

Maintenance & Custodial Handbook

“Maintaining the past”
“Preparing for the future”

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I. Equal Employment Opportunities

The 1972 Amendments made Title VII of the Civil Rights Act applicable to political subdivisions such as school districts and cities which heretofore had been exempted from its coverage.

Title VII makes it unlawful for an employer to discriminate as to hiring, firing, compensation, terms, conditions, or privileges of employment and on the basis of race, color, religion, sex, disability or national origin. The act also forbids employers to limit, segregate, or classify employees in any way that tends to deprive any individual of employment status because of his race, color, religion, sex, or national origin. In addition, it is unlawful to discriminate on any of the enumerated bases in apprenticeship, training, or retaining programs. The statute makes it illegal to indicate a preference or a discrimination based on race, color, religion, sex, disability or national origin advertisement related to employment.

II. Probationary Period

Employees hired in the Muskogee School System will be placed on a ninety (90) day probationary period prior to regular employment. Evaluations will occur at thirty (30), sixty (60) and ninety (90) day intervals to determine whether an employee will be placed on regular employment status. Sick leave will be provided from the first day of employment of all employees including probationary employees. All probationary employees will begin at the entry level on the salary schedule and will receive fringe benefits while on probationary status.

Employees hired prior to December 31 of the prior year will receive credit for a full year of service

III. Resignations

All resignations are to be made in writing stating the reason and last day the employee plans to work. It is requested the employee give a two week notice. Employees that retire, resign, or are terminated must turn in keys, uniforms and communication devices before final payroll check will be released.

IV. Evaluations

All support staff will be evaluated according to the Support Staff Annual Evaluation Form. Support staff may be evaluated more frequently if the administrator recommends a plan of improvement.

V. Definitions of Employment

A "Substitute" is defined as one who performs duties in the absence of a permanent employee. An "Extra" is defined as one who performs duties not already established by a permanent position. An "Extra" can only be employed for 120 work days.

The term "Temporary" shall refer to a specific type of employment agreement and may be issued after the beginning of the fiscal year or a school year, to complete a term or fiscal year, based on funding restrictions, student enrollment projections, etc. "Temporary" shall not apply to positions already existing on the salary schedule, with the exception of contracts based on funding restrictions, student enrollment projects, leave of absence, State and Federal-funded grants, and new positions.

When a permanent employee fills a temporary position, the temporary position becomes permanent and the vacated position then becomes temporary.

VI. General Policies

A. Hours of Work

1. The development of the daily work schedule is the responsibility of the supervisor, principal, or assistant principal. It is required that all staff members follow the schedule as set forth by their immediate supervisor.
2. Staff members may be expected to work different shifts, weekends and or holidays as needed to fulfill the requirements of the department.
3. A person leaving the assigned facility during the work shift must obtain permission from his/her supervisor on duty prior to leaving.
4. All comp. time must be authorized by a Director. Comp. time must be taken in the same week in which it was accumulated. Overtime will only be authorized in the event of an emergency by the Superintendent of Schools or designee.

B. Job Assignments

Job assignments are determined by the supervisor of each campus or facility. These assignments may be changed for the convenience of Muskogee Public Schools. A written assignment sheet is prepared by the campus supervisor and will be distributed at the beginning of each school year to the employee. Revised schedules may be necessary during the year. A copy of all job assignments will be sent to the Director of Maintenance and Operations.

C. Crew Work

On occasion, an employee will be required to work with a crew to accomplish certain tasks. This usually occurs on student holidays, during student vacations, for school open house and during summer months. The crew assignment will be what the Director of Maintenance and Operations considers to be in the best interest of the school district.

D. Time Sheets

The time sheet is the primary document used in determining hours worked. Each employee is to sign his/her own time sheet.

E. Lunch/Dinner

Each staff member is required to take a lunch break. A staff member will not be paid for "working through" lunch. Each shift is eight (8) hours and thirty (30) minutes in length. The district will pay for eight (8) hours only; any type of breaks are unpaid time. Employees are not to leave the assigned campus at any time during the work shift without prior approval from his/her immediate supervisor or supervisor on duty.

F. Housekeeping

Work areas should be maintained in a neat and orderly manner. Employees should not eat or drink at their work stations during company hours as this presents a non-businesslike appearance and a potential hazard. At the end of the work day, you are expected to perform a general "clean-up" of your area.

Personal belongings should be placed in areas which have been designated for such articles and not left at work stations. You are expected to exercise reasonable care with respect to your personal property. Under no circumstances should purses, wallets, or other valuables be left in plain view.

G. Transfers:

It is important to the school district that each person is in the job for which he/she is best suited and the one in which his/her skills can best be recognized. Occasionally, the first appointment does not best match the individual and the job. In such a case, it is sometimes possible to find another job assignment which would be better for both the individual and the school district and a transfer of assignment may then be in order. If an employee requests a transfer, he/she should contact his/her supervisor. A written request must be sent to the Director of Maintenance and Operations before consideration is given for transfers. The school district reserves the right to transfer a custodian to another assignment, if it is in the best interest of the school district.

G. Termination:

Employees who retire, resign, or are terminated must turn in keys, uniforms and communication devices before final payroll check will be released.

H. Dismissal and Suspension:

In order to comply with Title 70 of the Oklahoma Statutes Section 24-132 thru 24-136, the Muskogee Board of Education hereby adopts that following causes for suspension, demotion, or termination:

1. Failure to be at work station at starting time.
2. Leaving work station without authorization.
3. Excessive unexcused absenteeism.
4. Absenteeism.
5. Excessive tardiness.
6. Wasting time or loitering during working hours.
7. Falsification of personnel or other records.
8. Possession of weapons on the premises at any time.
9. Removing district property, records, or confidential information from premises without proper authority.

H. Dismissal and Suspension: (cont.)

10. Willful abuse, misuse, defacing or destruction of district property or property of other employees.
11. Theft or misappropriation of property of employees, students or of the district.
12. Sabotage.
13. Distracting the attention of others.
14. Refusal to follow instructions of supervisor.
15. Refusal or failure to do work assignment.
16. Unauthorized operation of machines, tools or equipment.
17. Threatening, intimidating, coercing or interfering with employees.
18. The making or publishing of false, vicious or malicious statements concerning any employee, supervisor or the district.
19. Creating disturbances on the premises at any time.
20. Creating or contributing to unsanitary conditions.
21. Practical jokes injurious to employees or district property.
22. Possession, consumption or reporting to work under the influence of alcohol, non-prescription drugs or controlled substances.
23. Disregard of known safety rules or common safety practices.
24. Unsafe operation of motor driven vehicles.
25. Operating machines or equipment without safety devices provided.
26. Gambling, lottery or other games of chance on district property.
27. Unauthorized distribution of literature, written or printed matter of any description on district property.
28. Posting or removing notices, signs or writing in any form on bulletin boards of district property at any time without specific authority of the administration.

H. Dismissal and Suspension: (cont.)

29. Poor workmanship.
30. Immoral conduct or indecency including abusive and/or foul language.
31. Personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
32. Walking off job.
33. Signing in or out on another employee's time sheet.
34. Smoking or use of tobacco on school property.
35. Failure to follow district dress code.
36. Refusal of job transfer within the district, if transfer does not result in demotion.
37. Abuse of "breaks" or meal period policies.
38. Insubordination of any kind.
39. Violation of any district rule or order.
40. Violation of any administrative rule or order.
41. Inability to fulfill job description or essential duties' criteria.
42. Failure to report to immediate supervisor of Absence or tardiness before starting time.
43. When it is in the best interest of the school district any support personnel may be suspended, demoted or terminated.

(Violations of any of the above shall be sufficient grounds for suspension, demotion, or termination of the support employee) (Board Policy GDPD; this policy is subject to change by the Muskogee Board of Education)

I. Outside Employment:

The general policy of the Muskogee Board of Education shall be that no employee shall have an outside job that will interfere with his/her regular assignment with the district.

J. Commercial Ventures of Employees:

No employee of Muskogee Public Schools will be permitted to promote or develop any private venture that would result in financial gain to the employee or any associate during the school day or on school property.

VII. Attendance and Leave Policies

A. Absenteeism:

Absenteeism is defined as not reporting for work as scheduled. Punctual and regular attendance is expected of every employee. When an employee is unable to report for work, or will be late, it is expected that he/she notify his/her principal or supervisor as soon as possible. Absenteeism will be considered excused if taken for: (see negotiated agreement for specifics).

- A. Illness
- B. Emergency (Death in Family)
- C. Professional Duty
- D. Civic or Community Activity
- E. Jury Duty
- F. Personal Business

Sick Leave

As stated in Senate Bill #217, Section D., all support employees shall be entitled to paid sick leave of at least one (1) working day per working month, not to exceed twelve (12) working days per year, accrued monthly. Employees may use only sick leave which is accumulated. Unused sick leave shall be accumulated from year to year as long as the employee remains continuously in the system provided the maximum sick leave credit shall be reduced by one day for every day that the employee is absent for reasons covered by the sick leave policy.

Record keeping shall also be converted to an hourly basis. Doctor's statement may be required by supervisor to receive paid sick leave. Two days per year may be used for serious illness in the family of the first or second degree relationship as defined under "Death in Family" section.

B. No Strike Clause:

The procedure provided for herein for resolving an impasse shall be the exclusive recourse of the organization. It shall be illegal for the organization to strike or threaten to strike as a means of resolving differences with the Board. Any member of the organization engaging in a strike shall be denied the full amount of his/her wages during the period of such violation. If the organization or its members engage in a strike, then the organization shall cease to be recognized as a representative of the bargaining unit and the Board of Education shall be relieved of the duty to negotiate with the organization.

C. Vacations:

A twelve month, eight hour employee shall accrue ten days per year vacation days at the rate of eighty-three percent (.83) of a day per month up to the completion of five years or sixty months of continuous employment, at which time the employee will accrue vacation time at the rate of one and one-quarter (1.25) days per month not to exceed fifteen (15) days per year. Twelve month employees having eleven or more years shall accrue one and one-half (1.5) days per month not to exceed eighteen (18) days per year. Vacation time may be accumulated upon the recommendation of the supervisor and approval of the Superintendent (or his/her designee), for a maximum two year period.

Vacation should be taken during the period school is out for the summer, unless otherwise recommended by the supervisor.

In the event an employee, due to special circumstances, needs to take his/her vacation at a time other than outlined above he/she may request a revision to his/her immediate supervisor and the Superintendent of Schools for consideration.

D. Leave of Absence

An employee who has worked for the school system for three consecutive years may request an unpaid leave of absence. Unpaid leave of absence may be granted upon the discretion of the Board of Education for one year and may be extended for an additional year for the following reasons: (a) maternity, (b) military service (including reserve duty training), (c) caring for sick member of immediate family (d) personal illness (e) obtaining education or training relating to the position held in the school system.

Upon completion of the term of the leave of absence, the employee will be returned to the position previously held or a comparable position if available. The employee will retain all seniority status in place at the time of the leave of absence.

VIII. Fringe Benefits

A. Insurance:

The Muskogee Board of Education will pay fifty (50) percent of the cost for all four and five hour employees who access the districts health/dental insurance plans. The district shall make the selection as to the insurance carrier and ensure the proper enrollment of the employees. The insurance committee will make recommendations for an insurance carrier and the insurance program.

B. Retirement:

Retirement contributions will be paid by the school district for those persons employed at least 175 days per year and four hours per day or more, from the employees beginning date of employment.

C. Salary Protection:

Available to employees of the district at his/her expense through the district insurance company or carrier.

D. Uniforms:

All support employees except bus drivers, secretaries and teachers assistants will be furnished with uniforms on the following basis: Five uniforms will be provided initially. Replacements will be made as needed. The replacement will be made upon presentation of the uniforms to be replaced to the employees immediate supervisor. The employees who receive uniforms shall wear them during their employment time for the district. The uniforms shall not be worn by the employee at any other time.

E. Physical Examinations:

The school district will identify three physicians to perform physicals. The district will pay the cost of a physical if required.

F. Continuing Education:

The district will set aside \$5,000 each year for Support Staff Development and establish a committee consisting of three (3) support employees and one (1) administrator to process the request(s) for use of the fund. The committee must receive applications ten (10) days prior to the event and the committee will retain records pertaining to all support staff development. Committee consisting of: 1 Secretary/CNS; 1 Maintenance/Custodial; 1 Transportation; 1 Administrator. Committee will make recommendation to the Director of Human resources.

G. Legal Counsel:

If criminal or civil proceedings are brought against a support employee alleging he/she committed an assault in connection with his/her employment, such employee may request the Board to furnish counsel for his/her defense.

H. Workers Compensation:

Workers compensation provides medical and disability coverage on employees who are injured on the job. All injuries must be reported and an accident report filed within eight hours of the injury occurring.

IX. General Guidelines

A. Change of Status:

All employees are requested to maintain current records of personal information with the Human Resources Office such as address, telephone number, number of dependents, or special tax deductions. Forms are available from the office.

B. Visitors:

Staff members are not to have visitors while on duty. This includes family members, friends and staff members who work another shift or at another facility. Staff members will not visit other campuses during hours of any shift in which he/she is not assigned, unless it involves school business.

C. Telephones:

School district telephones are for school business only. Employees charging long distance calls to school telephones may be terminated. Staff members are not to receive personal calls while on duty. Emergency messages will be relayed as quickly as possible from the school office.

D. Security:

Safety and security in the school are essential in protecting the school district from large financial losses due to thefts, injury and property damage. Custodial and maintenance employees must be aware that we are an important part of the school district's safety and security effort. Lock-up procedures must be carried out completely every day.

E. District Property:

Property belonging to the Muskogee Public Schools may not be taken from any school building, office or grounds for private use or for loan to an employee or other individuals or to any outside organization. Staff members are not to:

1. Remove district property from district facilities. This includes, but is not limited to, all power equipment, paper towels, hand tools, toilet tissue, plastic bags, soap, chemicals, equipment, etc..
2. Use of facility washers and dryers for laundering personal items or work related items.
3. Consume food or drinks not belonging to them while on duty.
4. Tampering with personal items belonging to others (money on desk, candy, etc..).

F. Lost and Found:

All lost and found items are to be turned in to the principal's office.

G. Chemicals;

Mixing of incompatible chemicals will be prohibited. Mixing of these could cause a harmful reaction. Should chemicals cause any sort of rash or burn, notify your supervisor immediately. Only the chemicals supplied by the Maintenance Department will be used. Unauthorized use or mixing of chemicals may be grounds for termination.

H. Relationships:

As maintenance and custodial employees we assist administrators, teachers, secretarial/clerical staffs, mechanics, food service and warehouse personnel in providing the best environment possible for our students. Your work and your conversation with school staff and students must be maintained on a business like basis at all times.

1. Maintenance and custodial staff are required to observe the rules of good conduct in their relationship with other staff members, students, teachers and visitors. They are also required to control their tempers and display self-discipline when on duty.

H. Relationships: (cont.)

2. Vulgarity, sexual misconduct, sexual harassment, lying, alteration and/or falsification of records, gossiping, profanity and the spreading of rumors are prohibited. The maintenance and custodial staff is required to maintain a harmonious working relationship with other staff members. Failure to follow the code of conduct may result in disciplinary action.
3. Staff members are entrusted with supplies and equipment necessary to perform duties. Economical use of supplies and good care of equipment are a must.
4. Soliciting is not permitted. Staff members are not permitted to solicit anyone for membership in any organization, signing any petition or buying merchandise, tickets and so forth, during working hours or on the premises without written authorization from the administration.
5. Using, possessing or being under the influence of any drug, narcotic or alcohol while on district property is strictly prohibited and will result in termination being recommended.
6. Maintenance and custodial staff are not to disturb teachers, students, visitors or district personnel in any way. Good judgment should be used when using electrical equipment around offices and classes where people are working.

I. District Vehicles:

District vehicles are strictly for business use only and are not permitted at public places that are not business related. During lunch periods or break periods an employee can stop for lunch or refreshments. There shall be no riders in school vehicles that are not employed by the school district.

At times there will be the need for school vehicles to transport non school related personnel such as vendors, insurance investigators, ONG, OG&E, TCI, Architects, Engineers and other professionals performing services connected with the school system. If this type of transportation is necessary, employees must make sure all personnel follow district guidelines and policies. The employee must also make sure that the vehicle being used has medical coverage.

Employees on emergency call will be as assigned by the Director of Maintenance and Facilities. The vehicle will only be used for travel to and from the work site. Drivers are not to stop at any business establishment or private residence without approval.

I. District Vehicles: (cont.)

The regularly scheduled operator of the vehicle, or person assigned responsibility for the vehicle, shall ensure that the vehicle is properly and timely serviced, washed and maintained in good repair. Vehicles should be serviced approximately every 3,000 miles and tractors at 100 hours. Report any malfunction of the vehicle to the transportation shop foreman or maintenance supervisor. All persons in motor vehicle are required to wear seat belts.

Accidents

Should an accident occur, the driver should notify his/her immediate supervisor or the transportation supervisor immediately to give him information about the accident.

Should a driver damage any property with his/her vehicle, the damage should be reported to his/her supervisor and/or the Director of Maintenance and Facilities immediately so corrective measures may be taken and good relations may be maintained.

J. Keys:

Maintenance and custodial employees are not to loan keys to anyone. Keys are not to be duplicated for any reason. If a key is broken, a new one may be obtained through the Maintenance supervisor. The broken key must be turned in before a new key is issued. Maintenance employees are not to admit anyone to the school district facilities without prior approval from the Director of Maintenance and Facilities.

Vehicle keys are never to be left in the vehicle when it is unattended. Vehicle keys are to be returned in to the Maintenance Department at the end of the work day.

K. Pagers/Radios/cell phones

Communication devices are issued to an employee whose service may be necessary for emergency work. It is imperative that all such equipment be maintained in working order and be carried, and on at all times while on duty. An employee is liable for replacement of lost device or repair of device resulting from negligence. Employees who are assigned a cell phone are required to carry the phone after hours in case of an emergency. After receiving an after hours call, the employee must call the Director of Maintenance within the hour. Use of devices for personal use will not be tolerated. Employees who misused devices will be personally responsible for unnecessary charges.

L. Purchasing:

(Maintenance Department employees only)

All purchases must have a purchase order issued through the Maintenance Department. Any purchases exceeding \$50.00 must first be approved by the Director of Maintenance or his/her Designee.

M. Tools:

All employees must supply their own hand tools. Larger tools will be supplied by the school district. The employee is responsible for the tools checked out to him/her and they must be kept in good working order. Any tool or parts of tools which are lost will be replaced by the employee, and become district property.

N. Supplies:

Supplies will be used as directed. Misuse or wasting of supplies will not be tolerated.

X. Safety

Employees should be familiar with all equipment, chemicals and operations under their control and should insist accepted standards of safety be maintained. Absence of adequate safeguard and any condition or situation which may endanger life or property should be reported to your Supervisor immediately. MSDS manuals are available in each school. Precautions should be taken to provide for the safety of the students and staff at the schools while performing duties. Most young people are curious. Watch your tools, ladders, materials and vehicles. If students are at an unsafe distance while performing the work assigned, cease the work, wait until it is safe to resume such work, or ask assistance of the school personnel.

Program Safety Into Your Work Schedule

1. All spills should be mopped up immediately to prevent falls, even if the spill is not in your area.
2. Use "Wet Floor" signs in areas just mopped, refinished or shampooed.
3. Never mix incompatible chemicals. This could cause a harmful reaction. Should chemicals cause any sort of rash or burn, notify your supervisor.
4. Never leave carts or housekeeping equipment by fire doors or other fire fighting equipment.

Program Safety Into Your Work Schedule (Cont.)

5. Learn to hold trash bags away from your body. To remove, lift by grasping the top of the bag. Do not puncture the bags once they are tied.
6. Never put your hand in a trash container no matter how little trash is in it. There could be glass in it that might cause injury.
7. If you see an unsafe condition, report it to your supervisor.
8. Never lift heavy loads by yourself. Either: ask for help, use equipment for that purpose, or divide the load.
9. Never leave soap on shower floors; it could cause a fall.
10. Chemical supply rooms must be kept neat and locked at all times.
11. Permanent use of extension cords should be discouraged.
12. Work areas to be kept clean and neat at all times.
13. Use ladders and step stools, not chairs, desks, etc.. Do not stand on the top step of a ladder.
14. Follow safety guidelines when mixing and using chemicals.
15. Wear personal protective equipment when required.
16. Always turn off all power sources before working on any equipment.
17. Before using any type of equipment make sure it is in good operational condition and all safety guards are properly in place on the equipment.
18. Always ask your immediate supervisor if you have any questions before performing the task or operation.
19. Make sure all safety equipment is in good condition before using.
20. **DO NOT PERFORM ANY ACT OR OPERATION THAT IS UNSAFE.**

A. Fire Safety:

The best form of protection against fire is prevention.

1. In the event of fire, the students' safety is of primary importance.
2. In the event of fire, students, teachers and staff may need to be evacuated. This evacuation should be carried out quickly and cautiously. The move should be made with the utmost expediency affording all precautions and safety for the students.
3. In case you discover a fire, proceed to the nearest "pull station" and pull alarm.
4. Contact the building principal or his/her designee immediately letting them know of the situation.
5. Call 911 and notify them of the location and description of the fire.
6. Close all doors to contain and isolate the fire.
7. Know where fire extinguishers are located so that you can easily find one. Operate it according to the instructions on the fire extinguisher. Continue to fight the blaze, only if the fire is small, until it is extinguished or you are relieved by other personnel.

B. Bloodborne Pathogen Program

The purpose of the Bloodborne Pathogens Standard is to "reduce occupational exposure to Hepatitis "B" Virus (HBV), Human Immunodeficiency Virus (HIV) and other blood borne pathogens" that employees may encounter in the workplace. Each building site has a copy of the bloodborne pathogen program for Muskogee Public Schools. All procedures in the plan must be followed at all times.

Muskogee Public Schools, District I-20, believes there are a number of "good" general principles that should be followed when working with bloodborne pathogens. This includes:

1. It is prudent to minimize all exposure to bloodborne pathogens.
2. Risk of exposure to bloodborne pathogens should never be underestimated.
3. Our school should institute work practice controls to eliminate or minimize employees exposure to bloodborne pathogens.

B. Bloodborne Pathogen Program (cont.)

4. Employees should always make sure that there are barriers between them and any bloodborne pathogen.
5. Protect yourself first, treat victim second.
6. Wash your hands regularly.

The District's Exposure Control Plan is available to our employees at any time. Employees are advised of this availability during their education/training sessions. Copies of the Exposure Control Plan are kept in the Superintendent's Office, Personnel Office and all district building offices.

C. OSHA Hazardous Communication Program

The goal of Muskogee Public Schools Hazardous Communication Program is to provide a physical environment free of hazards and to manage staff activities to reduce the risk of human injury.

Steps required to obtain this goal:

1. Hazardous Communication Program.
2. Employee training.
3. Purchase of safe and effective supplies.
4. MSDS sheets on file at each location.
5. Ensure labeling on incoming containers.
6. Employee cooperation.
7. Yearly evaluation of program.
8. Warning labels where hazardous chemicals are stored.

D. Asbestos Hazard

All school facilities within the Muskogee School District have been inspected for the presence of asbestos containing materials. The action is in compliance with the Asbestos Hazardous Emergency Response Act 1986.

Detailed reports for each building in the school district are on file in the office of the principal of each school. The master AHERA management plan is on file in the office of the Superintendent of Schools.

The AHERA management plans are available for public to review upon request to the building principal or to the Superintendent of Schools. These documents are made available to enable the public to determine if the AHERA management plan has been satisfactorily implemented.

Rules for working with asbestos materials:

1. Do not disturb without proper training or equipment.
2. Never sand or drill floor tile containing asbestos.
3. Never dry buff floor tile containing asbestos, always have a wet surface or sealed surface.
4. Report any damaged asbestos containing materials immediately to the maintenance department.

E. Lockout / Tagout Program

The purpose of the Lockout /Tagout Program is to reduce occupational exposure to energy. The Lockout / Tagout Program is designed to assist employees in following procedures to make sure all stored energy sources have been neutralized. All procedures in the plan must be followed at all times.

Installation of lockout/tagout devices:

1. Prepare for shut down:

Know what types of energy the machine uses. Identify its potential hazards. Find the switches, valves, or other devices that control energy and need to be locked out.

2. Let affected employees know:

Let all employees who will be affected know that the equipment is going to be shut down. This is to prevent them from turning the equipment back on during shut down.

Installation of lockout/tagout devices: (Cont.)

3. Turn off:

Turn off all energy sources to the piece of equipment or machine.

4. Locate and Isolate

All energy sources must be located and isolated. Get rid of any stored energy, as in springs, hydraulic systems, or air pressure. You may have to block, bleed, vent, etc. to be sure there's nothing left to move a machine part.

5. Lock out switches

Lock out the switches or other energy control devices. Attach a lock that holds them in an "off" or "safe" position.

6. Test the operating controls

Be sure that no one is close enough to get hurt. Put all controls in the "on" position. Make sure the power doesn't go on and the equipment won't operate.

7. Put operating controls back in the "off" or "safe" position.

8. Test the circuits

Test the circuits and electrical parts of the equipment to be sure that all sources of energy have been eliminated.

9. Perform necessary service or repairs

Removal of lockout/tagout devices

1. Make sure all employees are a safe distance from equipment.
2. Remove tools from machine or equipment.
3. Reinstall/machine guards.
4. Remove lockout / Tagout devices.
5. Turn on energy.
6. Notify all affected employees that the machines are working again.

Precautions using lockout/ tagout

1. Never remove a lock/tag installed by someone else without the individual being present.
2. Make sure the lock out devices are appropriate for the task.
3. Tags must be legible and understandable to other employees.
4. Lock out equipment tags evoke a false sense of security.
5. Only one key per lock, other key must be maintained by supervisor.

XI. Standard Employees Standard of Conduct

Tobacco:

Employees shall not use tobacco products on or in school property or property permanently or temporarily under the control of the district.

Alcohol:

Employees shall not possess, use or be under the influence of alcohol during working hours or at school related activities outside of usual working hours. An employee need not be legally intoxicated to be considered "under the influence" of alcohol.

Drugs:

Employees shall not lawfully manufacture, distribute, dispense, possess, use or be under the influence of a controlled substance or illicit drug, as defined in State or Federal law, during working hours while at school or at school related activities outside of usual working hours. An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.