

Professional/ Administrative Safety Rules



Our reputation for excellence is no accident.™

On the job accident prevention is the job of all employees. It is the further responsibility of each employee to correct or report any unsafe act or condition which they have observed.

GENERAL SAFETY RULES

The following are some important general safety rules that each employee is required to follow, regardless of work assignments.

1. Lifting improperly is a major factor of the tremendous number of claims for back injuries. The following procedures should be followed:
 - a. Size up the load; make sure it is stable and balanced. Test the weight to ensure you can lift it yourself.
 - b. Plan the job. Ensure that your path of travel is clear and that you have identified the location where you will place the load.
 - c. Establish a good base of support. Use a wide balanced stance with one foot ahead of the other.
 - d. Bend your knees and get as close to the object as possible. Lift with your legs and not your back.
 - e. Get a good grip on the object to be lifted. Make sure you can maintain your hold throughout the lift and won't have to adjust your hands later.
 - f. Lift gradually, don't jerk, but use a slow steady movement.
 - g. Keep the load close while carrying; this prevents you from arching your back and adding additional stress to your back.
 - h. Pivot; don't twist when you need to change directions. Move your feet in the direction of the lift. Twisting is especially harmful for your back.
 - i. If the load is too heavy either enlist another helper or use a mechanical device.
2. Good housekeeping is an aid to safety. All employees shall keep tools, equipment, and work areas clean and orderly.
3. Keep aisles stairways and exits clear of boxes and other tripping hazards. Do not obstruct exits.
4. Clean spills immediately. Mark the spill if you must leave to retrieve assistance or additional supplies.
5. Each employee should know the location of fire extinguishers in their work area. The area in front of a fire extinguisher should be kept clear for ready access. Employees should not fight fires that are beyond their fire training and limitations of the available fire fighting equipment. When in doubt, call professional help and evacuate to a safe area.
6. Gasoline will not be used as a washing or cleaning fluid. When cleaning solvent is required, use an approved cleaning solvent.
7. Material will be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved Flammable Storage Cabinet.
8. Any employee, while on duty or on district property, who possesses, sells, or receives any illegal drug or who is under the influence of drugs or alcohol, will be discharged and, in appropriate situations, referred to law enforcement authorities.
9. Smoking will not be allowed at any facility.

10. Use caution when opening doors which serve two-way pedestrian traffic.
11. Use a stepladder or a step stool for reaching above shoulder height. Never stand on the cap of a ladder.
12. While in a district vehicle, seat belts are required to be worn at all times. Do not disable airbags unless you have written permission from your Supervisor.
13. Do not operate machinery that you are not familiar with and have not been trained to use.
14. Inspect all tools and equipment prior to use to ensure they are in working order and do not present a hazard.
15. After use put all tools/or equipment back in their proper place.
16. Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed remove it from service.
17. Use handrails when using the stairways. Never take more than one stair at a time.
17. Only qualified, designated employees should work on electrical wiring and equipment.
18. Horseplay or practical jokes will not be tolerated.
19. Material Safety Data Sheets must be available, at the point of use, to any person who requests this information.
20. Report all accidents to your supervisor.
21. Report all unsafe or broken tools and equipment to your supervisor. Mark the tool or equipment so that no one else will use.
22. Observe all warning signs, safety bulletins and posters.
23. Do not do any job that appears unsafe; ask your supervisor for guidance.

PROFESSIONAL/ADMINISTRATIVE STAFF SAFETY RULES

The following are some important general professional and administrative staff safety rules that each employee is required to follow:

1. Furniture, desks, chairs, file cabinets, etc., should be kept in safe condition and positioned so drawers do not open into walkways or halls.
2. Items such as pens, pencils and scissors stored on top of the desk should be placed with the pointed ends facing down.
3. Desk and file cabinet drawers should not be left open.
4. File cabinet drawers should be opened one at a time, and lower drawers should hold the heaviest load.
5. Furniture should never be used as stools or ladders.
6. Walkways, aisles, halls, and stairways should be kept clear of obstructions.
7. Never carry a load that is so high it blocks your view while walking.
8. When climbing or descending stairs stay to the right, always use the handrail to maintain balance and do not carry any materials that obstruct your view.

9. Do not attempt to move heavy objects. Get assistance from other personnel or a mechanical device.
10. Office machines should be double insulated or grounded with ground wires or three-prong plugs.
11. Do not attempt to make any electrical repairs on equipment or electrical cords. If electrical cords are frayed or wires are exposed remove them from service.
12. Electrical extension cords should be three-wire, ground type. Ensure they are not placed where they may cause a tripping hazard. Extension cords should only be used as a temporary electrical solution.
13. Store supplies in an orderly fashion. Heavier items should be stored waist high or lower. Light items can be stored on upper shelves.
14. Never burn candles in an office environment.
15. Flammable liquids should be stored in approved Flammable Liquid Storage Cabinets.
16. Room doors which open into hallways should be opened slowly.
17. Personnel operating office equipment should be trained before operating equipment.
18. Employees should be trained in how to use portable fire extinguishers and should be familiar with building evacuation procedures. (See fire controls and emergency preparedness and evacuation plan.)
19. All employees should know the location of the nearest first aid kit.

STEP-LADDER SAFETY

Completely inspect all ladders before each use and set up the ladder properly. The inspection should include the hardware and fittings. Defective ropes/cables should be replaced. Comply with the weight limits and specific uses for a ladder by referring to its label. When a ladder is detected to have defects it should be tagged or marked as “Dangerous, Do Not Use” and repaired or discarded.

1. Ladders should not be painted: defects may be covered by paint. Clean off any paint spilled on the ladder during use.
2. Secure ladders before climbing. If necessary, a second person should be present to hold the bottom from slipping. The ladder should be equipped with safety shoes to prevent the bottom from slipping. When on a ladder, the climber’s body must be centered at all times.
3. Never stand on the two top steps of a ladder or on the bucket shelf.
4. All stepladders should be open wide enough that the spreaders lock in the fully-open position. Set the ladder base firmly on the ground. Never place a stepladder on a desk, table or other ladder.
5. Portable metal ladders should not be used for electrical work or where they may contact electrical conductors. Use a wood or fiberglass ladder instead and shut off power first if ladders must be used in such locations.
6. Do not place ladders in front of a door unless the door is locked or adequately guarded.
7. Step ladders should never be used as an extension ladder with the spreaders closed and leaned against a surface.

8. Stepladders should not be substituted for scaffolds or work stands.
9. Select a ladder tall enough to reach the work. No attempts should be made to reach beyond a normal arm's length while standing on the ladder, especially to the side
10. Do not place a ladder on a desk, table, truck bed or anything other than a stable surface.
11. Do not attempt to move a ladder while still on it. Dismount and move the ladder to the new position.
12. A hard hat may be necessary if hazards exist above the ladder.
13. a hand line, bucket or crane. Small tools should be carried in a tool pouch to leave both hands free.
14. Never lean a ladder against unsecured or unsafe objects, surfaces, or piping that could be damaged.
15. Do not place a ladder on a desk, table, truck bed or anything other than a stable surface.
16. A hard hat may be necessary when climbing a ladder if overhead hazards exist.

ERGONOMICS

Maintaining a workstation in a manner that eliminates awkward positions is important for employee health.

1. Workstations should be arranged so that the most frequently used items can be accessed without stretch reach.
2. Phone headsets are recommended for personnel who use the phone extensively.
3. Computer monitors should be arranged with the top of the monitor at eye level.
4. Desk chairs should provide lumbar support and be adjustable so that the employee's feet can touch the ground or foot rest for adequate support.
5. Computer keyboards should be located so that bending of the wrist is not required to access the keys. A wrist rest may be necessary if the edge of the keyboard tray or desk is sharp and places pressure on the wrist.
6. If working at a computer workstation for long periods of time, periodically stop and stretch the muscles in your back, neck, shoulders, arms and hands.
7. Keep the area under your desk free from cords, purses and other storage, these can be a tripping hazard.

MOTOR VEHICLE SAFETY RULES

The following are some important general motor vehicle operation safety rules that each employee is required to follow:

1. Concentrate on driving. A good driver dismisses all worries or anger when operating a vehicle.
2. Never press for the right of way. Always yield to avoid an accident.
3. Always limit vehicle speed so there is clear space and time for an emergency stop. Remember that at high speed, drivers have less time to think and react in an emergency and a far greater distance is required to stop.
4. Slow down in heavy traffic or densely populated areas.
5. Adjust speed for low visibility or adverse weather conditions.
6. Slow down at intersections or curves. Use appropriate signals well in advance of any action.
7. When driving in city traffic, be alert for mistakes or unexpected actions of others, drive more slowly and keep alert for pedestrians and cross traffic.
8. Before stopping or changing directions, plan ahead of time, signal early and slow down gradually to give drivers following a chance to change pace and react accordingly.
9. Avoid "tailgating". Use safe following distance.
10. Use extra caution and slow vehicle when approaching children at play or when passing through school zones.
11. Keep alert at railroad crossings. Make sure you have a clear view of the tracks. School buses must stop at all railroad crossings.
12. When driving at night, keep the windshield clean, keep to the right, avoid looking into the headlights of oncoming vehicles, and use lower beam.
13. Drive at speeds, which permit stopping within visibility range of your headlights.
14. Keep headlight beams depressed to reduce the reflected glare caused by fog, rain, or wet pavement.
15. Vehicles should be parked off the traveled way where they will not interfere with normal flow of traffic and will not obstruct the view of other drivers.
16. When parking put transmission in lowest gear or in park, set parking brake firmly, turn the front wheels toward the curb.
17. Engines are to be stopped ignition keys removed, and the doors locked when the operator leaves the vehicle unattended.
18. All persons riding inside a vehicle shall use seat belts, when provided and required by law.
19. Perform a pre-trip inspection. This includes checking the following:

All fluid levels	Horn
Directional signals.	Fire extinguisher, if provided

Muffler and exhaust system.

Safety equipment, flares, flags, chock blocks, chains

20. When a vehicle is returned to the facility a post trip inspection is required. It is a requirement that vehicles transporting students be parked with no less than ½ tank of fuel. All other vehicles will be fueled as designated by the appropriate department.
21. Always consider proper loading and proper load distribution as factors in safe driving.
22. Tools and equipment placed in cars or truck cabs shall be stored in such a manner as not to interfere with vision or in any way interferes with the proper operation of the vehicle. Any equipment or materials being transported in the bed of the truck should be secured.
23. Nothing shall be stored on the rear window ledge of any vehicle.
24. When entering, exiting, or dismounting from a vehicle, watch footing to avoid slipping or falling. Never attempt to enter, exit or dismount from a vehicle while it is moving.
25. Trailer, tool boxes, and trailer mounted machinery should be hitched to the towing truck with safety chains, in addition to the towing eye fastening.
26. No person shall be permitted to ride in or on trailer mounted equipment while it is being towed.
27. Trailer mounted equipment shall be towed at a speed reasonable under the conditions and with due regard for safety.
28. Slow moving vehicle signs (inverted triangle) must be used on tractors, slow moving vehicles, and equipment (maximum speed 25 miles per hour).
29. No one shall drive a vehicle or operate a piece of equipment that is defective.
30. If involved in an injury accident, your first duty is to help the injured. Do not attempt anything beyond making the injured comfortable and providing emergency first aid. Send someone for medical help.
31. In the event of an accident, all employees must contact their supervisor immediately. Any bus driver involved in an accident may be subject to a drug and alcohol test.
32. Never take drugs or strong medications before driving. Remember that drugs, illness, or extreme fatigue may affect your ability to judge distances, speed and driving conditions, and slow your reaction time.
33. Do not hang items from the rear view mirror of vehicles.
34. Ear protection is required for heavy equipment operators when there is a noise hazard to the ear.
35. Emergency/hazard warning lights should be used when vehicles are operating (or parking) under conditions that might interfere with other vehicle traffic.
36. Do not operate, nor instruct other employees to operate an unsafe vehicle or equipment.
37. Drivers of vehicles transporting loose materials such as dirt, sand, gravel, sludge, or other material that can blow (or spill) off the vehicle, shall cover the material with canvas or otherwise secure it as appropriate.

Acknowledgement of General Safety Rules for Professional/Administrative

I have received the General Safety Rules for Professional/Administrative and fully understand the rules. If in the future I have any questions regarding any of the Rules I will seek clarification from my Supervisor immediately.

Name: (printed)

Name: (Signature)

Date: _____

Claims Administrative Services

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