CODE OF SAFE PRACTICES

Unsafe work practices combined with hazardous conditions are the main ingredients for creating an injury or accident. The District is putting forth its best effort to eliminate unsafe conditions. This Code of Safe Practices, or list of safety rules, is provided to help all employees to work safely.

GENERAL SAFE PRACTICES

1. **Report *all* accidents, injuries, and illnesses** (no matter how small) to your supervisor or the District Risk Management immediately.
2. Report all unsafe conditions and equipment to your supervisor or District Risk Management Office or District Business Office.
3. Ask questions about anything you do not understand about your job.
4. Clothing that covers the back, shoulders, and midriff, and clothing that covers the top portion the legs when seated shall be worn by all employees in the Custodian, Food Service, Grounds, Maintenance, Print Shop/Graphics, Transportation, and Warehouse areas.
5. All employees who spend more than ten percent of their day in the Custodian, Food Service, Grounds, Maintenance, Print Shop/Graphics, Transportation, and Warehouse areas shall wear shoes or boots with a low heels, non-skid soles, and closed toe and heel.
6. Always wear necessary and/or required protective equipment.
7. Always follow instructions on safety signs and caution tapes.
8. Do not enter construction or remodeling areas unless you are specifically authorized to work there.
9. Be aware of forklifts in operation; keep a safe distance from them.
10. Use a proper step stool or ladder to reach overhead. Do not stand on any chairs, other furniture, or boxes.
11. Always keep workstations clean and orderly.
12. Return materials and equipment to their proper place when finished using them.
13. Throw trash in proper waste containers.
14. Clean up small amounts of spilled materials or liquids immediately. Be sure the custodian is called to clean up larger spills.
15. All food storage, preparation and consumption should be limited to specifically designated areas, such as the staff lounge and the cafeteria/multipurpose room.
16. No overnight storage of food in classrooms or offices.
17. No cleaning chemicals or other pest management products should be brought from home.
18. Pest infestation should be reported to the maintenance department so that proper notification and posting can be accomplished.
19. Use handrails when going up or down stairs.
20. Always keep aisles and passageways clear.
21. Maintain 36 inches of clearance around all electrical equipment and panels.
22. Maintain 36 inches of clearance around fire extinguishers, fire alarms and fire exits.
23. In the event of a fire, sound the alarm.
24. Upon hearing an alarm, stop work and proceed to the nearest clear exit. Assemble at the appointed location.
25. Only trained and designated employees may attempt to respond to a fire or other emergency
26. Extension cords are for temporary use only and must be unplugged by the end of the workday. Cords must be industrial quality, not household ones.

GENERAL SAFE PRACTICES cont.

27. Handle all chemicals in accordance with manufacturer's instructions.
28. All chemical containers must be properly labeled.
29. Contact the facilities department for chemical disposal.
30. Practical jokes, skylarking, horseplay, scuffling and fighting are not permitted.
31. Follow proper lifting and material handling procedures
32. Call the transportation department to move heavy office furniture or equipment.
33. When working outdoors in the heat, properly hydrate yourself and seek shade and a recuperative rest break when necessary.
34. Observe all safe practices applicable to the department or area in which you are working or visiting.

ADMINISTRATION AND OFFICE STAFF

1. Observe all applicable general safe practices.
2. Keep desk and file drawers closed when they are not in use, open only one file drawer at a time.
3. Do not overload shelves.
4. Use staple removers to remove staples.
5. Paper cutters and other cutting tools are to be properly used, maintained, and stored.
6. Use multi-outlet strips instead of extension cords and do not place them across the floors or working areas that are open to use. Never plug a multi-outlet strip into another multi-outlet strip.

TEACHERS AND OTHER CLASSROOM STAFF

1. Observe all applicable general safe practices.
2. Keep desk and file drawers closed when they are not in use. Open only one file drawer at a time.
3. Do not overload shelves.
4. Use staple removers to remove staples.
5. Paper cutters and other cutting tools are to be properly used and properly maintained.
6. Use multi-outlet strips instead of extension cords and do not place them across the floors or working areas that are open to use. Never plug a multi-outlet strip into another multi-outlet strip.
7. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
8. Art materials in grades Kindergarten through Sixth must be labeled with the AP Nontoxic label or a label to indicate conformance with ASTM D-4236.
9. Combustible decorations must not cover more than 25% of the available wall space. Combustible materials should be distributed in a manner that will not create a continuous fuel source for a fire.
10. Decorations should not be hung on doors or windows.
11. Ceilings should be kept free of decorations at all times.
12. Three-dimensional artwork is to be constructed from non-combustible materials or treated to be flame retardant. In accordance with the State Fire Code, a qualified person must complete Flame retardant treatment.

PARAEDUCATORS

1. Observe all applicable general safe practices.
2. Wear closed toed, rubber or leather soled shoes.
3. Be aware of the hazards of individual students (biting, head butting, kicking).
4. Utilize mechanical lifts when available and safe lifting techniques at all other times.
5. Practice good disease control methods when handling blood or bodily waste.
6. Read and follow all chemical labels, use protective equipment when necessary.

CAMPUS SUPERVISORS

1. Observe all applicable general safe practices.
2. Wear closed toed, rubber or leather soled shoes.
3. Wear appropriate identification at all times while on duty (badge, vest, shirt etc.)
4. Be aware of school site traffic plans.
5. Avoid conversation during playground supervision (both other supervisors and students); move regularly to see all areas of the playground.
6. Become familiar with changing hazards on campus, puddles during rain, sand on the sidewalk near the playground, low areas or holes in the turf. Report new hazards.

CHILD NUTRITION SERVICES

1. Observe all applicable general safe practices.
2. Handle hot equipment and dishes slowly and cautiously. Warn fellow workers who are nearby.
3. Oven doors, drawers, and cupboard doors are to be closed when access is not necessary.
4. Dry hands and stand on dry floors to plug in any electrical equipment.
5. Turn off equipment when not in use.
6. Use caution when handling knives or other sharp utensils. Points and sharp edges of sharp tools should be towards the back of the drawer or facing down.
7. Store cleaning products in designated areas, away from food, in properly labeled containers.
8. Use only approved cleaning products with MSDS sheets.
9. No glass or breakables allowed in kitchen/prep area.
10. When cleaning knives, lie flat, and use a sponge or brush.
11. Discard broken tools, pots and pans with broken or weak handles, if not repairable.
12. Use a broom and dustpan to sweep dropped food.
13. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.

CUSTODIANS

1. Observe all applicable general safe practices.
2. Use proper lifting and material handling techniques.
3. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
4. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
5. Cleaning solutions are to be mixed and used according to label directions and training.
6. Use an appropriate ladder or step stool for over shoulder tasks.
7. After cleaning floor drains, be sure grates have been replaced and securely fastened.
8. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
9. Keep at least one aisle of the storage area open at all times.
10. Use universal precautions when cleaning bodily fluids.
11. Stay away from roof edges. When retrieving balls stuck on the roof, use a broom to push them off.
12. Use the buddy system when changing light bulbs or performing other minor electrical tasks.
13. Face the trash bin and lift the container up to rest on the lower edge of the bin.
14. Fill the mop pail only half full.
15. Roll the mop pail, rather than carrying it.
16. Avoid chemical contact with skin and eyes. Wash thoroughly after any such contact.

GROUNDSKEEPING

1. Observe all applicable general safe practices.
2. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
3. Wear clothing that will protect skin from sharp objects, cutting equipment, moving parts, flying debris, hot surfaces, etc.
4. Use proper lifting and material handling techniques.
5. Observe proper safe practices for tree trimming.
6. Observe safe practices for storage, use, dispensing, and cleanup of pesticides.
7. Pesticides should be applied only after proper notification and posting has taken place.
8. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
9. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
10. Ensure equipment has enough fuel before use. Only add fuel to cool engines.
11. Inspect machinery and tools before using. Report damaged, worn, or loose equipment to the department supervisor.
12. Turn off equipment when not in use or left unattended.
13. Do not remove or alter equipment safety guards or safety devices in any way.
14. Use the right tool or equipment for the assigned task. Keep tools clean and sharp.
15. Take precautions to avoid exposure to outdoor temperature extremes.
16. Only properly trained and authorized employees are allowed to drive district vehicles.
17. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
18. Passengers are not permitted in or on the bed of trucks, on tractors, or other landscaping equipment.
19. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.

MAINTENANCE

1. Observe all applicable general safe practices.
2. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
3. Wear clothing that will protect skin from sharp objects, cutting equipment, moving parts, flying debris, hot surfaces, etc.
4. Use proper lifting and material handling techniques.
5. Follow proper lockout/tag out procedures.
6. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
7. Turn on lights or use a flashlight. Do not enter dark rooms, hallways, or grounds.
8. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
9. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
10. Ensure equipment has enough fuel before use. Only add fuel to cool engines.
11. Turn off equipment when not in use or left unattended.
12. Inspect machinery and tools before using. Report damaged, worn, or loose equipment to the department supervisor.
13. Do not remove or alter equipment safety guards or safety devices in any way.
14. Keep all electrical cords flat.
15. Use the right tool or equipment for the assigned task. Keep tools clean and sharp.

MAINTENANCE Cont.

16. All compressed air is to be directed away from the operator and any other people.
17. Take precautions to avoid exposure to outdoor temperature extremes.
18. Only properly trained and authorized employees are allowed to drive district vehicles.
19. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
20. Passengers are not permitted in or on the bed of trucks, on forklift trucks, tractors, or other landscaping equipment.
21. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.

WAREHOUSE

1. Observe all applicable general safe practices.
2. Follow forklift operating rules.
3. Only trained and authorized employees may drive the forklift.
4. Inspect pallets and their loads for integrity and stability before loading and/or moving.
5. All materials are to be stacked, racked, or piled in such a manner which prevents tipping, falling, collapsing, rolling, or spreading.
6. Shrink-wrap or band materials on pallets before storing on the top of pallet racks.
7. Keep storage of materials below specified load weight limits.
8. Replace movable guard railing after materials have been elevated onto mezzanine storage.
9. Do not stand or climb on pallets or pallet racks.
10. Only properly trained and authorized employees are allowed to drive district vehicles.
11. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
12. Passengers are not permitted in or on the bed of trucks, on forklift trucks, tractors, or other landscaping equipment.
13. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.
14. Vehicles are to be parked in designated areas and are not to block entrances or obstruct traffic.
15. Delivery vehicles are to turn off motors and set brakes prior to loading or unloading. Trucks and trailers are to be secured from movement during loading or unloading operations.

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