

Dallas
Independent
School
District



DALLAS INDEPENDENT SCHOOL DISTRICT

Workplace Safety & Loss Control Handbook



Risk Management Services
2016 - 2017

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Overview

INTRODUCTION



Dallas Independent School District (Dallas I.S.D.) strives to protect the health, safety, and security of all employees, students and visitors using accepted and feasible policies, procedures and operations. In addition, the District complies with all occupational health, safety, and environment laws and regulations.

The District's Safety Program has been developed to provide employees and management with standard procedures to achieve a safe work environment and to prevent work-related injuries and illnesses.

Dallas I.S.D. expects the full cooperation of all employees in making the safety program successful. It is the responsibility of all employees to perform their jobs safely following the District workplace safety standards.

SAFETY POLICY STATEMENT

Policies alone cannot prevent accidents. Dallas I.S.D. employees are the foundation of the district's safety program. It is the employee's commitment and performance of day-to-day tasks, in a safe manner, which accounts for the success of this program.

Dallas I.S.D. employees shall comply with all health and safety policies. Violation of any policies, regulations or guidelines may result in disciplinary action up to and including termination of employment.

This handbook outlines the safety procedures to assist you in performing your work safely. It is not all-inclusive. Employees are expected to follow safe work practices even if they are not specifically described in this document.

Safety Policies (Board Policies)

- CK (Local) – Safety Program
- CK (Regulation) – Safety Program/Risk Management
- CL (Regulation) – Buildings, Grounds, and Equipment Management
- CKB (Local) – Accident Prevention and Reports
- CKC (Local) – Emergency Plans
- DBA (Local) – Driving Program
- DH (Local) – Employee Standards of Conduct
- DF (Local) – Termination of Employment



Safety is key in Dallas ISD!
Risk Management Services
(972) 925-4050



ACKNOWLEDGEMENT OF GENERAL SAFETY RULES

I _____, have received the District Workplace Safety & Loss Control Handbook. It is my responsibility to read and understand its whole content and seek additional clarification if needed.

I agree to follow all District safety policies and procedures contained herein. I understand that my willful disregard of District safety policies and procedures may result in disciplinary action up to and including termination of employment with Dallas I.S.D.

Employee Name (printed)

Employee Signature

Date

Form must be kept in employee's personnel file

NOTICE TO EMPLOYEES REGARDING DRUG-FREE SCHOOLS

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Actions may include: referral to drug and alcohol counseling or rehabilitation programs; referral to employee assistance programs; termination from employment with the District; and referral to appropriate law enforcement for prosecution. DI (EXHIBIT).

SAFETY RESPONSIBILITIES

Management Responsibilities

Principals/directors/supervisors have a key role in the administration of the District Safety Program. They shall make every effort to assure that the school/facility is maintained in safe condition and free of hazards by:

1. Supporting the District Safety Program, policies, and procedures.
2. Making sure personnel are trained on safety procedures according to their job duties.
3. Cooperating with Risk Management with the enforcement of safety responsibilities.
4. Ensuring that safety suggestions from employees are encouraged and adopted, if feasible.
5. Ensuring all accidents/incidents are documented, investigated, and reported.

Safety Coordinator Responsibilities

Each campus/department shall designate a Primary Safety Coordinator who will be responsible for the site management of the District Safety Program by:

1. Implementing, at the site level, the District safety program, policies and procedures.

2. Conducting safety inspections of facilities.
3. Identifying and reporting deficiencies that adversely affects safety.
4. Assisting in the Emergency Preparedness program (fire drills, lockdowns, severe weather, etc.).
5. Coordinating employee safety trainings.
6. Assisting in employee/student accident investigations.
7. Attending Risk Management trainings and meetings.

Employee Responsibilities

All employees have the responsibility to themselves and their fellow workers to promote and practice high safety standards by:

1. Following District safety policies.
2. Refraining from unsafe behaviors.
3. Reporting all work related injuries and accidents to supervisor, no matter the severity of the incident within 24 hours.
4. Only operating equipment for which they have received proper training.
5. Wearing required personal protective equipment according to the task performed.
6. Actively participating in emergency drills.

Procedures

SLIPS, TRIPS & FALLS (STFs)

Slips, Trips & Falls (STFs) represent the largest percentage of Workers' Compensation claims and costs on an annual basis. STFs can happen to anyone anywhere. They can result in injuries, temporary or permanent disability, or even death. Most of these incidents can be prevented.

SLIPS occur when there is little friction or traction between footwear and surfaces that are being walked on. These include wet or oily surfaces, loose rugs or mats, irregularity or uneven surfaces.

TRIPS occur when your foot collides with an object which causes you to lose your balance. Common causes of tripping are: clutter in your way, uncovered cables, and wrinkled carpeting.

General Safety Procedures

1. **Safe Housekeeping Practices** are the first measure in preventing falls. These include:
 - a. reporting and/or cleaning up any spills immediately
 - b. mopping/sweeping debris from floors
 - c. placing warning signs in spills/wet areas
 - d. removing foreign items from floors, hallways and walkways
 - e. closing file cabinets or storage drawers
2. **Safe Floor Practices** are measures that contribute to the prevention of slips and falls. These include:
 - a. repairing damage to floors as soon as possible
 - b. installing and securing floor mats and rugs
 - c. marking any change in surface level
3. **Safe Footwear Practices** require that employees carefully select the proper type of footwear for the job they are performing. This may require that employees bring an additional footwear to work.
4. **Additional Safety Practices include:**
 - a. using a step ladder when reaching above shoulder level
 - b. avoiding unsafe acts such as jumping from elevated surfaces or leaning backwards when seated
 - c. observing conditions ahead in the path you are walking
 - d. adjusting your stride to a pace that is suitable for the walking surface and the task you are performing
 - e. maintaining a clear field of vision when carrying or pushing a load
 - f. turning on lights when entering dark areas



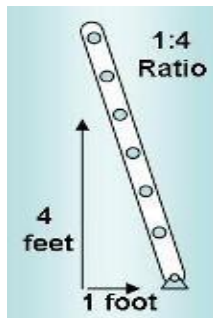
MANUAL HANDLING

Material handling, whether done manually or with mechanical equipment, is a major cause of occupational injuries.

Lifting Techniques

1. Plan the task and know your lifting limits.
2. Check the area for tripping hazards.
3. Assess the load. Get help if it is too heavy, bulky, or has an irregular shape.
4. Stand as close as possible to the object while lifting and carrying.
5. Keep your body balanced.
6. Place one foot beside the object and the other foot slightly behind the object to increase your balance and stability.
7. Get a firm grip on the load.
8. Bend at the knees not at the waist.
9. Lift gradually, without jerking.
10. Lift with your legs, keeping your back as straight as possible, and your chin tucked in.
11. Do not twist your back while lifting. If change of direction is needed, pivot with your feet and turn your entire body.
12. Do not lift or lower the load with your arms extended.
13. Avoid lifting above your shoulders when possible.
14. Follow the same procedure when lowering the load.
15. Avoid wet and greasy hands when lifting.
16. When two people handle a load, both should lift at the same time, on an agreed signal.
17. Boxes, cartons and crates are best handled by grasping at alternate top and bottom corners.

LADDER SAFETY



Always inspect ladders before use. Ladders should be set up so that the horizontal distance from the base of the vertical plane of the support is about $\frac{1}{4}$ the ladder length between supports (4-to-1 ratio).

General Safety Procedures

1. NEVER use a defective ladder; remove it from service immediately.
2. Position the ladder on a firm level surface.
3. Do not use a ladder with weak or damaged rails, steps, or rungs.
4. NEVER place ladders on barrels, boxes or other objects to get additional height.
5. Open the stepladder fully and lock it before starting to climb it.
6. Face the ladder when ascending or descending. Do not jump or slide down.
7. Never set up a ladder by doorways or congested areas, unless the area is locked, barricaded or guarded.
8. Be sure that the ladder always extends at least 3 feet above the roof or landing.
9. Move the ladder frequently instead of reaching over too far.

10. Do not use aluminum ladders where they may come in contact with energized electric equipment. Use a fiberglass one instead.
11. Carry tools or supplies in a tool belt or pouch or haul them up with a line.
12. Do not climb higher than the third rung from the top on straight ladders, or the second rung from the top on step ladders.
13. Do not use ladders in a horizontal position as scaffolds.
14. Do not allow more than one person on a ladder at a time.
15. Store ladders in a designated place where they will not be exposed to the weather or create any hazard.

ELECTRICAL SAFETY

Extension Cords

1. Extension cords should only be used on a temporary basis.
2. They should be rated for their intended use (indoor/outdoor), and meet or exceed the power needs of the device being plugged in.
3. Never use a cord that is damaged in any way (frayed sockets, exposed wires, loose connection, etc.).
4. **“Daisy Chaining”**- connecting extension cords to one another is prohibited.
5. Keep electrical cords out of walkways. When required, use a cord cover to prevent trips and falls as well as damage to the cord.
4. Electrical repair should be left to skilled, trained people only.
5. Large office equipment (such as copier and laminating machines) and large appliances (such as refrigerators and microwaves) must be connected directly to the electrical wall outlet.
6. Never use a metal ladder around live electrical wires or cables.
7. Make sure your hands are dry before you handle anything electric.
8. Remove the cord by pulling on the plug, not the cord.
9. If something doesn't look, sound, smell, or work quite right, turn it off and report the problem to your supervisor.

General Safety Procedures

1. Electrical equipment, including extension cords, should be inspected at least monthly.
2. Do not overload electrical outlets.
3. Do not fasten cords with staples or nails, pinch them with doors or windows, or run them through ceilings or under rugs.
10. Ground Fault Circuit Interrupters (GFCIs) are required in areas within 6-feet of water sources.
11. Do not touch a shock victim until contact is broken. When it is safe, disconnect the power source from the circuit. Call 911 immediately.
12. NEVER use water to extinguish an electrical fire.



FIRE SAFETY

Fires can be initiated by such things as piled up cardboard, mixing incompatible substances, overloaded electrical outlets, wiring with frayed insulation, and large amounts of stored technology items.



If a fire starts *in your workplace, you have less than two minutes to escape safely.*

NEVER ignore a fire alarm. Evacuate immediately by your closest exit.

“Prevention is the best way to stop a fire”

All Dallas I.S.D. employees, are expected to actively participate during fire drills and other emergency preparedness procedures. District Policy CKC (Local).

Fire Drill Requirements

The objective of fire drills is to ensure all building occupants can quickly move to designated safety locations outside the building. Always take fire drills seriously!

1. All campuses shall conduct and document fire drills monthly. All other facilities shall conduct fire drills at least twice a year.
2. Drills shall be executed at unexpected times and under varying conditions.
3. Emphasis must be placed on the execution of each drill in a quiet and orderly manner.
4. Make provisions for occupants with special needs.
5. Proceed to the predetermined meeting point outside the building. Make sure to account for all building occupants.

6. Meeting points shall be located at a reasonable distance from the building and from each other.
7. Remain outside until the command “*All Clear*” is given to return to the building.

General Safety Procedures

1. Exits must not be locked, barred, or blocked in such a way as to prevent exit from the building.
2. The use of chains to secure any facility building is prohibited by Fire Marshal.
3. Know the location of at least two exits close to your classroom or work area.
4. Evacuation maps should be posted by doorways.
5. Personal heaters, lighted candles and oil lamps are prohibited per District Policy CK (Regulation).
6. Keep all flammable materials away from furnaces or other sources of ignition.
7. Curtains, drapery, and combustible decorations should have flame retardant specifications.
8. Dispose of waste paper and other flammable material regularly.
9. Fire extinguishers should be mounted on the wall in a well-identified location.
10. Do not block any piece of fire protection equipment such as fire extinguishers, pull stations, sprinkler heads, etc.
11. If you spot a fire, pull the fire alarm nearest you and exit the building immediately.
12. Fires of any size must be handled by trained and equipped personnel only.

OFFICE/CLASSROOM SAFETY

General Safety Procedures

Portable classrooms are subject to the same safety and fire standards as regular classrooms.

1. **Good housekeeping** is essential. Keep your classroom and work area organized.
2. Keep emergency exit free of obstruction.
3. Artwork and teaching materials attached to the walls shall not exceed **20%** of the wall area in hallways and **50%** of the wall area in classrooms.
4. Do not over-decorate classroom doors. It could hinder evacuation procedures.
5. Regularly inspect desks, chairs, furniture, and equipment for hazards.
6. Keep backpacks, sweaters, pencils and other items off the floor.
7. Get a step stool or ladder to reach above shoulder level. Never stand on an unapproved device (i.e. box or chair) to gain additional height.
8. Rugs and floor mats should rest flat on the floor with no wrinkles. In addition, they must have non-skid specification.
9. Place office equipment on stable and size appropriate surfaces.
10. Close desk and file cabinet drawers when not in use. Pull one drawer out at a time.
11. Do not overload filing cabinets or shelves.
12. When possible, arrange desks and tables with electrical devices close to wall outlets to eliminate tripping hazards.
13. Furniture, shelves, and stacked materials should not exceed a height of 18 inches below the ceilings. For areas not equipped with sprinklers, this height is 24 inches.
14. Appliances should be used in designated areas only. They are not permitted in classrooms or by personal work spaces, except for situations when it is required, such as science labs or nurse offices. Contact Risk Mgmt. for questions (972) 925-4050.
15. The use of personal space heaters, lighted candles and oil lamps is prohibited per District Policy CK (Regulation).
16. Turn off and unplug electrical equipment before adjusting, lubricating, or cleaning it.
17. Do not place fans in locations where individuals might get their clothing or hands caught in them. Open fans shall not be used.
18. Never use an office chair to move around the classroom or office.
19. Do not place sharp objects and/or broken glass in waste cans. Contact custodial staff for special handling.
20. Avoid reading while walking. Watch for uneven floor surfaces and/or obstacles.

Computer Ergonomics

The objective of ergonomics is to reduce stress and eliminate disorders associated with the overuse of muscles, bad posture, and repeated tasks.

1. Arrange your workstation to your individual needs.
2. Maintain a neutral position ("S" curve).
3. Adjust your chair.
4. Position the top of the monitor casing 2-3 inches above eye level.
5. Sit at arm's length from monitor.
6. Keep the keyboard at elbow level.
7. Minimize awkward hand and wrist postures. Hold the mouse lightly.
8. Keep feet supported on floor or use a foot rest.
9. Avoid glare by positioning your computer monitor so windows are not in front or behind it, or by using an anti-glare filter.
10. Take frequent small breaks.

PLAYGROUND SAFETY

Many of the accidents from playground equipment result from:

- a. struck by a piece of moving equipment
- b. rough edges on equipment
- c. entrapment of extremities in equipment
- d. misuse of equipment
- e. attempts to perform unsuitable stunts

General Safety Procedures

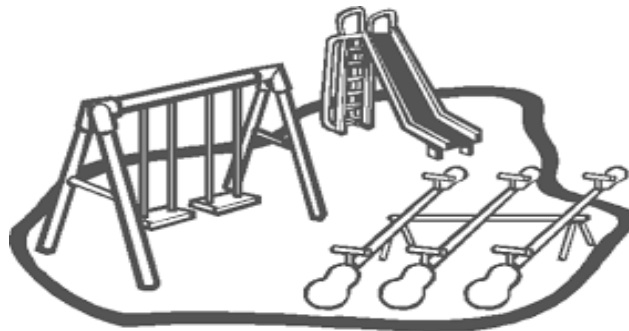
1. ***Supervision is key.*** Stay in reasonable proximity to the area of activity and attentive to all students.
2. Make sure children play on equipment that is appropriate for their age group.
3. Periodically inspect equipment for reduction of filling-surface material depth, loose fasteners, broken parts, sharp edges, missing protective caps, and other safety and maintenance issues.
4. Repairs must be made promptly and no equipment in need of maintenance can be used until repairs have been made.
5. Elevated platforms and ramps must have guardrails to prevent falls.

6. To prevent entangle hazards, do not allow children to use equipment while wearing clothes such as hooded sweaters, jackets with drawstrings, or items around their necks.
7. Do not use equipment if it is wet or hot.
8. Only approved equipment shall be installed on playgrounds. Contact Grounds & Athletics for questions (972) 925-4560.

Children must be taught general safety practices for the playground area.

These include:

1. No running, pushing or shoving around equipment.
2. No entering the “*danger zone*” of equipment when others are using it.
3. No climbing any equipment structure.
4. Stop swinging before exiting swing.
5. Slide sitting up, feet first, no walking up slide.
6. No removing filling-surface material placed under equipment.
7. Playground use privileges will be removed if misuse of equipment does not stop.



SCIENCE LAB & VOCATIONAL SHOP SAFETY

Instructors have the responsibility for ensuring students have received and understood safety practices and procedures before they are engaged in hands-on tasks.

General Safety Procedures

1. Adequate supervision is essential to a safe lab/shop program. Never leave students unattended while a class is conducting hands-on tasks or while machines are in operation.
2. Demonstrate to students the proper and safe use of items such as tools, chemicals, equipment, and protective gear.
3. Prohibit “horseplay”.
4. Require students to read and sign an acknowledgement of safety instruction and acceptable lab/shop behavior.
5. Post safety and warning signs in labs/shops.
6. Assure that students use closed-toe footwear and well-fitting clothing. Hair must be tied-up and jewelry removed.
7. Maintain organized storage and prep-rooms and floors clear of obstruction.
8. Keep Safety Data Sheets (SDSs) updated and readily available.
9. Maintain an inventory log of all chemicals.
10. All chemicals must be properly labeled.
11. Store all combustible, flammable, and otherwise dangerous materials in approved safe cabinets.
12. Do not use fume hoods as storage areas.
13. Secure compressed gas cylinders at all times. Place protective cap when not in use.
14. Food and beverages are prohibited in lab/shop areas.
15. Always wash your hands after working with chemicals and other lab/shop equipment.

Eye and Face Protection

1. All individuals are required to wear quality eye protective devices **at all times** while in the lab/shop.
2. Corrective eyewear and regular glasses do not provide adequate eye protection. Goggles are recommended.
3. Disinfect goggles after every use.
4. Identify and mark the location of eye wash stations and showers.
5. Conduct at least monthly inspections to check operability and accessibility to these stations.

Fire and Electrical Safety

1. Multi-purpose fire extinguishers must be provided in shop areas.
2. Any frayed or damaged electrical cord must be replaced/repared before use.
3. Location of switches controlling equipment must be known and easily accessible.
4. Never use gasoline or other non-approved chemicals for cleaning.

Equipment Safety

1. Students should operate a power tool or equipment **ONLY** after they have demonstrated ability to use it properly and under direct supervision of the instructor.
2. Guard devices must be maintained on machines and tools, and **ALWAYS** be used.
3. Hand tools must be kept clean and in safe conditions. Replace them when necessary.
4. Clearly mark safe walk areas.

Chemical Disposal

The safe disposal of dangerous, unwanted, or unlabeled chemicals is a major concern in science teaching.

1. If a chemical is spilled follow proper cleaning procedures.
2. Never flush volatile, corrosive, toxic, or insoluble materials down the drain.

3. Do not place chemical waste in regular trash cans.
4. Require that oily rags and chemical waste be kept in metal safety containers. Periodically remove them from the lab/shop.
5. Disposal of chemicals should follow local, state, and federal regulations.

For further assistance for chemical disposal or any environmental issue, please contact Environmental Services at (972) 925-5300.

PHYSICAL EDUCATION

General Safety Procedures

1. Make sure playing surfaces are free of obstruction and hazardous conditions.
2. Ensure students remove all jewelry, bracelets, pencils, etc. from their apparel.
3. Insist on proper warm-up period before attempting any maneuver.
4. Present a good demonstration either by the teacher or a capable student.
5. Ensure students are placed **ONLY** in activities for which they are competent and proficient.
6. Provide sequential instruction allowing for mastery of fundamentals before attempting more complex moves.

7. Consider the weather when planning outdoor activities.
8. Students should be granted rest periods to drink water and to cool down.

Showers and Locker Rooms

1. Running or playing in the shower room is prohibited.
2. Avoid standing on locker room benches.
3. Be alert of wet floors. Walk with caution.
4. Benches must be inspected frequently for splinters, protruding nails and sharp corners.
5. Report any water leaks immediately.



MUSIC, CHORAL & BAND INSTRUCTION

General Safety Procedures

1. Students are prohibited from pushing pianos and heavy equipment.
2. Large instruments must be securely stored and placed as low to the ground as possible.
3. During band classes, instrument cases must be stored out of the pathway to prevent trips and falls. **DO NOT** obstruct exit doors.
4. Vehicular traffic needs to be considered when rehearsing in a parking lot.
5. Intense heat or cold must be a determining factor in scheduling outdoor marching band practices.
6. Breaks during hot weather should be scheduled. All students must have opportunity for water breaks.
7. Choral risers must be checked frequently.
8. Seated risers must have a rail and step blocks for safe use.
9. The use of lighted candles in musical activities is **prohibited**.

JROTC INSTRUCTION

General Safety Procedures

1. Weapon training aid must be stored in a locked cabinet and locked storage room to restrict unauthorized access.
2. Students must receive proper safety training before being involved in hands-on activities.
3. Keep an updated inventory of all weapons.
4. Only JROTC officials are allowed to clean any cabinet/rack that store weapons. Custodial staff are not authorized to conduct any cleaning task in these areas or handle any weapons.
5. Horseplay or practical jokes will not be tolerated.

EXTREME WEATHER CONDITIONS

General Safety Procedures

1. Dress for conditions. Use light-colored clothing.
2. Use sunscreen. Take breaks in the shade.
3. Try to stay away from hot or heavy food.
4. Drink plenty of fluids (every 20 minutes). Don't wait until you are thirsty.
5. Avoid caffeine or alcohol beverages.
6. Know the signs/symptoms of heat-related illnesses (dizziness, cramps, blurry vision, nausea, chest pain and breathing problems).
7. Get immediate help if you feel weak, pale, sweaty, or nauseous while outside.
8. While waiting for help: move the individual to a cool and shaded area; loosen or remove heavy clothing; provide drinking water (if not unconscious), fan and mist the person.

HAZARD COMMUNICATION COMPLIANCE



All employees by federal and state law have the "right-to-know" about hazardous chemicals they might be exposed to in the workplace and to receive training on how to work safely while using them.

Safety Data Sheets (SDSs)



Safety Data Sheets (SDSs) is an essential source of chemical information and your best tool for using hazardous chemicals in a safe manner.

SDSs contain: the chemical characteristics, why the chemical is hazardous, how to handle the substance safely, PPE to use, what to do if an exposure occurs, and how to handle a spill or other emergencies. SDSs must be accessible at all times.

Management Responsibilities

Management has the responsibility for ensuring the implementation of the program at their campus/department level. This includes:

1. Obtaining SDSs for substances used at the campus/department.
2. Keeping an updated inventory of hazardous substances used on their premises.
3. Providing and requiring the use of appropriate PPE.
4. Ensuring that all employees receive proper training and resources necessary for their safety.

Employee Responsibilities

All employees have the responsibility to follow all safety rules and procedures, including:

1. Use Personal Protective Equipment (PPE).
2. Check chemical SDSs and labels for safety procedures and potential hazards.
3. Handle chemicals carefully and safely.
4. Inspect containers for leaks, missing labels, and proper storage.
5. Keep chemicals capped when not in use.
6. Keep food and drinks out of the work area.
7. Wash hands thoroughly after use of any chemical and before eating or drinking.
8. Dispose of all contaminated material properly.

Training

Training must be provided to all employees: at the inception of the program, when new substances are introduced, and annually as refresher training. All new or transferred employees must be trained prior to their assignment. This training must include:

1. Identifying substances that represent a hazard in the work place.
2. Location of the hazardous substance inventories and SDSs.
3. How to read and interpret labels.
4. How to protect oneself from the hazards and use of PPE.
5. Additional precautions and emergency procedures.

General Safety Procedures

1. No hazardous substance shall be permitted to be used UNLESS an SDS is first obtained and employees are properly trained.
2. The chemical inventory and SDSs must be updated as new substances are added and/or old ones are removed.
3. Do not use substances from unlabeled containers.
4. Fume hoods are not to be used for storing chemical reagents or science equipment.
5. Clean chemical leaks or spills immediately.
6. Keep flammable and combustible liquids stored away from heat and potential ignition sources.
7. Use proper personal protective equipment to protect from exposure.
8. When an empty container has not been completely cleaned, putting another substance in it can cause an explosion or other reaction.
9. Know what to do in an emergency:
 - a. get into fresh air after inhalation
 - b. flush with water after skin or eye contact
 - c. get immediate medical attention after swallowing a chemical

Chemical Storage

1. Storage rooms containing hazardous substances must be properly ventilated and illuminated.
2. Access to the storage room must be limited to authorized personnel only.
3. Floors must be free of materials and debris.
4. All chemicals must be adequately labeled.
5. All chemical substances must be stored according to incompatibility to prevent reactions.
6. Unused chemicals must **NEVER** be returned to stock bottles.
7. Food and consumables must not be stored in lab refrigerators or stockrooms.

Chemical Disposal

1. Always keep wastes separated from incompatible substances.
2. Do not use regular waste cans to dispose chemical waste.
3. Custodial staff are not authorized to conduct any cleaning tasks inside chemical cabinets.
4. Disposal of chemicals should follow, local, state or federal guidelines.



BLOODBORNE PATHOGENS COMPLIANCE (BBPs)

BBPs are microorganisms present in human blood and other body fluids that can lead to diseases. This program is intended to eliminate or minimize occupational exposure to BBPs and other potentially infectious material.

“*Universal Precautions*” assumes that *all blood and body fluids* be treated as if they are known to be infectious.

Training

All employees who have the potential for exposure to BBPs **MUST** be trained in:

1. Instruction on how to reduce/eliminate exposure and modes of transmission.
2. Actions to be taken and contact information in case of an emergency.
3. New employees, as well as employees changing job functions, should be given training in their new position.
4. Employees should be retrained annually.
5. Training records must be kept for three years.

Personal Protection

Employees trained and authorized to render first aid and those involved in custodial services shall use PPE (gloves, eye protection, nose and mouth protection, etc.) when treating injuries, providing CPR, or cleaning areas that involve contact with blood or other body fluids.

Hand Washing

Washing with soap and water is the best way to reduce the number of microbes on the hands. If soap is not available, use an alcohol-based sanitizer that contains at least 60% alcohol.

Medical Provisions

If an exposure occurs:

1. The body part exposed should be immediately washed with soap and water.
2. Assure that the employee will receive medical consultation and any required treatment as soon as possible.
3. Investigate the circumstances surrounding the incident including the route of exposure, type of job being performed, PPE used, source and type of potentially infectious material.
4. Medical records of employees with an occupational exposure must be kept for the duration of employment plus thirty years.
5. Information resulting from a BBP exposure must remain confidential and will not be disclosed without the employee’s written consent except as required by law.



Clean Up and Waste Handling

1. Bandage any cuts or scrapes before putting on gloves.
2. All contaminated work surfaces must be cleansed and decontaminated after completion of procedures, immediately or as soon as feasible after any spill of blood or other body fluid.
3. The cleaning of contaminated areas will be the responsibility of those employees trained in such procedures.
4. Used needles and other sharps items cannot be bent, recapped, removed, or sheared. Place them in a sharp’s container.
5. Do not use regular waste cans to dispose contaminated waste.

PERSONAL PROTECTIVE EQUIPMENT (PPE)



EYES AND FACE PROTECTION

Do not wear contact lenses in areas with dust and/or chemical fumes. Select eyewear that protects against the greatest hazard level:

1. Flying objects, chips, or particles: Safety goggles/spectacles with side protection.
2. Splashes from chemicals: Safety goggles
3. Dust, fumes, mists, gases, and vapors: Tight-fitting chemical goggles.
4. Splashes or splatters: Goggles or face shield.
5. Hot sparks or splashes: Goggles or spectacles with side protection.
6. Radiant energy: Welding goggles with special lenses to filter out the harmful light or radiation.
7. Electrical exposure: Do not wear metal eyewear, which could conduct electricity.

Mechanics and other employees must wear goggles when working under vehicles.

If you wear prescription eyewear, you **MUST** use either protective eyewear that has the prescription or goggles over prescription glasses.

If your eyes are splashed by a chemical; flush with water for 20 minutes. If a sharp particle is in your eye; close and cover eyes and seek medical attention.

HEAD PROTECTION

1. Wear a hard hat wherever there is danger of injury from falling or flying objects, potential for bumping your head against overhead structures or moving equipment.
2. Adjust the headband so there is space between hat and head to absorb shock.
3. Don't wear a hard hat over a hat or cap.

HAND PROTECTION

Machine guards are usually the first step in preventing hand and finger injuries.

1. Always leave machine guards in place.
2. Do not wear gloves, loose cuffs or jewelry while working with machinery.
3. Always cut away from your body.
4. Use brushes, not hands, to sweep up metal or wood chips.
5. When stacking materials separated by spacers, keep your fingers on the sides of the spacers, not the top or bottom.
6. Bandage any minor cuts or scrapes before putting on gloves.

FOOT PROTECTION

Protective foot wear is required whenever employees are working in areas where there is a danger of foot injuries due to falling or rolling objects, punctures, stubbing or banging toes, chemical and corrosive contact, slips and falls, or exposure to electrical hazards.

EAR PROTECTION

Overexposure to noise can permanently damage hearing, often this damage occurs gradually over a number of years and remains unnoticed until it is too late.

Hearing protection products should be worn to protect hearing and prevent hearing loss when a worker is exposed to loud, continuous noise (85 decibels or more).

RESPIRATORY PROTECTION

Wear respirators when you have to work in situations where airborne hazards cannot be reduced to a safe level by ventilation, enclosing operations, and other engineering controls.

Be sure your respirator is designed to protect against the type and form of contaminant in your work area. Check that it is in good condition. Clean, disinfect, and store it after use.

LOCKOUT – TAGOUT (LOTO)

Lockout-Tagout (LOTO) procedures have been developed to assist in protecting employees from injury due to unexpected start-up, release of electricity or from other types of stored energy while cleaning, servicing, repairing or maintaining machinery.

General Safety Procedures

1. Tags are there for a reason, OBEY them.
2. Ensure that employees involved in the activities mentioned above are instructed in these procedures.
3. All equipment being served shall be LOTO to protect against accidental or inadvertent operation.
4. Do not attempt to remove or operate any switch, valve, or other energy isolating device when it is locked out.

LOTO Procedures

Prior to LOTO, the authorized employee(s) must locate and identify **all** switches, valves or other energy isolating devices which apply to the equipment. More than one energy source (electrical/mechanical) may be involved:

1. Notify all affected employees that their equipment will be locked out and the reason.
2. If in operation, shut equipment down in the usual manner.
3. Operate the switch, valve, and/or other energy isolating device(s) so that the equipment is isolated from its energy source(s).
4. LOTO the energy isolating devices with individual lock(s). These locks must be assigned to each affected employee.
5. After insuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or controls to make certain the equipment will not operate.
6. **CAUTION:** Return operating control(s) to the *neutral* or *off* position after the test.
7. The equipment is now locked-out.
8. If more than one individual is needed to lock out equipment, each person shall place his/her own personal lockout device.



HAND TOOLS & PORTABLE POWER TOOLS

Hand Tools

1. Never use defective tools with broken handles, sprung jaws or mushroom heads.
2. Every tool is intended for a specific job. Select the proper tool for the job to be completed.
3. Do not carry screwdrivers or other sharp tools in pockets.
4. Keep tools in their proper place and in clean conditions. Do not leave them laying on stairs, window ledges, scaffolds, or overhead bins.
5. Never pull sharp tools toward your body or use an extension bar to increase leverage.
6. Do not use a screwdriver to pry things. It should not be used as a chisel.
7. Make sure the tip of a screwdriver fits properly into the screw groove.
8. Never use hammers to strike other tools.
9. Always pull a wrench, never push it.



Portable Power Tools

1. ONLY authorized and qualified personnel can attempt to repair electrical equipment.
2. Turn off any power tool before adjusting or fixing it.
3. Inspect tools before use.
4. Never use defective tools.
5. All power tools must be grounded with three-pronged plugs.
6. Use a tool ONLY for the job it was intended to.
7. Keep your hands and other body parts away from the point of operation.
8. Always use guards.
9. Wear safety goggles to safeguard against flying pieces of wood, metal or sparks.
10. In cases of over-heating, sparking, smoking motors or wiring, or other unsafe condition of electrical equipment, turn off the power and report the condition to your supervisor.
11. Do not leave tools laying on stairs, window ledges, scaffolds, or overhead bins.
12. Do not use electrical equipment or activate circuits if hands are wet or if you are standing on wet ground.
13. Do not connect two extension cords together – “daisy chain”.
14. Extension cords must never be run across aisles or through oil, water, or windows.
15. Do not carry power tools by the cord.
16. Do not wear loose clothes, ties, jewelry, or gloves that could get caught in the machinery.

FOOD & CHILD NUTRITION OPERATIONS

General Safety Procedures

1. Employees must be properly trained in the safe operation of machines before use.
 2. Wear closed-toe, low-heel and non-slip shoes.
 3. Keep floors clean and free of obstruction.
 4. Immediately clean up spills on the floor. Install floor mats if needed.
 5. Electrical appliances must be disconnected when being cleaned or not in use.
 6. **ONLY** authorized employees shall make adjustments to machinery or equipment.
 7. Hygienic practices must be performed while handling food.
 8. Report to your supervisor any strong medication you have been prescribed.
 9. Do not overload carts or dollies. Keep wheels clean and unclogged.
 10. Store cleaning products separately from food products.
 11. Keep cleaning equipment (mops, brooms, etc.) in the utility closet.
 12. Wash hands with soap and water.
7. Knives and sharp utensils must be stored in drawers separate from other utensils.

Serving Area

1. Supervision is required for students in lower grade levels to prevent burns.
2. Steam tables and cutting blocks must be cleaned daily.
3. Keep floors and ramps clean at all times.
4. Traffic flow must be organized so that students do not collide while carrying trays.

Storage Area

1. Shelves must be adequate to bear the weight of items. Heavy items must be stored on middle and lower shelves.
2. The FDA requires that all food be stored at least 6 inches off the floor.
3. Keep a clear pathway and access to all areas in the storage room.
4. Use a step ladder to reach items above chest level. Do not use crates, chairs or other objects to stand on.
5. Keep a clearance of 18 inches between items stored on top shelves and the ceiling.

Food Preparation Area

1. Electrical equipment must be properly grounded, in safe operating condition and adequately guarded.
2. Hair nets must be worn while preparing food. Avoid loose-fitting clothes.
3. Used gloves when handling hot surfaces or using ovens.
4. Keep clean all surfaces where food preparation is taking place.
5. Do not get distracted while operating any machinery.
6. **NEVER** leave knives in the sink (hard-to-see-through water).

Garbage Disposals

1. Run sufficient water when operating an electric garbage disposal.
2. Do not allow glass, metal utensils or plastics to enter the disposal. If this occurs, stop the disposal immediately.
3. No garbage should be left inside the kitchen area at the end of the day.
4. Garbage compactors must be placed in **OFF** position when not in use.
5. Remove the key to avoid unauthorized use.

CUSTODIAL OPERATIONS

General Safety Procedures

1. Take care when lifting. If an object is too heavy to be handled, get help.
2. Certain tasks may require the use of personal protective equipment.
3. Wear slip-resistant shoes.
4. Make sure to store boxes in a stable manner to prevent them from falling over.
5. Keep janitorial closets and storage rooms locked to prevent unauthorized access.
6. Be cautious when entering any unlighted area.
7. Use a stepladder for reaching above shoulder height.
8. Do not store flammable or combustible materials in boiler or mechanical rooms.
9. Avoid sweeping, mopping or waxing during the normal school day.
10. Do not make modifications to electrical systems or use equipment with frayed cords.
11. Clearly identify any hazardous conditions and route traffic away from such conditions.
12. Be cautious when removing waste from cans. Sharp or heavy items could be present.

Chemical Usage

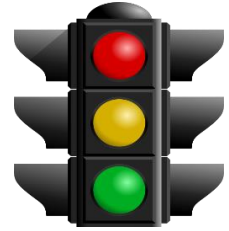
1. Use ONLY approved district products.
2. Read product labels and Safety Data Sheet (SDS) on each chemical you use.
3. Mix them only in recommended amounts.
4. Wash hands after using any chemicals.
5. Never transfer chemicals from one container to another.
6. Store ALL chemicals and/or poisons away from students and/or food.

MAINTENANCE OPERATIONS

General Safety Procedures

1. Employees are expected to adhere to the campus safety procedures while on the premises.
2. Operate machinery ONLY after receiving instruction in its use.
3. Follow lock-out/tag-out procedures when performing preventive maintenance or repairs of equipment.
4. Never make guards inoperative in the hope of speeding up production.
5. When operating machinery, clothes must fit tightly. Do not wear jewelry.
6. Place warning signs by work area if needed.
7. Appropriate PPE must be worn depending on the type of hazard or exposure.
8. All employees are expected to clean their work areas at the end of the work shift.
9. Mechanics must clean-up oil spills by using oil absorbents. Dispose waste properly.
10. NEVER leave a machine unattended in the ON position.
11. Never use compressed air to clean yourself or others.
12. Take frequent breaks and drink plenty of fluids when working outside.

VEHICLE SAFETY



Before driving a district vehicle, new drivers must:

1. Request driver approval through Risk Management
2. Complete driver safety orientation prior to driving a district vehicle, which consists of:
 - a. Submit approved driver request to Risk Management Services
 - b. Policy Acknowledgement of Drug & Alcohol Testing Policy DHE Local and Legal
 - c. Policy Acknowledgment of District Driving Policies & Procedures DBA Regulations

General Safety Procedures

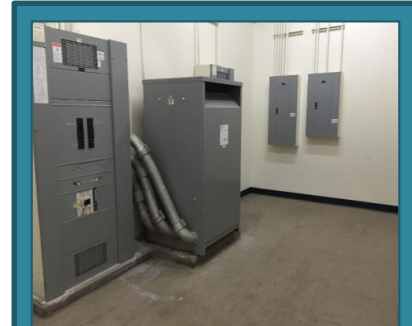
1. Drivers must possess a valid Texas Driver's License with appropriate classification.
2. The use of cellphones is prohibited while driving district vehicles. Hands-free sets are not allowed.
3. Complete the vehicle inspection report on any District vehicle you are assigned to drive.
4. Position all adjustments such as seat, inside and outside mirror, and sitting positions for safe driving before shifting the vehicle into gear.
5. Supplies transported in vehicles should be secured in such a manner that they will not be dislodged, fall out or move during transit or sudden stops.
6. Never take strong medication before operating a vehicle.
7. All persons who drive or ride in District vehicles must wear the installed seat belts.
8. District vehicles should not be used to transport unauthorized persons.
9. Parking vehicles:
 - a. Except when working conditions require otherwise, parked vehicles must have motor stopped, key removed, emergency brakes set, and be left in the parked position.
 - b. Do not park in a disabled parking space if you don't have the permit to do so.
 - c. If on a downgrade, turn front wheel toward the curb. If on an upgrade, turn wheel away from the curb. Set brakes.
 - d. Vehicles should not be parked in posted or non-posted fire zones, or on the wrong side of the street facing traffic, except in an emergency.
 - e. When vehicles must be stopped on streets or highways, adequate warning signals must be used.
 - f. Before leaving the curb, signal your intention.
10. Riding on the beds of trucks is prohibited.
11. When backing up a vehicle, make sure the area is clear. If needed, get out of the vehicle and inspect the area. If necessary, sound the horn or have someone assisting while backing.
12. Drivers must be particularly alert while driving/working near children/school zones.
13. Stay within the posted speed limits. Slow down when conditions warrant such as weather or road construction.
14. Do not assume the right-of-way.
15. Keep a safe distance from the vehicle in front of you. Avoid sudden braking.
16. Signal intentions at least 100 feet in advance, including changing lanes.

BOILER, MECHANICAL, SPRINKLER RISER & ELECTRICAL ROOMS

Boiler, mechanical and electrical rooms must follow proper fire regulations and housekeeping guidelines to prevent fire hazards and allow safe access to the equipment.

General Safety Procedures

1. These rooms shall not be considered an “*all-purpose storage area*”.
2. Keep these room clean and clear of all unnecessary storage.
3. A minimum clearance of ***3-feet*** in front of equipment shall be maintained at all times.
4. Keep walkways and access aisles clear of materials.
5. Never store flammable materials (i.e. propane tanks, gasoline, solvents, paints, cleaners, waxes, etc.) in these rooms.
6. Keep these rooms locked to restrict access to unauthorized visitors.
7. Report any water leaks or equipment malfunctioning to Maintenance Services as soon as possible.
8. Schools that do not adhere to Fire Regulations may be issued a fine by State Fire Marshal.



Contact Information

CONTACT INFORMATION

Name	Title	Phone - Email
Risk Management Services 972-925-4050		
N. Rocio Chaparro	Safety Specialist	972-925-4062 nchaparro@dallasisd.org
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