

FRANCIS HOWELL SCHOOL DISTRICT
Custodial/Maintenance/HVAC/Warehouse/Specialists
Safety Guidelines

The Board of Education is committed to establishing a safe and well-maintained work and school environment for the entire Francis Howell community. It will only be possible to achieve this goal if all employees make a conscious effort to follow safety guidelines established for their position. As well, it is important that every employee report to their immediate supervisor any unsafe conditions that may lead to injury. Below, please find safety guidelines associated with the performance of responsibilities for the assigned position. Please read these guidelines thoroughly. If you need clarification concerning any of our guidelines, please contact your supervisor.

It is the District's hope that these guidelines will contribute to a safer environment and reduce the cost associated with worker's compensation for the District.

JOB SPECIFIC GUIDELINES for
Custodial/Maintenance/Grounds/HVAC/Warehouse/Specialists:

- Follow proper procedures while performing floor cleaning and waxing to control falls.
- Remove wet mats until dry to prevent slipping.
- Do not place cleaning articles or equipment in aisles or on stairs while cleaning unless warning signs are posted.
- Do not place articles on top of stepladders, cabinets, or lockers and leave unattended.
- Remove protruding nails, metal stripping, and wires when unpacking boxes, barrels, or crates.
- Do not pick up broken glass. Sweep it up at once. Pick up fine splinters and chips with a cloth or paper towel while wearing protective gloves. Wear gloves when using steel wool to prevent embedded slivers of steel.
- Unplug electric lamps before wiping with damp cloths. Handle electrical equipment only with dry hands. Never yank out a power cord by the cord; rather, pull it out by the plug. Always switch the equipment off first. Always turn power off to fixtures before changing bulbs or performing maintenance. When working with electrical panels, use "lock-out/tag-out" procedures.
- Use caution if it is necessary to examine waste can contents
- Do not stand on the top two (2) steps when using stepladders. The stepladder should be open and placed on a secure base. Be sure locking devices on the stepladder are in working order and are used. Never stand on a chair, desk or box to gain height.
- Report defective or missing equipment.

- Take personal responsibility for seeing that slipping or tripping conditions anywhere on the floor or stairway are taken care of at once.
- *Do not* leave chemicals or cleaning supplies unattended. *Do not* leave tools, supplies, or equipment unattended or unsecured. Label all bottles of chemicals if not properly labeled by the manufacturer. It is important that contents are known in case of poisoning. Know how to locate the Material Safety Data Sheets.
- All injuries must be reported to an administrator within twenty-four hours.
- Always act in a reasonably safe manner.
- Coming to work under the influence of alcohol or controlled substances is prohibited. The use of alcohol and controlled substances during the work day is prohibited.
- Wear sturdy leather shoes when running lawn equipment to prevent slipping and/or injury to feet. All shoes worn must have non-skid soles.
- Turn off power equipment and let it cool if you must fuel it.
- Be sure you have been well trained in the use of equipment before you attempt to use it. If you are unsure, always ask your supervisor for instruction.
- Use proper techniques when shoveling wet snow by hand. Over-filling your shovel and the lifting and throwing of snow is a frequent cause of back strain.
- Take special care to observe for any evidence of malfunction of cafeteria tables when raising or lowering cafeteria tables. If you note that the tables are becoming difficult to raise or lower, there may be some damage to the mechanism designed to provide a smooth operation of these tables. If this is observed, contact the Custodial Manager and report the problem. Do not continue to struggle with the tables or kick with your feet to disengage the table. This will cause additional damage to the tables and may cause you to strain or otherwise injure yourself.
- Follow OSHA guidelines for lock-out-tag-out when servicing all equipment.
- Question or report any suspicious/unidentified person(s) to the main office.