

# Employee Safety Handbook



## Schools Insurance Program for Employees (SIPE)

*Coast Unified School District  
1350 Main St.  
Cambria, Ca 93428 (805) 927-3880  
[www.coastusd.org](http://www.coastusd.org)*

# Table of Contents

Employee Responsibility	1
District Safety and Health Programs	1
General Safe Work Practices	3
Emergency Preparedness and Multi-Hazard Disaster Planning	5
School District Safety Committee	6
Accident Investigation and Reporting	7
Fire Prevention and Housekeeping	8
Office Safety	9
Safe Operation of School District Vehicles	10
Hazard Communication	11
Bloodborne Pathogens	13
Safety Signs and Accident Prevention Tags	14
Electrical Safety	16
Back Safety	17
Workplace Violence	18
Drug, Tobacco and Alcohol Free Workplace	19
Indoor Air Quality	19
Acknowledgment Page	20



## EMPLOYEE RESPONSIBILITY

---



Schools Insurance Program for Employees (SIPE) has established a Safety/Loss Control Program to provide commonsense, safe work practices and regulations for the protection of every employee. The purpose of this online training is to acquaint you with the general safety rules and policies of your school district, which match federal, state, and local safety codes and regulations, and are designed to allow you to do your job safely and efficiently.

Unfortunately, written rules and guidelines alone cannot guarantee an injury-free work environment. The most important injury-prevention measure lies with every employee performing his/her job in the safest possible manner. Employers and employees must recognize their legal as well as moral obligation to comply with all occupational safety and health regulations and standards that apply to their own specific job assignments.

### **Three General Safety Rules that must always be followed are:**

- Never use potentially dangerous equipment unless you have received proper training.
- Identify and report hazardous conditions.
- If you cannot correct a hazard yourself, report it immediately so appropriate measures can be taken.



## DISTRICT SAFETY AND HEALTH PROGRAMS

---

There are nine District safety and health programs that you need to be aware of:

1. Injury and Illness Prevention
2. Bloodborne Pathogens
3. Hazard Communication
4. Emergency Preparedness and Multi Hazard Planning
5. Fire Prevention and Housekeeping
6. Back Injury Prevention
7. Electrical Safety
8. Drug-, Tobacco- and Alcohol-Free Workplace
9. Indoor Air Quality

The District has developed an Injury and Illness Prevention Program (I.I.P.P.) in accordance with California Code of Regulations, Title 8, General Industry Safety Orders. The IIPP can be broken down into three basic components:

- Employee safety and health training on general and specific work hazards
- Periodic safety inspections of buildings and grounds
- Use of district or site-based safety committees

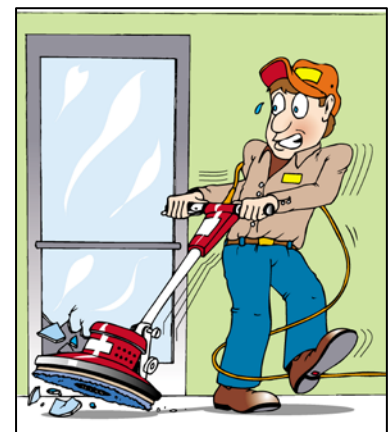
The IIPP is designed to ensure a safe and healthful workplace for all employees. It is administered and enforced by the District Superintendent or his/her designee. Employees of the District need to know and work with their safety program coordinator and must comply with all established safe and healthful work practices. Failure to do so may result in disciplinary action. Your safety and health and that of fellow workers depend on your knowing and following all safety regulations.

**It is your responsibility to:**

1. Listen to and learn from the training provided.
2. Participate in safety training and safety committees or meetings.
3. Ask for assistance if you do not understand your task or if instructions are not clear.
4. Report unsafe tools, equipment, vehicles, or conditions.
5. Report unsafe acts, near misses, or accidents to your supervisor immediately.

**Training**

Safety training is an important part of the Injury and Illness Prevention Program. Regular safety classes and training sessions help you work more safely and provide the District with vital feedback from employees about safety concerns. The District is required to document your training. Consequently, you will be asked to sign an attendance sheet at each training session you attend. Ask questions and participate in the training sessions, it will enhance your learning experience.



**Hazard Identification**

The District conducts regular safety inspections to identify potentially hazardous work conditions or unsafe work practices, but even frequent inspections cannot detect every danger. You should know your work area better than anyone else should.

If you observe a hazardous condition or a fellow worker's unsafe action, report it immediately. You can notify your supervisor or you can use the anonymous notification procedure if you do not want your identity known.

Quick identification of a potential hazard or safety concern ensures a quick remedy of the problem and the prevention of future injuries.

Any work-related near miss, accident, injury, or illness must be reported at once. Notify your immediate supervisor about the event and the circumstances surrounding it.

If the injury is life threatening, call 911 immediately. All accidents, illnesses, and injuries will be investigated to determine the causes and to develop corrective actions and preventative measures.

If you have any questions regarding the District's Injury and Illness Prevention Program, ask your supervisor.

**SIPE WEB PAGE**

[www.slosipe.org](http://www.slosipe.org)

The SIPE Web page has been developed to provide instant access to safety and loss-control information, services, and training for students, staff, and administration.

The key features of the site include employee and student online safety training, a monthly training calendar, meeting calendars, special bulletins, hazard alerts, a tip hotline, and titles of over 200 safety videos available at no cost to member districts.

## **WE-TIP CRIME REPORTING HOTLINE**

**1-800-78-CRIME**

As part of an ongoing public school safety program, SIPE contracts with We-Tip for a 24-hour anonymous tip hotline. This service is available at no cost to all SLO County public school districts and Cuesta College, and to their students, parents, and employees, as well as to members of the community.

The We-Tip hotline is a resource for people who have information about a crime or a threat, but may be afraid to report it. We-Tip hotlines are answered by bilingual operators 24-hours a day, 365 days a year. All callers remain completely anonymous—no one, including the operator, will ever learn the name or address of the caller.

We-Tip operators ask questions only about the crime or threat and who may have been involved. Cash rewards of up to \$1,000 are given to We-Tip callers upon verified reports from law enforcement that the information was received prior to the arrest of the perpetrator and that the information was helpful in the perpetrator's arrest and conviction.



## **GENERAL SAFE WORK PRACTICES**

---



Most work-related injuries are the result of employees ignoring safety precautions. Injuries are most likely to occur when employees take shortcuts, violate safety regulations, or simply don't take safety seriously. Your school district has the responsibility and obligation to comply with all safety regulations to ensure workplace safety. The school district must enforce compliance with all district, state, and federal regulations and will take necessary action to obtain this compliance.

If you violate district safety rules or work in an unsafe manner, you may receive written safety counseling. This counseling will explain why your actions were unsafe and detail the correct, safe manner of doing your job for the future protection of you and your fellow workers. For minor violations, this counseling serves as a reminder and warning to follow proper work procedures. Serious violations and/or continued unsafe behavior may warrant disciplinary action.

## Basic Safety Rules

### Reporting Unsafe Conditions or Injuries:

- Report unsafe conditions to your supervisor immediately.
- When in doubt about a safety procedure or hazard in the workplace, ask your supervisor.
- Report all injuries, no matter how insignificant, to your supervisor.
- Treat all body fluids as infectious to reduce the risk of exposure to infection.

### Fire Safety:

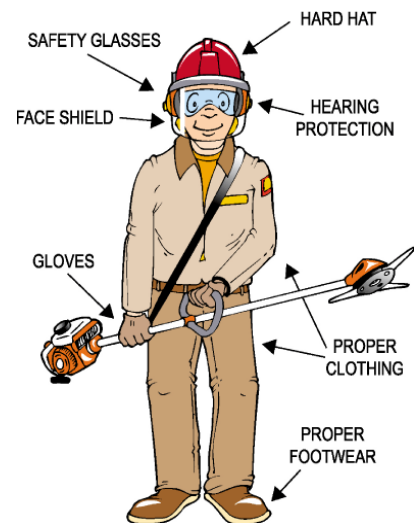
- Learn locations of fire extinguishers and know how to use them.
- Learn where all the fire exits are located in your workplace.

### Preventing Lifting Injuries and Falls:

- Wear the appropriate footwear for your job.
- Do not run and keep firm footing at all times.
- Look before you walk and make sure your path is clear.
- Remember, objects that do not belong on the floor can contribute to falls and injuries.
- Never engage in horseplay in the workplace.
- You must never stand on chairs, desks or other furniture to expand your reach.
- When lifting heavy objects, use your legs and set your feet firmly. Bend your knees while keeping your back straight and do not twist your body. If the load is too heavy, get assistance.

### Tool Safety:

- Handle sharp objects and tools carefully and store them in a safe manner.
- You must never remove safety guards from equipment.
- You must treat electricity with respect, and never use electrical equipment in a wet/damp environment.
- If eye hazards are present, wear appropriate eye protection.
- Personal protective equipment, such as, gloves, safety glasses, ear protection, hard hats, safety clothing, etc., may be required in certain operations. Your supervisor will know what type of personal protection is necessary.



### Safe Handling of Chemicals:

- If you are going to be using chemicals, you must first be trained on Material Safety Data Sheets and Hazard Communication.
- If you become ill when using chemicals in the workplace, you must notify your supervisor immediately and seek medical treatment.

### Vehicle Safety:

- ❑ Seat belts and shoulder harnesses must be used when operating district vehicles.
- ❑ If you are involved in a traffic accident in a school district vehicle, you are required to notify your supervisor and the California Highway Patrol or to the local police department.

### Substance Abuse:

- ❑ The use of alcohol or illegal drugs will not be tolerated.

Employees are never expected to take chances, or endanger their lives or the lives of others in the performance of their job duties. When in doubt, ask your supervisor to explain any job.

This training module is just one component of your safety training. It will provide you with a general overview of our important safety and health programs. More in-depth instruction will be provided for you in future training sessions. It is your responsibility to learn all you can during training sessions and to take what you have learned and apply it on every job, every day.



## EMERGENCY PREPAREDNESS AND MULTI-HAZARD DISASTER PLANNING

It is important to be prepared and know what actions to take in case of an emergency. District emergency procedures and multi-hazard emergency plans are provided so that you know what to do when an emergency occurs, whether it is a fire, medical emergency, earthquake or bomb threat.

If an emergency arises, remain calm and follow the emergency procedures prescribed by the District. The District may use bells, buzzers and public address systems for emergency notification. Contact your site administrator or department manager to find out what procedures are used at your site.



An evacuation map should be posted in each room so be sure to review it whenever you enter an unfamiliar room.

### Your emergency plan will include:

- Evacuation procedures
- Sheltering procedures
- Procedures to account for students and staff
- Emergency team tasks
- Inventories of disaster supplies and equipment

An emergency or disaster may be local, regional, man-made, or an act of nature. In a declared disaster, all school district employees are classified as civil disaster service workers under state law. This requires that all personnel must remain at the school site until released by administration.

The need for preparedness goes beyond the workplace. At school and at home, all employees should know how to respond appropriately during an emergency.



## SCHOOL DISTRICT SAFETY COMMITTEE

---

**The purpose of the safety committee may include:**

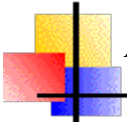
- Responding to complaints
- Reviewing accident reports
- Inspections
- Providing suggestions
- Promoting accident prevention
- Report findings and make recommendations to District Administration.

Communication is the key to any successful program. With safety committees, training, in-house newsletters, websites, safety posters, and bulletin boards, employees are kept up to date on safety-related issues. Remember, it is your responsibility to bring safety hazards to the attention of your supervisor so that corrective measures can be taken.

If for some reason you feel uncomfortable reporting a hazard, you may anonymously complete a Report of Safety Concern form and turn it in as soon as possible. The forms are available from your district or on the SIPE Web site in the forms section. The District will respond to anonymous notifications after an investigation. Regardless of the method of reporting a safety concern, the District will take appropriate action to address the concern. Through communication, we can improve safety and reduce accidents and injuries.







# ACCIDENT INVESTIGATION AND REPORTING

---

## Accident Reporting

- Report injuries and all near miss/near hit incidents, no matter how minor, to your supervisor.

### Prompt reporting helps your district:

- Provide the information to the people who have to accept, adjust, or deny responsibility before a formal claim is entered;
- Ensure that the injured person receives his/her entitled benefits and receives proper care;
- Make follow-up investigation easier: Reporting an accident immediately after it occurs, when precise facts can be clearly recalled and described, ensures an accurate description of events;
- Improve public and employee relations and reduces the chance of unnecessary litigation.

## Reporting a Work-Related Injury

- Immediately report any injury to your supervisor. If the injury is life threatening, call 911.
- If you are injured at work, you must give your supervisor a return-to-work form from your physician before you can return to your normal work assignment. Following treatment of your injury, your supervisor will complete an Accident Investigation Report form. Accident prevention depends on discovering what caused the accident, so that preventive measures can be put in place and similar accidents can be avoided.

## Incident Investigation

- If you are a witness to an accident or near miss you may be interviewed.

### It is important that you cooperate with the investigation and information you have with regard to the following:

- What happened?
- Where did it happen?
- Why did it happen?
- How can it be prevented in the future?
- Investigations are designed to help prevent similar accidents from occurring again.



offer any

### The results from an investigation may include:

- Policy or procedure changes
- Equipment changes
- Additional safety training



## FIRE PREVENTION AND HOUSEKEEPING

The safety of children and adults requires effective fire prevention procedures, and good housekeeping methods that ensure the proper use and storage of materials, furniture, and tools.

### Important Fire Prevention and Safe Housekeeping Guidelines are:

- ❑ A clear space must be maintained around all doors.
- ❑ Access to exits, fire-fighting equipment, and fire alarms must be clear at all times.
- ❑ A clear space of 36 inches must be maintained in front of fire extinguishers, alarms, and electrical panels.
- ❑ Fire extinguishers must be visually inspected monthly.
- ❑ Whenever possible, keep stored items to a minimum because boxes and paper are combustible.
- ❑ Items should be stacked securely, and no item should be stacked within 18 inches of the automatic fire sprinkler system heads or the ceiling.
- ❑ No materials, and especially not duplicating fluid or gasoline, should ever be stored near a source of ignition such as a heater or stove.
- ❑ Teaching materials and children's artwork may be attached directly to the wall but may not cover more than 20% of the wall area.
- ❑ Paper should not be placed on doors or windows and should not be hung from the ceiling or light fixtures.
- ❑ Unsecured filing cabinets and bookcases should never be placed near exit doors or in student activity areas where they could fall over and cause injury.
- ❑ If a task requires a ladder or stepstool, use a ladder or stepstool!
- ❑ Don't use chairs, tables or counter tops to do a ladder's job.
- ❑ The ladders and stepstools you use should be stable and have non-slip support feet.
- ❑ Inspect all ladders and stepstools prior to use.
- ❑ Never use the top two steps of a ladder. Standing on the top steps is unsafe and you could fall.
- ❑ When using a straight ladder, tie it off at the top to prevent it from falling.
- ❑ Use the proper ladder for the job and never use ladders and boards in place of scaffolding.
- ❑ You have a responsibility to maintain a safe environment. Your safe behavior and your attention to safety procedures are an example to others and help ensure the safety of everyone in the classroom and the workplace.





## OFFICE SAFETY

---

Many people working in offices take safety for granted. Office employees are vulnerable to accidents just as other workers in other workplaces are.

### Some precautions you can take to prevent office accidents are:

- ❑ Carry only what you are capable of handling and always use a cart or make multiple trips if objects are too heavy.
- ❑ Avoid walking and reading at the same time. If written material is important enough to read, then stop and read it.
- ❑ Never leave file cabinets open and unattended—never, not even for a moment!
- ❑ Never run in the office. The completion of even the most important task is never worth the risk of running into a co-worker or falling.
- ❑ Leave your shoes on. If your shoes are too uncomfortable to wear all day, then wear different shoes. Going barefoot is a sure way to stub a toe or pick up a staple.
- ❑ Avoid using extension cords. Keep them out of walkways and unplug them when not in use.
- ❑ Never put your fingers into an automatic stapler or stamper. Always unplug staplers before trying to clear or reload them.
- ❑ Remember that paper cutters are dangerous tools. Watch where the blade falls and make sure your fingers are clear at all times.
- ❑ Always keep aisle ways and exits clear. Never stack boxes, furniture, or supplies in aisle ways or in front of exit paths.
- ❑ Avoid bending at the waist when accessing low files. Stoop down or get on your knees.
- ❑ Avoid twisting when reaching for files or other materials in your workstation. Move your entire body to prevent back strain.
- ❑ Never stand on chairs or your desk to reach for anything.





## SAFE OPERATION OF SCHOOL DISTRICT VEHICLES

---

### SAFE OPERATION OF VEHICLES INCLUDES:

- Do not operate a district vehicle unless your supervisor has authorized you.
- To operate a district vehicle you must have a valid California driver's license.
- It is the driver's responsibility to be familiar with the operation of the assigned vehicle.
- If you have questions about the operation of the vehicle, ask your supervisor.
- Obey all traffic laws.
- If you are involved in an accident, call your supervisor and the highway patrol or police department. Do not discuss the details of the accident except with your supervisor, law enforcement officers, or school district authorized investigators.
- Wear your seat belt at all times.
- Be aware of special road conditions, such as construction projects, weather, heavy traffic, and accidents on the roadway.
- Alcohol and drug use will not be tolerated.
- Check that the vehicle is working properly prior to operation.

### SAFE DRIVING TIPS

- Watch out for the other driver!
- Adapt your driving to special conditions like bad weather, poor road conditions, and even your frame of mind.
- Drive with your headlights on.
- Do not tailgate and use the 3-second rule. Use a count of 1-one thousand, 2-one thousand, 3-one thousand behind the vehicle in front of you.
- Never change lanes into another driver's blind spot. If they cannot see you, then what is stopping them from changing lanes?



**The best defense you have against potential auto accidents is your ability to remain alert while driving.**



## HAZARD COMMUNICATION

---

Your job may require the use of chemicals and other potentially dangerous substances. The District's Hazard Communication Program is designed to ensure that employees are aware of the potential hazards relating to chemicals they may encounter. The District maintains Material Safety Data Sheets (MSDS) that contain information on any hazardous chemical you may come in contact with.

There are specific requirements governing the labeling of chemical containers. The manufacturer must label primary or original containers and the label must contain the following information:

- The name of the chemical
- Specific physical and health hazard warnings
- Emergency first-aid procedures
- The name, address and telephone number of the manufacturer

These labels must remain intact and readable. If a chemical is transferred to a secondary container, such as a spray bottle, the new container label must include the same chemical or product information.

The District will supply the chemicals you need to perform your job. You may want a supply of certain chemicals, but you will be required to attend chemical safety training prior to their use. Never bring chemicals or potentially toxic products to work from home or buy them on your own.

There are four basic types of hazardous chemicals:

- Flammables**
- Toxic**
- Corrosives**
- Reactive Materials**

Safe handling and storage of these chemicals is critical. Requirements for safe handling and storage of flammables are:

- Flammable chemicals, such as duplicating fluid and gasoline, must be stored away from sources of ignition in an area that has sufficient ventilation.
- Flammables must be stored in approved flammable liquid storage cabinets.
- All flammable liquid storage areas should be clearly marked with signs and symbols.
- Flammable liquids, aerosols or gases should only be used in properly ventilated areas.
- ABC fire extinguishers should be available within 50 feet of flammable liquids.



You cannot afford to make a mistake around a flammable substance. Read the label. The more you learn about chemical safety, the more confident you will be. Pesticides, herbicides, germicides and disinfectants, such as bleach or insecticide spray, are examples of toxic chemicals. Toxic means poisonous, so be careful when handling them.

The following are requirements for safe storage and handling of toxic chemicals:

- Toxic chemicals should be stored appropriately.
- Only trained and authorized personnel should have access to toxics and may perform pesticide application.
- Teacher or staff application of insecticide sprays is not permitted in classrooms because of the potential for exposure to students and staff, and because of notification laws.
- Baits, traps, physical exclusion, and improved sanitation are preferred methods of rodent and insect elimination.
- Never bring pesticides, bug sprays, or potentially toxic products to work from home or buy them on your own.

Corrosives, like bowl cleaner and acids, are just as dangerous because they attack and destroy living tissue. When handling a corrosive chemical:

- Always wear splash-proof eye goggles.
- Wear utility gloves resistant to that specific chemical.
- If there is any chance of a splash occurring, wear a face shield and a plastic apron.
- Know the location of eyewash stations in your area. Corrosive chemicals can cause permanent eye damage, so if a corrosive chemical gets in your eyes, flush your eyes with water for at least 15 minutes. Be sure to hold your eyelids open and roll your eyes to thoroughly flush them, and then seek medical attention.

The last category of hazardous chemicals that we need to know is reactives. Reactive chemicals should always be stored separately from the chemicals with which they react. One example is bleach and ammonia.

Requirements for safe handling and storage of reactives are:

- Containers should be clearly marked as reactive, including the conditions to avoid.
- Chemicals that are water-reactive should be stored off the floor on shelves or pallets, and away from water sources and wet weather conditions.

When working around chemicals and potentially hazardous materials, it is important to know what to do in the event of a spill. If a hazardous material spill occurs, follow spill cleanup procedures as instructed and notify appropriate site or district personnel. Do not attempt to clean up a hazardous material spill unless you are authorized to do so and have received the appropriate training.

Hazardous chemicals are dangerous by definition, but if you are familiar with hazards associated with chemicals, you greatly reduce your chances of injury. Learn all you can about the chemicals you work with and wear appropriate personal protective equipment and practice safe behavior. This will lessen the likelihood of a spill or injury.

There are a few general rules concerning hazardous chemicals that can help protect you:

- Read the label.
- Follow all established safety policies and procedures for chemical handling and storage.
- Use the proper personal protective equipment.
- Wash your hands before eating, drinking, or smoking.
- Most of all, use common sense.**



## BLOODBORNE PATHOGENS

---

Bloodborne pathogens are microorganisms that may be present in human blood and other body fluids and can cause diseases such as Hepatitis and HIV. It is estimated that one out of 250 people in the United States is infected with the human immunodeficiency virus, or HIV. Even more alarming, about one out of 20 are infected with HBV, the Hepatitis B virus. Other types of hepatitis exist and may be spread through the work environment. HIV is a bloodborne pathogen that invades the immune system blood cells in humans rendering the cells less effective in preventing disease. The HIV virus causes AIDS, or Acquired Immune Deficiency Syndrome. Both hepatitis and HIV are the result of exposure to blood and other potentially infectious materials.



**Bloodborne pathogens may enter your body and infect you as a result of:**

- Accidental injuries with a sharp object that is contaminated with infectious materials
- Contact of pathogens with open cuts, nicks, skin abrasions, or mucous membranes of your mouth, eyes or nose
- Indirect transmission, which can occur by touching a contaminated object or surface and transferring the infectious material to your mouth, eyes, nose or broken skin

The hepatitis B virus can survive on environmental surfaces, such as a table or countertop dried and at room temperature for at least one week. That is why it is of vital importance to make sure that, after an accident involving blood and other potentially infectious materials, the area is thoroughly cleaned and disinfected.

Voluntary pre-exposure vaccinations for Hepatitis B may be offered at the time of assignment to employees whose job duties are described in their district's Exposure Control Plan. If an exposure incident arises out of and in the course of performing job duties, post-exposure vaccinations will be offered to the employee involved. More information about vaccinations can be received from your supervisor.

Let's look at how you can avoid exposure:

- Wash your hands frequently with soap and water
- All work surfaces should be cleaned regularly with an appropriate disinfectant
- Never eat or drink in an area that has the possibility of contamination, such as the first aid station or nurse's office

Always use the personal protective equipment that is provided. Protective equipment may include disposable liquid-proof gloves, CPR masks, aprons, and protective eyewear. Always wear disposable liquid-proof gloves when you anticipate hand contact with blood, infectious materials, mucous membranes, or non-intact skin. Since gloves can be torn or punctured, bandage any cuts on your hands before putting on your gloves, and never reuse disposable gloves. To safely remove potentially contaminated gloves, peel one glove off from top to bottom and hold it in your gloved hand. Then, with your exposed hand, peel the second glove from the inside, tucking the first glove inside the second. Dispose of the gloves promptly and wash your hands thoroughly. Remove any personal protective equipment before leaving the work area and never reach into a container that may contain broken glass or sharp objects.

A bloodborne pathogen exposure incident is defined as “a specific eye, mouth, mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee’s duties.” Any exposure or suspected exposure must be reported immediately to your supervisor. A follow-up investigation will be conducted. All records and reports of bloodborne pathogen exposure are kept confidential. Following safety and health guidelines greatly reduce the chances that you will be infected.



## SAFETY SIGNS AND ACCIDENT PREVENTION TAGS

---

Cal/OSHA specifications for accident prevention signs require the use of signs to indicate and define specific hazards that, without identification, may lead to accidental injury to workers and/or the public or to property damage.

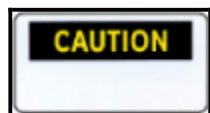
The sign specifications below apply to the design, application, and use of signs or symbols. These signs are intended to serve as warnings indicating and defining specific hazards that may lead to accidental injury. The specifications are intended to cover all safety signs, except those designed for streets, highways, railroads, and marine regulations.

The wording on any safety sign must be easily read and concise. The sign must contain sufficient information to be easily understood. The wording must make a positive - rather than negative - suggestion, and shall be accurate in fact.

### SIGN GUIDE



Indicates an immediate hazard. A hazard capable of producing irreversible injury, damage, or, death, and special precautions are necessary.



Indicates a potentially hazardous situation or unsafe practices that may result in death or serious injury.



Indicates a potentially hazardous situation. A hazard capable of resulting in severe, but not irreversible injury.





Provides information of a general type in order to avoid confusion or misunderstanding. Includes notices of general practice and rules relating to health, first aid, medical equipment, and sanitation, housekeeping, and general safety.



This unique emblem shall only be used to identify vehicles that, by design, move slowly (25 m.p.h. or less) on the public roads.



This sign and symbol is designed for biological hazards.

### ACCIDENT PREVENTION TAGS

Accident prevention tags are used to identify hazardous conditions and provide a message to employees with respect to hazardous conditions. Accident prevention tags differ from signs because they are used to warn employees of an existing hazard, such as defective tools or equipment.

The major message that will be used on the portion of a tag's inscription is more specific than the signal word. The signal word must be readable from a minimum distance of five feet or greater as warranted by the hazard.

### SIGNAL WORDS



Tags indicate a specific hazardous condition for the instructions to be communicated to the employee. Examples include:

## TAGS

### Do Not Operate



### High Voltage



### Do Not Start/ Do Not Use - Out Of Service



## ELECTRICAL SAFETY

Electrical hazards are easy to avoid if you follow a few simple rules.

1. Do not use damaged or frayed electrical cords or cords with damaged plugs.
2. If you notice a defective cord, bring it to the attention of your supervisor and it will be replaced.
3. "Household-type" extension cords with only two prongs are not permitted; also, never bring in extension cords from home.
4. Extension cords must have a third prong, or ground prong. If a cord is missing a ground prong, do not use it.
5. Electrical cords should never be placed under rugs or floor mats, taped across walkways or doorways or used around water.
6. Extension cords should never be used as permanent wiring; also, make sure you unplug them when not in use.
7. Never use electrical equipment in a wet or damp environment. Always treat electricity with respect.

Lockout/tagout is a procedure designed to safeguard employees from any and all energy sources while working on equipment.

Energy sources include:

- Hydraulic
- Steam
- Air
- Chemical
- Thermal
- Spring
- Gravity





- Motion
- Capacitors
- Electricity

If a machine is being repaired, it needs to be reduced to a zero energy state. Then, locks and tags are placed on the machine's energy source controls to prevent someone from starting the machine and injuring themselves or someone else. If you see that a machine has been locked out, do not attempt to start it. Only authorized personnel are permitted to remove any lock or tag.



## BACK SAFETY

---

One of the most common injuries in any work environment is a back injury. Learning about your back and employing safe lifting techniques can help you avoid injuries at work and home.

The spine consists of irregularly shaped bones called vertebrae. Discs are spaced between each vertebra to preserve the spacing for joints and nerves. Just like other joints, ligaments support vertebral joints. The abdominal muscles and the muscles adjacent to the spine provide our spine positioning during all activity. Improper lifting or working techniques can injure one or more of these spinal tissues.



There are several basic rules of lifting and moving that can help prevent back injuries:

- Lift with your legs, not your back. Your leg muscles are larger and better positioned over the hips and knees to provide this activity.
- Do not twist. Instead, always position your hips and feet toward the object you are lifting or moving.
- Maintain the natural curves of the neck, upper back, and lower back while lifting, moving, and even sitting.
- Keep objects close to your body; this reduces the leverage on your spine.
- Push, rather than pull, when possible. Pushing naturally places your legs in a position to do the work, whereas pulling naturally places your back in a forward-bent position.

Back belts may be helpful to remind you of the proper back position and to provide some assistance to the abdominal muscles. Back belts should be tightened during periods of heavy lifting and/or strenuous movements, but loosened during periods of relative rest.



Stretching and mobility exercises for the back and key leg muscles can be used prior to work as a warm-up as well as after work to restore flexibility. Strengthening your key leg muscles can also be helpful in preparing and maintaining your ability to perform work and/or activity safely.



## WORKPLACE VIOLENCE

---

Violence is one of the leading causes of death in the workplace. Less dramatic incidents of aggressive behavior, physical conflict and sexual harassment are far more common.

Be wary and report coworkers or others who exhibit signs of potential violence. This may include:

- Withdrawal
- Threatens to commit suicide
- Excessive drinking or drug use
- Argumentative
- Behavior changes
- Loss of interest and lack of confidence at home or work
- Threatens others or makes disturbing statements

Follow all district policies and procedures regarding violence. This may include:

- Report all threats and other suspicious activities by others
- Take all threats seriously
- Never joke around about violence
- Always use precautions when working late or odd hours

If you encounter a violent or uncomfortable situation, always follow your district's policy, stay calm, never be confrontational with a violent individual, and report it to your supervisor.

The District may have counseling and rehabilitation programs available for employees that need assistance. Ask your supervisor about the availability of these programs.





## DRUG-, TOBACCO- AND ALCOHOL-FREE WORKPLACE

---

The District maintains a Drug-, Tobacco-, and Alcohol-Free Workplace Policy. It is a violation of Board policy for any employee of the District to unlawfully manufacture, distribute, dispense, possess, or be under the influence of alcohol, drugs, or any controlled substance. This policy extends to any place where District work is performed, and anywhere employees supervise students on behalf of the District. As a condition of your continued employment with the District, you will need to comply with the District's Drug-, Tobacco-, and Alcohol-Free Workplace Policy. If you are convicted of any drug or alcohol offense, notify your supervisor immediately after the conviction. The District may have counseling and rehabilitation programs for alcohol and drug abuse. Ask your supervisor about the availability of these programs.



## INDOOR AIR QUALITY

---

Good indoor air quality is crucial to an effective learning environment and a healthful place for employees to work. You should be aware that in classrooms, the ventilation system fan should run whenever the room is occupied. An appropriate volume of fresh outside air should also be introduced to the classroom or office space through either the ventilation system or natural ventilation such as an open door and windows. Each ventilation unit should have a fresh air damper that can be adjusted to bring in the correct amount of outdoor air. Rooms where chemicals or hazardous dust is present, such as shop classes or science chemical storage areas, may need specially designed exhaust ventilation fans to prevent harmful exposure to students and staff. Filters in ventilation units must be changed regularly to keep the system in proper operating condition. Any water-damaged carpeting, wallboard or other building components must be dried adequately and promptly to prevent the growth of mold. Ventilation should not be turned off because it is too noisy. Any concerns about your indoor environment should be discussed with your supervisor.

ACKNOWLEDGEMENT PAGE

# General Safety Rules

**I have read and understand the Safety Rules.**

EMPLOYEE NAME (PLEASE PRINT):	
EMPLOYEE SIGNATURE:	DATE:

This acknowledgement page will be added to your personnel file to document that you are aware of and understand our rules in regard to safety and that the District has complied with Administrative Code Title 8, Section 3203.

**Personnel Department:**

*File signed acknowledgement in employee personnel file.*