



# Oxnard School District

## Risk Management Department

### CODES OF SAFE PRACTICES

It is our policy that everything possible will be done to protect employees, students and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. All Oxnard School District (OSD) employees are required to follow these general safety guidelines. Failure by any employee to comply with safety rules will be grounds for corrective discipline.

#### GENERAL SAFE PRACTICES

1. Report *all* accidents, injuries, and illnesses (no matter how small) to your supervisor or the Risk Management Office **immediately**.
2. Report all unsafe conditions and equipment to your supervisor, Principal or Risk Manager. Unsafe conditions and equipment may include, but not be limited to: broken chairs, missing casters, stuck drawers, cracked glass, etc.
3. Clothing that covers the back, shoulders, and midriff and clothing that covers the top portion of the legs when seated shall be worn by all employees.
4. In observance of safety standards, employees working with students operating machinery or Special Education students shall refrain from wearing dangling earrings and other jewelry. Tattoos that are offensive or disruptive to the school/work environment must be concealed.
5. Employees with long hair shall tie hair back when working with Special Education students.
6. Shoe or boots with a low heels, non-skid soles, and closed toe and heels shall be worn by all employees who spend more than ten percent of their day in the Custodian, Food Service, Grounds, Facilities, Graphics, Transportation, and Warehouse areas. Sturdy athletic shoes are acceptable for safety purposes.
7. Employees must wear proper personal protective equipment (including safety glasses, safety goggles, face shields, hard hats, safety gloves, protective clothing, etc) and abide by all health and safety procedures.
8. Pay attention to the job you are doing.
9. Ask questions about anything you do not understand about your job.
10. Observe all safe practices applicable to the department or area in which you are working or visiting.
11. Always follow instructions on safety signs and caution tapes. Do not enter construction or remodeling areas unless you are specifically authorized to work there.
12. Be aware of forklifts in operation; keep a safe distance from them.
13. Use a proper step stool or ladder to reach overhead. Do not stand on any chairs, other furniture or boxes.
14. When lifting and carrying loads, care should be exercised to avoid overexertion and strain.
15. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in paper waste containers. .
16. Return materials and equipment to their proper place when finished using them.
17. Throw trash in proper waste containers.

18. Clean up small amounts of spilled materials or liquids immediately. Be sure the site custodian or Facilities is called to clean up larger spill.
19. All food should be limited to specifically designated areas, such as the staff lounge and the cafeteria/multipurpose room.
20. Do not leave open food storage or food preparation in areas not intended and designated for that use.
21. Do not allow overnight storage of food in classrooms or offices.
22. Do not allow chemicals or other pest management products should be brought from home.
23. Pest infestations should be reported to the maintenance department so that proper notification and posting can be accomplished.
24. Chemical products should not be used directly around students.
25. Chemicals will be properly labeled and stored to prevent accidental misuse and spills.
26. Walk; do not run.
27. Open doors slowly. Stand out of the swing of the door when opening or unlocking doors.
28. Use caution when approaching blind corners.
29. Use handrails when going up or down stairs.
30. Never leave anything in aisles, hallways, or on stairways that can cause someone to trip and/or fall.
31. Always keep aisles and passageways clear and unobstructed.
32. Always keep exits clear, unobstructed, well lighted, and unlocked to permit ready access.
33. All cords running into walk areas must be taped/velcro down with cord protector or inserted through rubber protectors to preclude them from becoming tripping hazards.
34. Maintain 36 inches of clearance around all electrical equipment and panels.
35. Always keep fire extinguishers and fire alarms clear (36 inches of clearance) and easily identifiable to permit ready access.
36. In the event of a fire, sound the alarm and evacuate.
37. Upon hearing the alarm, stop work and proceed to the nearest clear exit. Assemble at the appointed location.
38. Only trained and designated employees may attempt to respond to a fire or other emergency.
39. Extension cords are for temporary use only. Extension cords are to be unplugged, rolled up and put away at the completion of each job, or at the end of each day.
40. Only use extension cords that have a grounding conductor.
41. Wash your hands thoroughly before eating, and/or drinking.
42. Do not eat in areas where hazardous chemicals are present. This includes all Custodian, Grounds, Facilities, Graphics, Transportation and Warehouse areas.
43. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
44. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through mesh. Newer fans are equipped with proper guards.
45. Do not store food in cabinets and/or refrigerators where chemicals are stored.
46. Employees shall be familiar with and abide by the instructions and recommendations contained in the Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS) for instructions and precautions before using any chemicals.
47. Handle, use and store all chemicals according to the manufacturer's instructions.
48. Always keep chemical containers closed when not in use.
49. Avoid chemical contact with skin and eyes. Wash thoroughly after any such contact.

50. Contact the maintenance department for your chemical disposal needs.
51. When working with a computer, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
52. Keep all legs of a chair in contact with the floor at all times.
53. Practical jokes, "skylarking," "horseplay," scuffling, and fighting are not permitted.
54. Employees shall not use, possess, manufacture, distribute, dispense, or sell alcohol or drugs while on OSD property or on business.
55. Use of cell phones while driving is prohibited, unless it is an emergency.

#### **TEACHERS AND OTHER CLASSROOM STAFF**

1. Observe all applicable general safety practices.
2. Call the maintenance department to move heavy office furniture or equipment.
3. Keep desk and file drawers closed when they are not in use.
4. Open only one file drawer at a time.
5. Distribute file storage evenly among the drawers to prevent over-balancing when a file drawer is extended. Store heaviest items closest to the floor and lightweight items above.
6. Do not overload shelves.
7. Store pencils and pens point down or flat in drawers. Loose blades, thumbtacks, and other sharp objects should be stored in small boxes, not loose in drawers.
8. Sheath scissors, letter openers, razor blades, or other sharp tools before storing. If sheathes are unavailable, cutting or sharp ends should be stuck in foamed-polystyrene blocks.
9. Use staple removers to remove staples
10. Paper cutters and other cutting tools are to be properly used and properly maintained.
11. Paper cutters should be operated on a level, unobstructed and clear surface.
12. Paper cutter blades are to be kept in locked position when not in use.
13. Do not cut too many papers at once.
14. 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.
15. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
16. 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.
17. Artwork and teaching materials used for decorations must not cover more than 25% of available wall space. Combustible materials should be distributed in a manner that will not create a continuous fuel source for a fire.
18. Combustible decorations should not be hung on doors, windows and light fixtures.
19. Ceilings should be kept free of decorations at all times.
20. 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.

## **ADMINISTRATION AND OFFICE STAFF**

1. Observe all applicable general safe practices.
2. Call the maintenance department to move heavy office furniture or equipment.
3. Keep desk and file drawers closed when they are not in use.
4. Open only one file drawer at a time.
5. Distribute file storage evenly among the drawers to prevent over-balancing when a file drawer is extended. Store heaviest items closest to the floor and lightweight items above.
6. Do not overload shelves.
7. Store pencils and pens point down or flat in drawers. Loose blades, thumbtacks, and other sharp objects should be stored in small boxes, not loose in drawers.
8. Sheath scissors, letter openers, razor blades, or other sharp tools before storing. If sheathes are unavailable, cutting or sharp ends should be stuck in foamed-polystyrene blocks.
9. Use staple removers to remove staples
10. Paper cutters and other cutting tools are to be properly used and properly maintained.
11. Paper cutters should be operated on a level, unobstructed and clear surface.
12. Paper cutter blades are to be kept in locked position when not in use.
13. Do not cut too many papers at once.
14. 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.
15. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
16. Use of cell phones while driving is prohibited, unless it is an emergency.

## **NURSES AND OTHER HEALTH STAFF**

1. Observe all applicable general safety practices.
2. Observe all applicable safety practices for Administration and Office Staff.
3. Use universal precautions when exposed to bodily fluids and blood.
4. Use proper lifting and student transfer techniques.
5. Call the Facilities to move heavy office furniture or equipment.
6. Containers of bleach and bleach solutions should be stored in a tray within a secured cabinet.
7. Other liquids should be stored in secondary containment to minimize spills.

## GRAPHICS

1. Observe all applicable general safety practices.
2. Observe all applicable safe practices for Administration and Office Staff.
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. Safety glasses, goggles or other suitable eye protection shall be worn when there is a hazard to unprotected eyes.
5. Hard hats shall be worn whenever overhead hazards exist and in all areas designated for hard hat use.
6. Hand protection, such as gloves, shall be worn when there is excessive exposure to cuts, burns, or other materials that could cause injury (except where there is danger of the hand protection becoming entangled in move machinery).
7. Use proper lifting and material handling techniques.
8. Call the maintenance department to move heavy office furniture or equipment.
9. Operate machinery or equipment only after being trained and authorized.
10. Ensure the area around the machinery or equipment is free from clutter and well lighted.
11. Before using machinery or equipment, ensure guards are in place on equipment that requires guards.
12. Only certified drivers may operate a forklift. Follow forklift operating rules
13. Report inoperative machinery or equipment to the department supervisor. Any equipment that appears defective, gives a shock, sparks, or smokes should be turned off, unplugged and reported.
14. Follow proper lockout tag out procedures. Machines and equipment should not be cleaned, repaired, serviced and/or adjusted while operating.
15. Electric machines or equipment and connections should not be touched with wet hands or operated on damp floors.
16. Before jammed paper is pulled from a machine or equipment, the motor is to be turned off to avoid getting hands in the feed rollers.
17. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.

## CUSTODIANS

1. Observe all applicable general safety practices.
2. Use proper lifting and material handling techniques.
3. Employees shall use hand carts and other mechanical material handling devices for heavy loads
4. 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.
5. Safety glasses, goggles or other suitable eye protection shall be worn when there is a hazard to unprotected eyes.
6. Hand protection, such as gloves, shall be worn when there is excessive exposure to cuts, burns, or other materials that could cause injury (except where there is danger of the hand protection becoming entangled in move machinery).
7. When using equipment in halls, keep to one side, do not block doors.
8. Keep all electrical cords flat.
9. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
10. Cleaning solutions are to be mixed and used according to label directions and training.
11. Use an appropriate ladder or step stool for over shoulder tasks
12. After cleaning floor drains, be sure grates have been replaced and securely fastened.
13. Turn on lights or use a flashlight. Do not enter dark rooms, hallways, or grounds.
14. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
15. Gasoline shall not be used for cleaning purposes
16. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
17. Keep at least one aisle of the storage area open at all times.
18. Wear hearing protection in all areas identified as having high noise exposure.
19. Use universal precautions when cleaning bodily fluids and blood.
20. Stay away from roof edges. When retrieving balls stuck on the roof, use a broom to push them off.
21. Use the buddy system when changing light bulbs or performing other minor electrical tasks.
22. Empty some contents out of a trashcan before lifting it.
23. Face the trash bin and lift the container up to rest on the lower edge of the bin.
24. Fill the mop pail only half full.
25. Roll the mop pail, rather than carrying it.
26. Dry hands and stand on dry floors to plug in any electrical equipment.
27. Electrical equipment should be stored with electrical cords secured in place
28. Emergency eye wash stations in science labs and fire extinguishers will be inspected monthly to ensure they are in proper working order.
29. Flammable liquids and gasoline shall be stored in appropriate containers and approved flammable storage containers.

## FOOD SERVICES

1. Observe all applicable general safety practices.
2. Use Hazard Analysis and Critical Control Points (HACCP) principles when handling food.
3. Use proper lifting and material handling techniques.
4. Safety glasses, goggles or other suitable eye protection shall be worn when there is a hazard to unprotected eyes.
5. Hand protection, such as gloves, shall be worn when there is excessive exposure to cuts, burns, or other materials that could cause injury (except where there is danger of the hand protection becoming entangled in moving machinery).
6. Clean clothing is to be worn daily.
7. Keep fingernails clean and well trimmed.
8. Wear hairnets or caps to keep hair out of food and/or moving food preparation equipment.
9. Wash hands and arms with soap and water before handling dishes or utensils or preparing food.
10. Always use utensils or gloves when serving food.
11. Operate machinery or equipment only after being trained and authorized.
12. Ensure the area around the machinery or equipment is free from clutter and well lighted.
13. Before using machinery or equipment, ensure guards are in place on equipment that requires guards.
14. Report inoperative machinery or equipment to the department supervisor. Any equipment that appears defective, gives a shock, sparks, or smokes should be turned off, unplugged and reported.
15. Follow proper lockout tag out procedures. Machines and equipment should not be cleaned, repaired, serviced and/or adjusted while operating.
16. Handle hot equipment and dishes slowly and cautiously. Warn fellow workers who are nearby.
17. Oven doors, drawers, and cupboard doors are to be closed when access is not necessary.
18. Dry hands and stand on dry floors to plug in any electrical equipment.
19. Turn off equipment when not in use.
20. 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.
21. Store cleaning products in designated areas, away from food.
22. Use only non-combustible cleaning products.
23. Separate silverware, knives, dishes, cups and glassware before cleaning. Use caution putting glassware or dishes into a sink to avoid breakage.
24. When cleaning knives, lay flat and use a sponge or brush.
25. Discard broken tools, pots and pans with broken or weak handles, if not repairable.
26. Use a broom and dustpan or tongs to clean up broken glassware or dishes.
27. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.

## GROUNDS

1. Observe all applicable general safety 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. Safety glasses, goggles or other suitable eye protection shall be worn when there is a hazard to unprotected eyes.
5. Hard hats shall be worn whenever overhead hazards exist and in all areas designated for hard hat use.
6. Hand protection, such as gloves, shall be worn when there is excessive exposure to cuts, burns, or other materials that could cause injury (except where there is danger of the hand protection becoming entangled in moving machinery).
7. Use proper lifting and material handling techniques.
8. Observe proper safe practices for tree trimming.
9. Observe safe practices for storage, use, dispensing and cleanup of pesticides.
10. Pesticides should be applied only after proper notification and posting has taken place.
11. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
12. Gasoline shall not be used for cleaning purposes
13. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
14. Ensure combustion engines have enough fuel before use. Only add fuel to cool engines.
15. Inspect machinery and tools before using. Report damaged, worn, or loose equipment to the department supervisor.
16. Turn off equipment when not in use or left unattended.
17. Wear hearing protection in all areas identified as having high noise exposure.
18. Do not use compressed air for cleaning off clothing.
19. Only certified drivers may operate a forklift. Follow forklift operating rules
20. Do not remove or alter equipment safety guards or safety devices in any way.
21. Follow proper lockout tag out procedures. Machines and equipment should not be cleaned, repaired, serviced and/or adjusted while operating.
22. Use the right tool or equipment for the assigned task. Keep tools clean and sharp.
23. Take precautions to avoid exposure to outdoor temperature extremes.
24. Only properly trained and authorized employees are allowed to drive district vehicles.
25. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks. Observe proper speed limits and practice defensive driving.
26. Passengers are not permitted in or on the bed of trucks, on tractors, or other landscaping equipment. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.



## FACILITIES

1. Observe all applicable general safety 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. Safety glasses, goggles or other suitable eye protection shall be worn when there is a hazard to unprotected eyes.
5. Hard hats shall be worn whenever overhead hazards exist and in all areas designated for hard hat use.
6. Hand protection, such as gloves, shall be worn when there is excessive exposure to cuts, burns, or other materials that could cause injury (except where there is danger of the hand protection becoming entangled in moving machinery).
7. Use proper lifting and material handling techniques.
8. Employees shall use hand carts and other mechanical material handling devices for heavy loads.
9. Follow proper lockout tag out procedures. Machines and equipment should not be cleaned, repaired, serviced and/or adjusted while operating.
10. Use the buddy system when changing light bulbs or performing other minor electrical tasks.
11. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
12. Turn on lights or use a flashlight. Do not enter dark rooms, hallways, or grounds.
13. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
14. Gasoline shall not be used for cleaning purposes
15. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
16. Ensure combustion engines have enough fuel before use. Only add fuel to cool engines.
17. Turn off equipment when not in use or left unattended.
18. Goggles or face shields must be worn when grinding.
19. Work shall be arranged that employees are able to face a ladder and use both hands while climbing.
20. Wear hearing protection in all areas identified as having high noise exposure.
21. Inspect machinery and tools before using. Report damaged, worn, or loose equipment to the department supervisor.
22. Do not remove or alter equipment safety guards or safety devices in any way.
23. Only certified drivers may operate a forklift. Follow forklift operating rules
24. Keep all electrical cords flat.
25. Use the right tool or equipment for the assigned task. Keep tools clean and sharp.
26. All compressed air is to be directed away from the operator and any other people.
27. Do not use compressed air for cleaning off clothing.
28. Take precautions to avoid exposure to outdoor temperature extremes.
29. Only properly trained and authorized employees are allowed to drive district vehicles.
30. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
31. Passengers are not permitted in or on the bed of trucks, on forklift trucks, tractors, or other landscaping equipment.
32. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.

## **BUS TRANSPORTATION**

1. Observe all applicable general safety practices.
2. Report any unsafe conditions to your supervisor.
3. Know your equipment. Be sure you know capacity and proper operating procedures for each piece of equipment you use including lift gates, ramps, and safety devices.
4. Always use proper procedure when restraining wheelchairs.

## **MECHANICS**

1. Observe all applicable general safety practices.
2. Report any unsafe conditions to your supervisor
3. Safety glasses, goggles or other suitable eye protection shall be worn when there is a hazard to unprotected eyes.
4. Hard hats shall be worn whenever overhead hazards exist and in all areas designated for hard hat use.
5. Hand protection, such as gloves, shall be worn when there is excessive exposure to cuts, burns, or other materials that could cause injury (except where there is danger of the hand protection becoming entangled in moving machinery).
6. Multipurpose ABC fire extinguishers should be available throughout the shop
7. Do not use compressed air for cleaning off clothing.
8. Gasoline shall not be used for cleaning purposes
9. Flammable liquids and gasoline shall be stored in appropriate containers and approved flammable storage containers.
10. Wear hearing protection in all areas identified as having high noise exposure.
11. All tools and equipment shall be maintained in good condition.
12. Damaged tools or equipment shall be removed from service and tagged DEFECTIVE.
13. Follow proper lockout tag out procedures. Machines and equipment should not be cleaned, repaired, serviced and/or adjusted while operating.
14. When working with batteries, wear splash proof goggles with a designation Z-87.1 on the frame. Use acid resistant glove and apron. Never smoke or operate anything that may cause a spark. Use a pair of jumper cables that are rust and corrosion free and have no exposed wires. Never touch both terminals (+/-) at the same time.
15. When using compressed air, wear goggles, face shield, or other eye protection. Ensure all pipes, hoses, and fittings have a rating of the maximum pressure of the compressor. Air supply shutoff valves should be located (as near as possible) at the point-of-operation. Before a pneumatic tool is disconnected, unless it has quick disconnect plugs, the air supply must be turned off and the tool bled of residual pressure. Pneumatic impact tools, such as riveting guns, should never be pointed at a person.

## WAREHOUSE

1. Observe all applicable general safety practices.
2. Safety glasses, goggles or other suitable eye protection shall be worn when there is a hazard to unprotected eyes.
3. Hard hats shall be worn whenever overhead hazards exist and in all areas designated for hard hat use.
4. Hand protection, such as gloves, shall be worn when there is excessive exposure to cuts, burns, or other materials that could cause injury (except where there is danger of the hand protection becoming entangled in move machinery).
5. Follow proper lifting and material handling procedures.
6. Employees shall use hand carts and other mechanical material handling devices for heavy loads.
7. Only certified drivers may operate a forklift. Follow forklift operating rules.
8. Inspect pallets and their loads for integrity and stability before loading and/or moving.
9. All materials are to be stacked, racked, or piled in such a manner which prevents tipping, falling, collapsing, rolling, or spreading.
10. Shrink-wrap or band materials on pallets before storing on the top of pallet racks.
11. Keep storage of materials below specified load weight limits.
12. Replace movable guard railing after materials have been elevated onto mezzanine storage.
13. Do not stand or climb on pallets or pallet racks.
14. Only properly trained and authorized employees are allowed to drive district vehicles.
15. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
16. Passengers are not permitted in or on the bed of trucks, on forklift trucks, tractors, or other landscaping equipment.
17. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.
18. Vehicles are to be parked in designated areas and are not to block entrances or obstruct traffic.
19. 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.

(Rev. July 2015)