guide is information for Supervisors and Managers to use while investigating work related injuries and illnesses. Remember that prior to investigating an accident, employees should be trained to report injuries to their supervisor, no matter how minor it may be. “Near-accidents” should also be reported and investigated by their supervisor. Please follow these four easy steps when investigating work related injuries:

- Step 1:**
- A. **Act at once.** Talk with the injured employee immediately if possible. (one-on-one is best). Use fact-finding, not faultfinding, questions to determine what occurred. Ask the injured person or a witness to show you how the accident happened. Use the Accident Investigation Checklist (attached) for a list of sample questions that you may need to ask during an investigation.
 - B. **Review physical causes**, such as poor housekeeping, improper guards, improper apparel (such as a lack of properly soled shoes or safety shoes, eye, hand, or head protection), defective equipment, slippery floors, or other working conditions. Describe completely the location of incident; including lighting, walking surface, weather, measurements, and any other conditions that could have contributed to or prevented the incident.
 - C. **Review personal causes**, such as dangerous practices, inability, inexperience, poor judgment, and disobeying rules.
 - D. **Investigate all information** provided to find the cause of the accident. Decide the necessary preventive measures to prevent similar accidents in the future. Report any defective equipment to the person responsible.
 - E. **Non-injury accidents** (an accident that nearly caused an injury of any severity) should also be investigated.
- Step 2:** Complete a Supervisor Accident Investigation Reporting form within 24-hours. Describe how the incident occurred; state facts, contributing factors, cite witnesses, and support evidence. Keep a copy for your records and send original to the Human Resource Department at the District office
- Step 3:** Provide the injured employee with an “Employee’s Claim for Workers’ Compensation Benefits” form before or after treatment or as he or she is able.
- Step 4:** Follow-up with employee after he or she receives treatment to find out their status. In addition, ensure contributing factors to the accident, if any, are fixed (work orders sent), and inform exposed employees that there was an accident and the cause.

APPENDIX C
SELF-INSPECTION CHECKLIST
OFFICE SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

Yes	No	N/A	
<input type="checkbox"/>			1. Does the department have a written Injury & Illness Prevention Plan? Is all departmental safety records maintained in a centralized file for easy access? Is it current?
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>			2. Have all of the employees attended an IIPP training class? If not, what percentage has received training? _____
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>			3. Does the department have a completed Emergency Action Plan? Percentage completed? _____ Is training being provided to employees on its contents?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are chemical products used in the office?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are the employees trained on the proper use and disposal of the chemicals they are using?
<input type="checkbox"/>			6. Are the Material Safety Data Sheets being maintained?
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>			7. 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?
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>			8. Are annual workplace inspections being performed? Are records being maintained?
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>			9. Have there been any employee accidents from this department? Are there accident Investigation Reports completed for each accident?
<input type="checkbox"/>	<input type="checkbox"/>		

20. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?

21. Is lighting adequate throughout the work environment?

22. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisle ways; 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.)

23. Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.)

Comments

**APPENDIX D
LABORATORY SAFETY INSPECTION CHECKLISTS**

Building: _____ Department: _____ Date: _____

Inspector: _____ Room: _____ Mail Code: _____

Job Title: _____ Phone: _____

HEALTH AND SAFETY MANAGEMENT

Yes No N/A

1. Is there a Chemical Hygiene Program present?

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | | 2. Are personnel trained in chemical health/physical hazards and laboratory safety? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 3. Do lab personnel have access to and are familiar with the use of Material Safety Data Sheets (MSDS's)? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 4. Has personnel using biohazards, toxins, and regulated carcinogens been given documented special training? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 5. Are personnel instructed in emergency procedures (exits, location, and use of fire extinguishers, medical)? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 6. Have personnel been instructed on how to respond in the event of a chemical spill? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 7. Are complete training records and documents available for review by the Personnel Office and outside agencies? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 8. Have all hazards identified by the annual survey been abated? (Action records must be retained.) |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 9. Do laboratory personnel perform semi-annual lab inspections? (PI must retain records.) |
| <input type="checkbox"/> | <input type="checkbox"/> | |

GENERAL SAFETY

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | | 10. Are rooms and cabinets containing regulated carcinogens, biohazards, and radioactive materials labeled? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 11. Are work areas clean and uncluttered? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 12. Do employees know the location of the first aid kit and is it accessible? |
| <input type="checkbox"/> | <input type="checkbox"/> | |

GENERAL SAFETY (continued)

Yes No N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | | 13. Is equipment greater than five feet tall seismically secured to prevent tipping during an earthquake? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 14. Do shelves have lips, wires, or other seismic restraints to prevent items from falling? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 15. Are food and beverages kept away from work areas and out of laboratory refrigerators or cabinets? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 16. Are fire extinguishers accessible and charged? (If not, please call Custodial 510-434-2202.) |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 17. Are all aisles/corridors unobstructed to allow unimpeded evacuations? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 18. Have personnel been instructed on the hazards of wearing contact lenses in the laboratory? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 19. Are protective gloves available and worn for laboratory procedures where skin absorption/irritation may occur? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 20. Are safety glasses or other eye protection available and worn in the laboratory? |
| <input type="checkbox"/> | <input type="checkbox"/> | |

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

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

LABORATORY EQUIPMENT (continued)

Yes No N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | 25. | Are rotating or moveable parts and belts guarded with screens having less than 1/4 inch opening? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | 26. | Are refrigerators and freezers, properly labeled for content? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | 27. | Are non-spark proof refrigerators labeled as “Unsafe for Flammable Storage”? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | 28. | Are all gas cylinders restrained to prevent tipping or falling? |
| <input type="checkbox"/> | <input type="checkbox"/> | |

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

- 30. Are eyewash stations inspected and tested monthly?

HAZARDOUS MATERIALS

- 31. Are chemicals labeled to identify the contents and the hazards?

- 32. Are regulated carcinogens handled safely to reduce employee exposure?

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

- 34. Are chemicals inventoried (chemical name, quantity on hand, amount used per year) and clearly labeled and unobstructed?

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

- 36. Are all hazardous wastes disposed of and not poured into the sewer system?

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

- 38. Are acids stored below waist height?

- 39. Are either and other peroxide formers dated?

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

FIRE AND ELECTRICAL SAFETY

- 41. Are fire doors clearly marked unobstructed and readily closeable?
-

FIRE AND ELECTRICAL SAFETY (continued)

Yes No N/A

- 42. If more than 10 gallons of flammables are stored, is an approved flammable storage cabinet used?
-
- 43. Are flammable liquids stored in less than 1-gallon quantity or kept in less than 2-gallon safety cans?
-
- 44. Are flammable liquids limited to 60 gallons per fire area?
-
- 45. Are plugs, cords, and receptacles in good condition (no splices or frayed cords)?
-
- 46. Is all equipment properly grounded?
-
- 47. Are extension cords used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.)
-
- 48. Are all electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock?
-
- 49. Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions?

50. Are circuit breakers clearly labeled to indicate what equipment each serves?

51. Have all outlet adapters been removed? (Install additional outlets or use fused power strips if current demand is within the strip's rating.)

52. Are electrical cover plates provided on all electrical switches or outlets?

53. To prevent tripping, are cord guards provided across aisles or other passageways?

54. Are ground fault interrupters provided across aisles or other passageways?

COMMENT:

APPENDIX E FACILITY SAFETY INSPECTION CHECKLIST

Building: _____ Department: _____ Date: _____

Inspector: _____ Room: _____ Mail Code: _____

Job Title: _____ Phone: _____

ADMINISTRATION AND TRAINING

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

FIRE SAFETY

- 9. Are all fire exits clearly marked and unobstructed?
-
- 10. Are 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 30-inch pathway and building exit corridors completely clear for safe egress?
-
- 12. Are all flammable solvents in excess of ten-one 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 employees trained on emergency evacuations procedures?
-

- 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 and have 36-inch clearance in front of the panels?
-
- 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 strips rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.)
-

MECHANICAL SAFETY

- | | | | |
|--------------------------|--------------------------|-----|---|
| Yes | No | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | | 27. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.) |
| <input type="checkbox"/> | <input type="checkbox"/> | | |

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 with evidenced of a current posted Cal/OSHA permit?
- 32. Are cranes, slings, ropes, hoists, jacks, jack stands, 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 “Reclaimed 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. Are an approved first aid kit available and its location known to all employees?
- 42. Are stacked items shelved and stored to prevent falling during an earthquake?
- 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

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | | 44. Are chemicals stored properly and clearly labeled without obstruction to prevent spills or accidents? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 45. Are carcinogens handled safely to reduce employee exposure? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 46. Are chemicals separated by Hazard Classification (acids, bases, oxidizers, flammables, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 47. Are chemicals inventoried with copies provided to the Purchasing Department? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 48. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 49. Are all hazardous wastes disposed of and not poured into the sewer system? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 50. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 51. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 52. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 53. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations? |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | 54. Is suitable hearing protection available for the hazards warranting protection? |

55. Are safety shoes available for those employees subject to falling objects and other foot impact hazards?

56. Are hard hats available for employees working in area's where objects are subject to falling; 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
EMPLOYEE SAFETY TRAINING DOCUMENTS
ATTENDANCE SHEET

DATE: _____ TIME: _____ INSTRUCTOR: _____

COURSE: _____

LOCATION: _____

SIGNATURE

PLEASE PRINT NAME

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

APPENDIX G

SCHOOL SAFETY COMMITTEE MINUTES

Date & Time: _____

In attendance: _____

- | | | | |
|----|-------|----|-------|
| 1. | _____ | 4. | _____ |
| 2. | _____ | 5. | _____ |
| 3. | _____ | 6. | _____ |

Topics: _____

Recommendations: _____

**Completed
Recommendations:** _____

APPENDIX H

STAFF SAFETY MINUTES

Date & Time: _____

In attendance:

- | | | | |
|----|-------|----|-------|
| 1. | _____ | 4. | _____ |
| 2. | _____ | 5. | _____ |
| 3. | _____ | 6. | _____ |

Topics: _____

Recommendations: _____

**Completed
Recommendations:** _____

APPENDIX I

EMPLOYEE SAFETY RECOMMENDATION FORM

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Description of Unsafe Condition or Practice:

Location: _____

Causes or Other Contributing Factors:

Employee's Suggestion for Improving Safety:

Has This Matter Been Reported to the Area Supervisor? Yes _____ No _____

Employee Name (Optional) _____

Department (Optional) _____ Date _____

Employees are advised that law protects use of this form or other means to report unsafe conditions or practices. It would be illegal for Oakland Unified School District to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.

Oakland Unified School will investigate any report or questions of unsafe practices as required by the Injury or Illness Prevention Program Standard (8 CCR 3203) and advise the employee who submitted the suggestion or workers who may be impacted by the practices of the corrective action.

APPENDIX J

CODES OF SAFE PRACTICES

SCIENCE DEPARTMENTS- CODE OF SAFE PRACTICES

Classrooms

- A. **When entering different work areas**, familiarize yourself with any required safety precautions. Be aware of work going on around you.
- 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.
- F. **Staff having specific concerns about safety conditions** related to facilities, equipment, supplies, curriculum, classroom occupant load, etc., should notify their site administrator immediately for assistance in relieving the condition.

Hazards

- A. **Be sure your footing is well supported before stepping.** Watch out for, slippery spots, spills, loose objects, etc.
- B. **Always have enough light on stairs, aisles, basements, work areas.** Place barricades and or signs to warn of traffic, and chemical dangers, etc. Have warning signs posted at entrance if necessary.
- C. **The use of approved eye protection devices** must be required of all persons performing science activities involving hazards to the eyes. All persons in dangerous proximity to a laboratory activity must also wear approved eye protection devices.
- D. **Wear clothing suitable for weather and your work.** Proper personal protective equipment shall be used whenever mixing, pouring or using chemicals (i.e. eye protection, rubber gloves, apron).
- E. **Chemical Storage.** Chemicals should be stored according to their compatibility group. Chemicals should not be stored directly on the floor. This precaution will prevent contact with water from flooding, mopping, condensation, or the puddling of liquid contents of defective or broken containers around adjacent stored chemicals. Large containers should be stored on the lowest shelves to minimize the danger of breakage or spillage when being removed or replaced.
- F. **Chemical Labels.** Chemicals must be properly labeled and stored in appropriate containers.

- G. Material Safety data Sheets.** MSDS's must be available for all hazardous chemicals.
- H. Shelves or cabinets** shall be secured firmly to the walls.
- I. Earthquake lips/barriers** must be in place on storage shelves.
- J. Flammable liquids.** Use approved storage cabinets for flammable liquids.
- K. Ventilation.** Ensure that there is adequate ventilation (a fume hood, if needed), isolated from the rest of the building.
- L. Compressed gas cylinders** are secured upright to the wall, with caps in place. Flammable gases are separated from oxidizing gases by a one-hour firewall or at least 20 feet.
- M. Experiments.** In an experiment or demonstration involving any flammable liquid (such as alcohol), care must be taken that any flame in the room is an absolutely safe distance from the volatile liquid. Vapors may even flow along a table or countertop for long distances and then flash back. Beware of gas water heaters in or near science classrooms.
- N. Utilities.** Staff should be familiar with the location of all master controls for utilities, especially the master valve in each room for the gas outlets. Mark and/or color-code all services.
- O. Gas.** The gas at student workstations should be turned off at the teachers main control valve and only be activated for the specific class period of usage.
- P. Acids.** Water should never be added to concentrated acids. Acids should be stored below waist level.
- Q. Eyewash Station.** Know the location of your nearest eyewash and safety shower and know how to use them. All emergency eyewash stations and deluge showers should be regularly inspected to ensure proper operation of the equipment. All results should be documented.
- R. If you spill a chemical on your skin or clothing,** don't wait to see if the chemical will burn. Immediately rinse skin with plenty of water for at least 15 minutes. Remove clothing that has been contaminated and wash it before you put it back on.
- S. Do not eat,** drink, smoke, or store foodstuffs or smoking materials in chemical storage or use areas. Always wash your hands after handling chemicals and before eating, drinking, or smoking.

Housekeeping

- A. Maintain good housekeeping at the job.** Keep materials orderly. Prevent piles from falling or shifting (tie or support if necessary).
- 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. Immediately clean up small chemical spills.** Always treat an unidentified liquid in a chemical area as if it were acid.

- D. **The custodial staff** should be alerted to general hazards they may encounter in sciences areas and to special situations that arise.

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 fitting clothes or jewelry.** Long hair also needs to be confined.
- H. Follow lockout/tag out 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 equipment safely.** Equipment should have its place in the storeroom. The equipment 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.

CUSTODIAN DEPARTMENT- CODE OF SAFE PRACTICES

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; contact Buildings & Grounds in necessary at 535-2718. 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 or cell phones. 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. **Do NOT chain Exit doors.**
- 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. Police non-emergency phone number is 777-3333.

Storeroom Safety Rules

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

- A. Store supplies safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters.
- B. Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- C. Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms.
- 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 – 6 – 8 Foot ladders only

- 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. Practices 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. High velocity air from blowers can kick up dust and debris into the eyes and lungs. 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 begins 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 lift 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 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 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.
- 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 uneven surfaces. Remove other obstructions. Drive slowly around blind corners. Use the horn to warn pedestrians.
- 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 for any length of time.
- 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	Shoe/Boots	Goggles	Gloves	Hearing	Mask
FLOOR POLISHER			X		X
CARPET WASHER			X		
MOP			X		
CLEANING SOLUTIONS	X	X	X		X
BLOWER		X	X	X	X
PRESSURE WASHER	X	X	X	X	X
SHARP INSTRUMENTS			X		
VACUUM			X		
PAINT STRIPER		X	X	X	X
ELECTRIC POWER TOOLS		X	X	X	X
AR= As recommended in manual					
OTHER TOOLS/EQUIPMENT	AR	AR	AR	AR	AR
STRIPPING MACHINE	X	X	X		
WET VACUUM	X		X		

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 as well as a fire blanket.

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 are not allowed – approved ladders are made of fiberglass or metal. 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. Practices 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. **Use extreme caution when using the “lock on” switch while operating equipment.**
- D. **Report any inoperative or unsafe equipment to your supervisor.** Take unsafe equipment out of service until it can be repaired or replaced.
- E. **Wear proper safety gear.**
- F. **Make sure equipment is properly grounded. Use the right cord for the right equipment.**

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

Machinery Safety Rules

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

- B. Learn safeguarding techniques for each machine.** Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of the maintenance supervisor.
- C. Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor.
- D. Review the Personal Protective Equipment (PPE) required for safe use of each machine.** Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.
- E. 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.
- F. Do not wear loose fitting clothes or jewelry.** Long hair also needs to be confined.
- G. 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 on both the tool and cord. 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.

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.
- 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 uneven surfaces. Remove other obstructions. Drive slowly around blind corners. Use the horn to warn pedestrians. Caution should be used when driving on level ground or hillsides.
- 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 for any length of time.
- F. **Do not leave keys behind.** This helps prevent unauthorized use.
- G. **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	SHOE/ BOOTS	Goggles	Gloves	Hearing	Mask
JACK HAMMER	X	X	X	X	X
POWER SAW	X	X			
GRINDER		X	X	X	X
CHAIN SAW	X	X	X	X	
BLOWER		X	X	X	X
PRESSURE WASHER	X		X	X	
POWER AUGER			X	X	
TRENCHER	X		X	X	
DRILLS		X			
WELDER	X	X	X		
PAINT STRIPER		X	X	X	X
CHEMICALS	X	X	X		X
EQUIPMENT (RIDING)	X		X	X	
AIR IMPACT TOOLS	X	X	X	X	X
ELECTRIC POWER TOOLS		X			
AR= As recommended in manual	AR	AR	AR	AR	AR
OTHER TOOLS/EQUIPMENT	AR	AR	AR	AR	AR

CODES OF SAFE PRACTICES – GROUNDWORKER

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. Make sure both tool and cords are grounded and plug is in place.
- 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. Practices 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. Practices 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 to the potentially dangerous piece of equipment it is. Take caution when using on hillsides.
- 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. Size up the job.** Make sure to take into consideration if more than one person should be on hand.
- E. 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.
- 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 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 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 then 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.

Spraying Weeds or Insecticides

- A. When spraying weeds or insecticides wear appropriate PPE** (personal protective equipment) i.e. rubber gloves, boots, face shield or goggles, and cover-all's.
- B. Wear personnel respirator if required,** and only if trained and fit tested.

- C. **Refer to Material Safety Data Sheets** for precautions and read label's before application.
- D. **Follow proper notification.** (Posting Method) Do not spray when people or animals are present.
- E. **Do not spray in windy conditions.**
- F. **Use only District supplied chemicals.**
- G. **Follow manufacturer instructions** for disposal of chemicals, chemical-containing wastes, and containers.
- H. **Store chemical products and supplies in sealable, clearly labeled** containers.
- I. **Substitute less-or non-hazardous materials where possible.**
- J. **Do not rely on widespread,** indiscriminate use of pesticides to control pests.

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	SHOE/ BOOTS	Goggles	Gloves	Hearing	Mask

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

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

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.

- 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.

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. Be cautious of loose clothing when operating equipment. It could get caught in the equipment.
- H. 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.
- I. 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.
- J. Do not wear necklaces, dangling earrings or bracelets as these may get caught in equipment.
- K. Do not use towels as pot holders. They are not designed to protect your hands from heat.
- L. Always wear closed toed, low heeled, slip resistant shoes.
- M. Know evacuation gathering location in the event of an earthquake or fire.

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.

- 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. **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.
- F. **Do not use equipment unless you have been trained.**

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

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

CODES OF SAFE PRACTICES – SECURITY OFFICERS

With the passage of SB 1626 in 1998, state law requires security guards in K-12 school districts or California community college districts to complete a course of training developed by BSIS. The new law takes effect July 1, 2000, and effects guards working on school property for more than 20 hours per week. The new training requirement affects only guards employed pursuant to a contract between a K-12 school district or California community college district and a private patrol operator.

Personal Security

- A. **Pay attention to your surroundings.** Stay in well-lighted areas and use the Buddy System (two 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/radio 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 campus 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, 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. You should also be familiar with the District's 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.

Security Supervisor Management Controls

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

- A. 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.
- B. Include administration offices**, both at the building and district levels, in school security assessments conducted for the district.
- C. Develop crisis guidelines** for school administration sites, as would be done for actual school buildings.
- D. 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.
- E. Incorporate crime prevention into school office layouts** and central office designs, including in reception areas, secretarial offices, and inside administrative offices and meeting rooms.
- F. Establish basic procedures for conducting potentially high-risk meetings** and hearings.
- G. 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.
- H. Evaluate the contents**, in addition to the layout, of administration offices as well as communication methods that would be used in a threatening situation.
- I. Evaluate methods for reducing and controlling access to support facilities**

Reducing After-Hours and Weekend Risks

Wide open doors and facilities, limited supervision (if any), 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:

- A. 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.)
- B. Concentrate (as best possible) after-hours 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-hours activities in accordance with fire code standards and good common sense.

Response Protocols

- A. Responding to threat of physical assault by fighting students**

1. Security will check to make sure radio equipment is in proper operating condition.
2. Security will communicate with other Security in order to assess response needs.
3. 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.
4. In all cases involving student confrontation, Security will clear the classroom, or other areas of all non-participating students before addressing confrontation.
5. Security should attempt to identify the non-aggressive student and remove him/her from area to diffuse situation.
6. In cases involving weapons, Security will immediately notify base. They in turn will notify police services.
7. Security personnel will work together to control and contain situation by isolating the student with a weapon until assistance arrives.

B. Responding to threat by non-student

1. 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.
2. Security will report the situation to base and other Security Officers and will use his/her best judgment in recommending to base whether police services should be contacted.
3. 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.
4. 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.

C. Patrols sport fields, school buildings, offices, hallways, cafeteria and restrooms.

1. Prior to commencing patrol of assigned area, Security will check to make sure radio equipment is in proper operating condition.
2. Security will keep assigned area clean and free of debris and foreign substances; and will report hazards to supervisor and custodial staff.

3. In case 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.
4. Security will keep exits open during school hours and conduct inspections to verify ability to easily exit.
5. Security will inspect the alarm system to determine that the system is operable.

Safety Tips When dealing with angry individuals:

- ☐ Apologize for any 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 individuals by talking
- ☐ Empathize/sympathize
- ☐ Ask if you can help
- ☐ Understand an angry individual's position
- ☐ Focus on the individual's behavior
- ☐ Call for help when necessary

Safety Tips/External Violence

- ☒ Don't open doors to strangers 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.

Attitude

Your attitude will largely determine your success in gaining the cooperation of the motoring public, your co-workers and supervisor, and students. 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, staff or students.

Attention to Your Duties

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

Personal Interest

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

Equipment

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

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 being 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. 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 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 an activity, especially those involving throwing objects.
- C. Don't engage in activities with students.** If you are engaged with a group of students, you could be injured by an activity of another group of students, leaving other areas without supervision.
- D. Be aware of safety hazards.** Grounds areas and equipment should be safety inspected, but there may be slip, trip, or fall hazards in the area where 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.

Follow Security Procedures for your individual campus.