

Statement of Safety Policy:

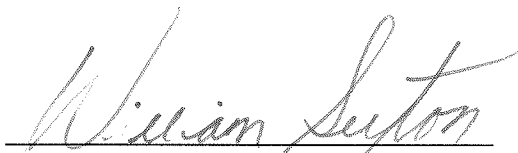
It is the policy of Clay County Public Schools to provide an active Safety & Health Program. The objective of the program is to ensure a safe environment for all employees, students and visitors as well as to protect school district buildings, equipment and other property.

A safety committee(s) shall be implemented to help attain these goals. Some of the tools used by the committee(s) shall include, but not be limited to:

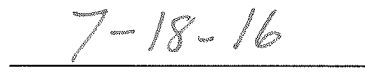
- (1) Performing safety inspections of school buildings and grounds.
- (2) Reviewing accident report and accident investigation forms.
- (3) Promoting safety awareness throughout the district.
- (4) Implementing required safety programs as mandated by the government.
- (5) Organizing and/or providing a safety training program for the staff.
- (6) Reviewing appropriate procedures and recommending changes.

The safety committee chairman, or safety coordinator, will give quarterly reports to the superintendent and an annual report to the school board regarding the status of the district's safety program.

The complete cooperation of all personnel concerning this crucial program is expected.



William Sexton, Superintendent



Date

Roles & Responsibilities

The Superintendent will ensure that:

- Effective procedures and guidelines for employee health and safety are in place and in accordance with all state and federal standards.
- Principals and supervisors receive training in relevant procedures and guidelines.
- Principals and Directors implement this policy and related health and safety programs in their site(s)/departments.

Directors, Supervisors and Principals will ensure that:

- Employees under their supervision follow this policy and related procedures as defined in board safety policy.
- Staff use safe work practices and receive training to protect their health and safety.
- Equipment and their site(s) are safe, to the extent of their authority and ability to do so.
- There is effective cooperation with the workplace Safety Committee or the Site Health and Safety Representative and employees to create a healthy and safe working environment.
- This cooperation will extend to others such as contractors, owners, officers, etc.

Safety committee will:

- Conduct regularly scheduled and documented safety committee meetings;
- Actively participate in safety and health instruction programs;
- Review and evaluate hazard recognition reports;
- Review accident investigation reports as needed;
- Review all employee suggestion forms;
- Inform management of proposed safety and health recommendations and improvements;
- Monitor and evaluate the effectiveness of safety and health recommendations and improvements;
- Compile and distribute safety and health information to employees; and
- Monitor Federal, state and local worker related laws and regulations

Non-supervisory Staff

- All employees of the Board are required to follow this policy and related procedures.
- Report concerns and unsafe conditions to Supervision or a member of the safety committee.

GENERAL SAFETY RULES

These general safety rules apply to employees, visitors, and contractors in all of our facilities. Additional rules may apply to different or special situations. The following are general in nature and intended to illustrate our general expectation for safety and hazard compliance. They should not be considered as the only safety rules to be followed.

Not all safety rules will apply to all departments/ board employees.

1. All employees should know and observe all safety rules applicable to their work environment.
2. Any injury or accident, no matter how slight and including exposure to hazardous fumes and contact with hazardous chemicals, must be promptly reported to management. If the injury is serious enough, an accident report must be completed.
3. The following are strictly prohibited and will not be allowed: horseplay, practical jokes, fighting, throwing of objects, running except in extreme emergencies, alcohol, unauthorized use of drugs, firearms, tampering with equipment, use of equipment without authorization or proper training.
4. Equipment will not be operated unless all guards and safety devices are in place. Guards should never be removed or altered in any manner. They are there for everyone's protection and anyone found tampering with an equipment guard, or rendering it inoperable in any manner, may be subject to disciplinary action.
5. Smoking is prohibited in all buildings.
6. All personal protective equipment must be worn when and where required, including safety glasses, hard hats, safety vests, shoes, gloves, etc. Any violations of the personal protective equipment policy may result in disciplinary action.
7. Lock out and tag out procedures must be followed at all times on all pieces of equipment.
8. Flammable and/or corrosive liquids or materials must be contained and transported in approved containers. All such liquids or materials should be stored only in locations designated for this purpose.
9. The driver of a forklift is responsible for its safe operation. Forklifts may be driven only by trained, qualified, and authorized forklift drivers. Forklifts must be driven at a slow, safe speed (maximum 5 MPH) and heavy loads carried low to the ground.
10. Emergency equipment or exits are not to be blocked for any reason.
11. Good housekeeping practices must be maintained at all times. All spills should be cleaned immediately.
12. All unsafe acts and conditions must be corrected promptly and reported to management.
13. All containers of hazardous substances must be clearly identified with the name of the material and NFPA chemical label. Do not use unidentified containers.
14. Established safety procedures must be followed at all times.
15. Incidents that result in weakened or damaged equipment must be reported to management at once.
16. Only authorized, qualified personnel may perform maintenance or repair work.
17. Any person present in, or passing an area, must observe the rules of that area.
18. Escape routes must be known by all personnel and rehearsed during emergency evacuation drill.
19. Jewelry, such as rings and bracelets, necklaces and loose clothing, are not to be worn when working around electrical equipment or moving machinery.

20. Broken or defective hand tools are required to be removed immediately from service and reported to management.
21. All employees with long hair must have their hair in a hair net or tied up so as not to fall below the nape of the neck when working with powered equipment.
22. Learn the proper and safe way to do a job; if an unsafe condition exists, notify your supervisor immediately.
23. Always turn off and unplug any equipment when cleaning. (Follow proper lock out procedure for exposure to unprotected energy sources.)
24. Approved type protective goggles of proper shade or color must be worn when welding or working close to a welding operation. Approved welding gloves and apron must be worn when welding or working with a welding operation.
25. Keep hand tools in proper condition. If worn out or damaged, repair or replace them immediately.
26. No employee may operate any piece of equipment unless authorized.
27. Do not use compressed air to clean yourself or your clothing.
28. Anyone making repairs on a motor driven machine or other power activated equipment must make sure that switches, valves and starting devices are turned off, locked and tagged out.
29. Any and all safeguards removed during repairs or maintenance must be properly replaced before the machine is put back into operation.
30. Oily rags or open cans of flammable liquids must not be left at work stations.
31. Know where fire extinguishers are located and how to use them. Tampering with fire extinguishers is cause for disciplinary action.
32. Do not look into any welding area when welding is being done. Serious eye damage may result.
33. When lifting heavy loads, use the strength of your legs and not your back.
34. Never use any power equipment unless there is a ground plug. Report any loose wiring to management immediately.
35. Drive at a slow, safe speed in the parking lot. Maximum speed - 5 MPH.
36. Keep objects away from electrical switch boxes. The areas in front of them must remain clear in case an emergency shut-off is required. Never block fire extinguishers, fire hose, aisles, or exits with material or other objects.
37. **REMEMBER:** Most accidents on machines are caused by human error. Don't allow yourself or others to daydream and be seriously hurt.
38. All aisle ways must be kept clear at all times.
39. Ladders must be in good condition and equipped with safety feet. Do not use any "makeshift" scaffolding, rigging or staging. All ladders must have a minimum 300lb weight capacity.
40. No one is allowed to operate a lift truck or pallet jack unless trained, qualified and authorized.
41. Do not lift personnel on forks or makeshift platforms. Use only a secured, safety platform.
42. Make sure area is clear and no one is in the vicinity of a load or lift truck while the operator is lifting, lowering or repositioning a load.
43. Only approved dock plates are to be used. Secure all transport vehicles by means of wheel chocks.
44. Do not lift a child should unless assisting in an injury or emergency situation.
45. Report any workplace accident immediately regardless of severity.

FLEET SAFETY RULES

1. Anyone who operates a licensed vehicle owned or controlled by the School Board must maintain a current driver's license as required by Federal and/or State regulations.
2. Transportation of non-employee passengers is prohibited, except for approved volunteers with current background check. Use of board vehicles by non-employees or unqualified employees is prohibited.
3. All drivers are required to inspect their vehicle at the beginning of each work day. A vehicle check list may be provided. Vehicles must be kept clean.
4. Obey all traffic laws. All fines are the responsibility of the driver. Traffic citations are to be reported to your supervisor in writing. Repeated violations are cause for disciplinary action, which may include suspension and/or dismissal.
5. Seat belts will be worn by all occupants and at all times.
6. Unattended vehicles shall have the keys removed, brakes set, windows rolled up, and the doors locked, with the exception of those left in designated areas with monitored surveillance.
7. Consumption of alcohol or non-prescribed drugs is grounds for immediate dismissal whether reporting for work or while on the job. If anyone is taking prescribed medication which may affect their ability to perform their duties safely, they must notify their supervisor when reporting to work.
8. All incidents involving damage to company property, property of others, personal injury of employee or to others must be reported to the Safety Coordinator or Human Resources Manager immediately. Failure to report any accident involving a company vehicle is grounds for termination.
9. Unauthorized radar equipment will not be permitted in any company vehicle.
10. Courtesy should be extended to other motorists.
11. All drivers should use good defensive driving techniques while operating company vehicles.
12. Any employee that is in charge of a vehicle is also responsible for all tools and equipment assigned to that vehicle.
13. Buses, all transportation mechanic and maintenance vehicles will be equipped with an appropriate fire extinguisher and a first aid kit.
14. Smoking is prohibited in all Board vehicles.
15. Texting and or cell phone usage is strictly forbidden while driving any board owned vehicle.
16. If a phone call must be made, stop the vehicle in a safe place to do so.
17. Any employee working near the roadside must wear a high-vis safety jacket or vest.
18. Do not lift a child should unless assisting in an injury or emergency situation.

CUSTODIAL SAFETY

The Custodial Department provides the cleaning and upkeep for the buildings in the school district. Custodians may encounter a variety of safety hazards. This section will help custodians avoid accidents.

Equipment, which is necessary to get almost any job done correctly and efficiently, can be harmful if used improperly or with incorrect techniques. This section outlines certain guidelines and provides helpful hints that will increase job performance. At the same time, this information can greatly decrease the potential for accidents and possible injuries. This section will also point out some hazards that are not so obvious. In most cases the recommendations take only minutes to complete. A few moments of caution will avoid costly accidents.

PROCEDURAL SAFETY

Custodial closets must have the following safety items and meet these safety guidelines:

- Material Safety Data Sheets (MSDS) for all chemicals stored in the closet, or written instructions or map of the location within the building where the MSDS can be found.
- Safety goggles or glasses.
- Rubber gloves.
- "Wet floor" signs or the location within the building where they can be found.
- A measuring cup.
- Mixing station.
- Earplugs.

Custodial closets must also meet the safety guidelines below:

- All chemicals must be stored at eye level or below.
- All containers must be properly labeled.
- Wet mops must be hung up to dry.
- Mop buckets must be empty - no standing water or chemicals.
- Food cannot be stored near chemicals.
- Equipment cords cannot be frayed or have exposed bare wires.

Wet Mop and Mop Bucket with Wringer

- A wet area can be a potentially hazardous situation. The hazard can be greatly reduced by exercising simple precautions and proper work methods. Slipping is a major cause of knee and back injuries. Wear shoes with non-slip soles when working on wet floors.
- Protect others from slipping by marking the area to be mopped with appropriate "Wet Area" warning signs before beginning work.
- Have a rubber, non-slip handgrip on the bucket wringer handle. This makes it easier to wring the mop and reduces the risk of injuries to hands, wrists, or backs caused by a hand slipping off the handle.

- Leave the mop bucket in a place where it can be seen. Don't leave it in a hidden or potentially dangerous place (e.g., behind furniture or doors, around corners, or at the top or bottom of stairs).
- When rinsing a mop in the mop bucket, avoid splashing dirty water or chemical solutions on clothes, hands, or in eyes.
- Goggles, safety glasses with side shields, or full-face masks should be worn.
- Mopping puts excess stress on the back, especially if done improperly. To avoid this type of stress, use a lightweight mop, if possible, and hold the handle in such a way that the back is fairly straight and free from strain. Take an extra step to avoid overreaching.
- Rinse the mop and bucket thoroughly after mopping any type of chemical spill. This should be done only after the chemical has been identified. If the chemical cannot be identified, contact your supervisor before proceeding with a clean-up.

Push Broom or Dust Mop

Generally treat push brooms and dust mops with the same care as wet mops.

Vacuum Cleaners

- Check the vacuum for bag, filters
- Check the cord for damage and the prongs
- Check your wands/vacuum heads for damage or wear
- Check your harness for proper fit or any damage
- Report any and all machine damage to supervisor
- Never unplug any equipment in offices or labs
- Never use vacuum on any type of liquids
- When finished with machine, always change out the bag
- Wipe down the outside of machines
- Store properly: wrap cord, change filter if needed, set machine on floor with cord and wand.

EZ Riders Scrubbers

- This machine will provide excellent service if operated and maintained by following the manual
- No one will be allowed to operate this machine unless they first go through the training and pass the qualifications.
- Daily maintenance and checkups of machine will keep it in good working condition
- After 200 hours, check batteries for loose connections, clean batteries' tops, terminals, and cable clamps and level of electrolyte in the cells
- Always use distilled water for batteries
- After using – always plug machine into charger; make sure your charger is unplugged from wall before plugging in connector to machine. Then plug into the wall outlet.
- Make sure to empty all water from holding tanks and leave lid off to air dry.

- Check your squeegee for damage; report damage to supervisor immediately
- Check your brushes, or pads for wear or damage; report to supervisor immediately
- When in use, make sure safety signs are posted at all times
- Be aware of your surrounding and people at all times (no head phones at any time)
- Stay six (6) inches away from all hallway walls
- Before transporting, make sure you remove both squeegee and pad plates (always)
- When storing, make sure you follow the instructions regarding the following: empty the tanks, charging the batteries, wiping down the main body of the machine. Wipe down squeegee and check pads or brushes

Machinery

Buffer:

- The buffer is more specialized than most custodial machines or tools. Care must be exercised when operating this piece of equipment. Buffers are very powerful machines. When they are operating smoothly, it is easy to forget how destructive they can be if they get out of control.
- Before using the buffer, make sure that the drive plate and buffing pad are securely attached.
- Unplug the buffer before setting the handle, drive plate, or pad.
- Always return the buffer to an upright position before plugging it in.
- Never leave the buffer with the handle in a horizontal position. This presents a tripping hazard. Store the buffer in an upright position, as well, with the drive plate and buffing pad removed.
- Control the buffer by using both hands. This will help to avoid damage to walls, furniture, and personnel.
- Keep the buffing pads clean. This makes the buffer easier to control, and prevents sharp objects from sticking to the pad thus damaging the floor. Be careful when operating under desks, chairs, etc., where the buffer can get caught.
- When stripping a floor, walk on the area that has already been scrubbed, if possible. The floor can be very slippery.

Cleaning Solutions

The cleaning solutions used in custodial work contain chemicals that are harmful if splashed in eyes, on skin, or inhaled. When various chemicals are left out carelessly or improperly sealed they pose a threat to employees. Chemicals should be stored at or below eye level; it is important to know what the chemicals are and what to do in case of an accident involving them.

- Know the nature of the chemicals being used. If you have any questions, talk to your supervisor or refer to the Material Safety Data Sheets (MSDS) for chemicals. If chemicals should get splashed in your eyes or on your skin, it is important to know what to do to neutralize the chemical and prevent further harm.
- Read and know what the warnings on chemical containers stand for and follow the precautions associated with each warning.
 - Danger
 - Warning
 - Caution
 - Hazard
- Wear protective gear when working with chemicals. Goggles and gloves are the best way to prevent a chemical spill or splash from causing serious bodily harm.
- Store all chemicals in an approved, clearly labeled, properly sealed container at or below eye level.
- Do not dispose of a chemical unless you know the procedure required to properly dispose of it and its container. Triple rinse all chemical containers before disposing of them.
- If a chemical is found in the area and the contents are uncertain, leave it alone. If it has spilled or is unsealed, do not clean it up, do not put a lid on it, and do not touch it until it has been accurately identified.
- If you have questions, leave the area immediately and contact your Supervisor.
- If you smell anything suspicious, clear the area, and report the potential hazard to your supervisor immediately.
- Do not try to figure out what the smell is or what is emitting the odor.

Trash Removal

- Most of the trash is deposited either on the street curbs or on building sites
- There is a time frame for both days and night for the deposits
- Unfortunately, not everyone complies with proper disposal procedures. Never assume that these procedures have been followed.
- If the trash looks suspicious, do not reach into a trash container to get something out. Empty the whole liner into the trash cart. Glass disposed of improperly can cause lacerations, so we do not place glass in trash containers
- . Chemicals disposed of improperly can get in an open wound or cause skin or eye irritation, or a more serious injury.
- Be careful at all times climbing steps to trash bins or working around the bin. Rain, snow, and ice make the area very slippery.

- Secure the door latch on the trash bin when finished. Report any dumpsters in need of repair to your supervisor.
- Put bags of trash in the proper areas.
- If anything is found in the trash that may not be safe to dispose of in the bin, do not empty the trash!!!
- If you see anything suspicious or hazardous in the trash bins, report it immediately.
- The majority of back injuries sustained by custodians are due to improper lifting during trash removal. Large trash bags are not to be stuffed until completely full.
- Limit bag contents to no more than 35 gallons (half-full on a 70 gallon bag).

Moving Furniture (Heavy Objects)

- To avoid common back injuries, always follow correct lifting procedures
- Consider how heavy an object is and any abnormal shape or weight distribution of the object that would make it particularly difficult to lift, move, and/or carry.
- Get help to lift these items.
- The few minutes you may have to wait for help is minimal compared to the time lost due to an injury.

Cleaning Stairs

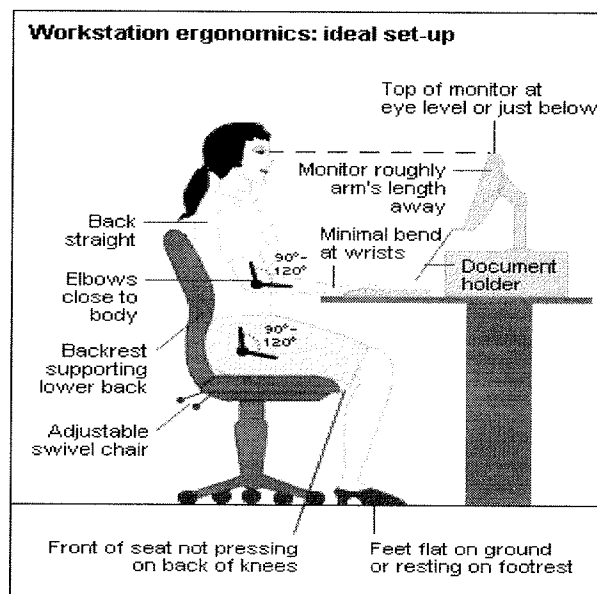
Exercise extreme caution when working on stairs. Danger increases as you get farther from the bottom of the stairs.

- Be especially careful when mopping stairs. The slick surface, coupled with the eminent danger of the stairway, make it even more important to use extreme caution.
- Stand on the stair below or two down from the stair on which work is being performed. This puts less strain on the back and your force will be toward the top of the stairs, rather than the bottom.
- Mark the top and bottom of the stairway with a "wet floor" sign to alert others of the danger.

Teacher /Administration/Instructional Assistant

Although Teachers and Administrative staff are typically not conducting physical tasks that create higher risks for injuries, there are still exposures and potential for workplace injuries. The following guidelines have been created to help teachers and administrative staff members maintain a safe and healthy work environment.

- All desks and workstations must be set up correctly and in an ergonomic manner (see diagram below)
- Workstations, offices and classrooms should be kept orderly with no trip hazards created by rugs, chords or other debris.
- Immediately clean-up or contact the custodial department in the event of a liquid spill.
- Contact custodial to clean up any spill of blood or other bodily fluids.
- Only use approved ladders and step ladders in the event posters and other décor must be hung on classroom or office walls. DO NOT... USE CHAIRS, DESKS, OR TABLES.
- Contact a member of maintenance or the custodial department in the event a heavy piece of office furniture must be moved. (Students are not to be used to move heavy objects)
- All containers of chemicals and other potentially hazardous substances must be labeled.
- Be familiar with all board security policies.
- Know and be familiar with warning signs of potential violence from students and co-workers.
- Dress appropriately and utilize the proper footwear when coming in to prepare classrooms and offices for the upcoming school year.
- Follow guidelines for proper ladder usage.
- Get help with any heavy object
- Be familiar with all **General Safety Rules** set forth by the Board Safety Policy.
- Report any workplace accident immediately regardless of severity.



Teacher / Instructional Assistant / Bus Monitors

Although Teachers and support staff are typically not conducting physical tasks that create higher risks for injuries, there are still exposures and potential for workplace injuries. The following guidelines have been created to help teachers and administrative staff members maintain a safe and healthy work environment.

- Students should not be lifted, carried, or transported by methods other than those listed on the IEP and/or 504 Plan. Their assistance apparatus should be allowed to assist the student regardless of the time of the time factor involved. This is to ensure safety for the employee as well as the student. For clarification contact the Director of Special Education at Services or Pre-School Coordinator.
- Do not lift a child should unless assisting in an injury or emergency situation.
- Attempt to verbally de-escalate the situation before approaching the children.
- Approach from the rear if necessary.
- Always communicate and avoid sudden moves if necessary to approach.

Food Service

- Do not lift a child should unless assisting in an injury or emergency situation.
- Wear protective clothing when working with ovens
- Store knives with blades guarded/covered.
- Do not place dirty knives in water.
- Keep knives sharp.
- Wear cut resistant gloves on opposite hand when using knives.
- Keep electric slicer unplugged when not in use.
- Ensure proper safeguarding is used when operating electric slicer.
- Ensure stand mixer is properly guarded.
- Report damaged tools or equipment to the director or maintenance for repair or replacement.
- Clean spills immediately.
- Clean dropped ice immediately.
- Keep floors clean and free of food.
- Wear slip resistant shoes in food service areas.
- Use proper lifting procedures.
- Do not stack items to unsafe heights.
- Do not mix cleaning chemicals.
- Use only approved chemicals for cleaning.
- Wear protective gloves when cleaning.

