



MANSFIELD INDEPENDENT SCHOOL DISTRICT



WORKPLACE SAFETY GUIDE

RISK MANAGEMENT DEPARTMENT



2026-2027

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OVERVIEW

PURPOSE & SCOPE

Mansfield Independent School District (MISD) is committed to ensuring the health, safety, and security of all employees, students, and visitors through the implementation of effective and practical policies, procedures, and practices. The District also adheres to all relevant occupational health, safety, and environmental laws and regulations.

The District's safety program has been designed to provide employees with clear guidelines to maintain a safe working environment and prevent work-related injuries and illnesses.

MISD expects all employees to follow the guidelines outlined in this manual, as everyone contributes to the success of the safety program. It is the responsibility of all employees to perform their jobs safely following the District's workplace safety standards.

SAFETY POLICY STATEMENT

Policies alone cannot prevent accidents. The success of MISD's safety program relies on the dedication and actions of its employees. It is through their commitment to performing daily tasks safely that the program thrives. All MISD employees are expected to adhere to health and safety policies. Failure to comply with these policies, regulations, or guidelines may result in disciplinary action.

This handbook provides an overview of safety procedures to help you perform your work safely. However, it is not exhaustive. Employees are expected to follow safe work practices even in situations not specifically covered in this document.

Safety Policies (Board Policies)

CK – Safety Program/Risk Management
CKA – Safety and Security Audits and Monitoring
CKB – Accident Prevention and Reports
CKC – Emergency Plans
CKD – Emergency Medical Equipment and Procedures
CLA – Buildings, Grounds, and Equipment Management
CNC – Transportation Safety
CSA – Facility Standards
DH – Employee Standards of Conduct

**ACKNOWLEDGEMENT OF
GENERAL SAFETY RULES**

I _____, have received the District Workplace Safety 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 Mansfield ISD.

Employee Name (printed)

Employee Signature

Date

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, as requested.

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 the 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.

SAFETY PROCEDURES

SLIPS, TRIPS, AND FALL (STF)

Slips, Trips, and Falls (STFs) account for the largest share of Workers' Compensation claims and associated costs each year. These incidents can occur anywhere, to anyone, and may lead to injuries, temporary or permanent disabilities, or even fatalities. The good news is that most STF incidents are preventable.

Slips happen when there is insufficient friction or traction between footwear and the surface being walked on, such as on wet or oily floors, loose rugs, or uneven surfaces.

Trips occur when a person's foot collides with an object, causing them to lose their balance. Common trip hazards include clutter, exposed cables, and wrinkled carpets.

General Safety Measures

1. **Housekeeping Practices:** Maintaining a clean and organized workspace is crucial to preventing falls. Key actions include:
 - a. Immediately reporting or cleaning up spills
 - b. Sweeping or mopping debris from floors
 - c. Using warning signs in areas with wet surfaces
 - d. Clearing foreign objects from hallways, floors, and walkways
 - e. Keeping file cabinets or storage drawers closed
 - f. Keeping electrical cords out of high-traffic areas
2. **Floor Safety Practices:** Regularly inspecting and maintaining floors helps reduce the risk of slips and falls. This includes:

- a. Promptly reporting and repairing damaged flooring
- b. Securing mats and rugs to prevent slipping
- c. Clearly marking any changes in floor levels

3. **Footwear Safety:** Employees should wear appropriate non-skid footwear for the tasks they're performing. In some cases, this may require bringing a second pair of shoes to work.

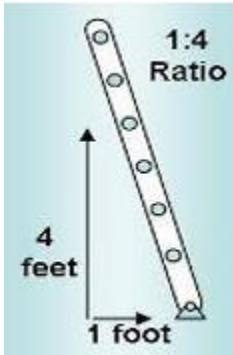
4. Additional Safety Tips:

- a. Use a step ladder, not a chair or desk, when reaching above shoulder height
- b. Avoid risky actions like jumping from elevated surfaces or leaning back in chairs
- c. Stay aware of obstacles or hazards in your path
- d. Adjust your walking pace according to the surface and task
- e. Keep a clear line of sight when carrying or pushing objects
- f. Turn on lights when entering dark areas
- g. Use care when walking on stairways, hold on to handrails to keep your balance and maintain a safe pace to avoid slipping or falling. Use the handrail when going up or down stairs - be especially careful when carrying an item while on the stairway.

LADDER & STEP STOOL SAFETY

There are times when a step ladder or step stool is needed for job tasks such as placing or removing objects on shelves or walls.

*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).



Choose the proper-sized step ladder:

NOTE: Always consider the body weight of the worker and the weight of any materials that may be supported by the ladder when selecting the proper step ladder.

Ladders are labeled with “duty ratings” listing the number of pounds a ladder can accommodate. The four specific “duty ratings” are:

- Type IA – extra-heavy-duty industrial ladders, built to hold up to 300 pounds.
- Type I - commercial/industrial ladders, rated to hold up to 250 pounds.
- Type II - commercial ladders, for loads up to 225 pounds.
- Type III – light duty or household ladders, designed for up to 200 pounds.

Standard Guidelines for Ladder Use:

1. When selecting a step ladder, always choose one that’s the appropriate height for what you need to reach.
2. Inspect all ladders prior to use. Ladders with sharp edges, broken rungs/steps/rails or any type of damage should be taken out of service. Report unsafe conditions to a supervisor.
3. Do not carry anything up or down a ladder. If you need to place or remove objects on a shelf ask a co-worker or maintenance/custodial staff to assist you in handling the objects.
4. Ladders must be placed on a secure surface when used. Never place ladders on unstable surfaces.
5. Do not stand on boxes, chairs, desks, tables or other surfaces to reach something. Use a ladder or step stool of sufficient height to reach what you need.
6. Only one person is allowed on a ladder at any time.
7. Never stand on the top two steps of a ladder.
8. Stepladders must always have the metal spreader bar or locking device fully open when used.

9. Always maintain three points of contact (both feet and one hand or both hands and one foot in contact with the ladder) when climbing up or down a ladder.
10. Always face the ladder when climbing up or down the ladder.
11. Never use a step ladder as a straight ladder by leaning it against a wall.
12. Never reach beyond arm length when working on a ladder.
13. Do not place a ladder near a doorway or blind corner without either placing a sign to warn others or have a co-worker standing to advise others that work is being performed.
14. Do not leave ladders unattended.
15. Do not use aluminum ladders near electrical hazards; use only fiberglass or wood ladders.

PROPER LIFTING TECHNIQUES & MATERIAL HANDLING

1. If you need help lifting, carrying or moving an object, ask for it.
2. It is always better to plan each lift. Before lifting anything, lift slightly (without pulling off floor etc.) to get an idea whether the load is light or heavy. If item is a box, push slightly to determine weight. If item is heavy, gauge whether you can handle it yourself or need assistance. When lifting, use your leg muscles squat close to the load, spread your feet slightly, keep your back straight and lift with your legs all the while keeping the load as close to your body as possible.
3. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Never twist shoulders and hips before moving your feet.
4. Perform lifting movements smoothly and gradually; do not jerk the load.
5. Set down object in the same manner as you pick them up, except in reverse.
6. Avoid carrying/moving heavy objects. Use a cart, dolly or other mechanical device whenever possible to move the object.
7. Carts should be moved by pushing motion rather than pulling. Items (moved on carts) need to be firmly positioned to avoid shifting or falling during the move. If cart wheels do not move freely, place a work order to have the cart repaired.
8. Avoid lifting objects higher than your shoulders.
9. Wear protective gloves when lifting objects that have sharp corners or jagged edges.
10. Moving heavy furniture should be done by maintenance/custodial staff. If you do assist them, work as a team with heavy furniture. Get a good grip on the object being moved, set your feet in a position that allows you to push the object. Be careful where you place your hands when moving objects to avoid hands and fingers being caught in "pinch points".
11. Lifting large or bulky items will require at least two persons lifting (if mechanical devices aren't available). Lift as a team (in unison) using proper lifting techniques (grip the object firmly, lifting with leg muscles while keeping back straight) to avoid injury.

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.



pinch them with doors or windows, or run them through ceilings or under rugs.

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.

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.

General Safety Procedures

1. Electrical equipment, including extension cords, should be inspected at least monthly.
2. Do not overload electrical outlets.

FIRE SAFETY

Fires can be caused by factors such as accumulated cardboard, mixing incompatible substances, overloaded electrical outlets, frayed wiring, or large amounts of stored technology equipment. In the event of a fire at your workplace, you have less than two minutes to evacuate safely. NEVER ignore a fire alarm—evacuate immediately through the nearest exit.

"Prevention is the best way to stop a fire."

All Mansfield I.S.D. employees must actively participate in fire drills and emergency preparedness procedures as outlined in District Policy CKC (Local).

Fire Drill Requirements:

The goal of fire drills is to ensure all building occupants can swiftly move to designated safe locations outside the building. Take fire drills seriously!

1. Meeting points should be a reasonable distance from the building and from each other.
2. Remain outside until the "All Clear" command is given to return to the building.

General Safety Procedures:

1. Exits must always be unlocked, unbarred, and unobstructed to allow for safe evacuation.
2. The use of chains to secure any building is prohibited by the Fire Marshal.
3. Be familiar with at least two exits near your classroom or work area.
4. Evacuation maps should be posted by doorways for easy reference.
5. Space heaters and open-flame devices are prohibited by MISD Policy and the International Fire Code.
6. Keep combustible material at least 3 feet away from classroom doors.
7. Curtains, drapes, and other combustible decorations must meet flame-retardant standards.
8. Dispose of waste paper and other flammable materials regularly.
9. Fire extinguishers should be clearly visible and mounted on the wall in accessible locations.
10. Never block fire protection equipment such as extinguishers, pull stations, or sprinkler heads.
11. In the event of a fire, activate the nearest fire alarm and exit the building immediately.
12. Only trained and equipped personnel should attempt to handle any fire, regardless of its size.

Fire Drill Procedures:

1. All campuses must conduct and document fire drills monthly. Other facilities should conduct at least two fire drills per year.
2. Drills must take place at unexpected times and under varying conditions.
3. Drills should be executed calmly and in an orderly fashion.
4. Accommodate individuals with special needs during evacuation.
5. After evacuation, proceed to the designated meeting point outside the building and ensure all occupants are accounted for.

OFFICE & CLASSROOM SAFETY

General Safety Procedures

1. Maintain good housekeeping by keeping your classroom and work area organized.
2. Ensure emergency exits remain unobstructed at all times.
3. Artwork and teaching materials should cover no more than 20% of the wall space in corridors.
4. Avoid excessive decoration on classroom doors to ensure easy evacuation.
5. Regularly check desks, chairs, furniture, and equipment for any hazards.
6. Keep backpacks, sweaters, pencils, and other items off the floor.
7. Use a step stool or ladder to reach items above shoulder level—never stand on an unapproved device (e.g., box or chair) to gain extra height.
8. Rugs and floor mats should lie flat with no wrinkles and have non-slip backing.
9. Place office equipment on stable, appropriately sized surfaces.
10. Close desk and file cabinet drawers when not in use. Only open one drawer at a time.
11. Do not overload filing cabinets or shelves.
12. Whenever possible, position desks and tables near wall outlets to reduce tripping hazards from cords.
13. Furniture, shelves, and stacked materials should not be higher than 18 inches from the ceiling (24 inches in areas without sprinklers).
14. Appliances should only be used in designated areas (e.g., science labs or nurse offices). Contact MISD Energy Management with questions at (817) 299-4100.
15. Personal space heaters and open flame devices are prohibited.
16. Always turn off and unplug electrical equipment before adjusting, repairing, or cleaning it.
17. Do not place fans where clothing or hands could get caught in them. Avoid using open fans.
18. Never use an office chair to move around the classroom or office.
19. Do not dispose of sharp objects or broken glass in waste bins. Contact custodial staff for proper disposal.
20. Avoid reading while walking. Be mindful of uneven floors and obstacles.

Computer Workstation Set Up

The goal of ergonomics is to minimize stress and prevent disorders caused by muscle strain, poor posture, and repetitive tasks.

1. Arrange your workstation to fit your personal needs.
2. Maintain a neutral posture with an “S” curve in your spine.
3. Adjust your chair for comfort and support.
4. Position the top of your monitor screen 2-3 inches above eye level.
5. Sit at an arm’s length from the monitor.
6. Keep the keyboard at elbow height.
7. Avoid awkward wrist and hand positions. Hold the mouse lightly.
8. Ensure your feet are supported on the floor or use a footrest.
9. Reduce glare by positioning your monitor away from windows, or use an anti-glare filter.
10. Take regular, short breaks to prevent strain.



PLAYGROUND SAFETY & SUPERVISION

Common Playground Accidents - Many playground accidents occur due to:

- Being struck by moving equipment
- Rough edges on equipment
- Entrapment of limbs in equipment
- Misuse of equipment
- Attempts to perform unsafe stunts



General Safety Procedures

1. Supervision is crucial. Always stay within a reasonable distance of the play area and remain attentive to all children.
2. Ensure children use equipment that is suitable for their age group.
3. Regularly inspect playground equipment for issues, such as worn-out surfaces, loose fasteners, broken parts, sharp edges, missing caps, and other safety or maintenance concerns.
4. Address repairs immediately, and ensure equipment is not used until repairs are completed.
5. Elevated platforms and ramps must have guardrails to prevent falls.
6. To avoid entanglement hazards, children should not wear clothing with hoods, drawstrings, or other items around their necks while using the equipment.
7. Avoid using equipment if it is wet or excessively hot.
8. Only approved equipment should be installed on playgrounds. For questions, contact MISD Maintenance and Facilities at (817) 299-4340.

Teaching Playground Safety

Children must be taught to follow these general playground safety practices:

1. No running, pushing, or shoving near equipment.
2. Stay clear of the "danger zone" around equipment when others are using it.
3. Do not climb on any equipment structure that is not designed for climbing.
4. Stop swinging before getting off the swing.
5. Always slide down sitting up and feet first—never climb up the slide.
6. Do not remove the filling-surface material under the equipment.
7. Playground privileges will be revoked if the misuse of equipment continues.

SCIENCE LAB & VOCATIONAL SHOP SAFETY

Instructors are responsible for ensuring that students are properly taught and understand safety practices and procedures before engaging in hands-on activities.

General Safety Procedures

1. Adequate supervision is crucial for a safe lab or shop environment. Never leave students unsupervised during hands-on activities or when machines are in operation.
2. Demonstrate to students the correct and safe use of tools, chemicals, equipment, and protective gear.
3. Horseplay is strictly prohibited.
4. Students must complete and sign all science/shop safety agreements before participating in labs.
5. Display safety and warning signs in all lab/shop areas.
6. Ensure students wear closed-toe footwear, well-fitting clothing, and have their hair tied up. Jewelry must be removed.
7. Keep storage areas, prep rooms, and floors organized and free from obstructions.
8. Safety Data Sheets (SDSs) for all chemicals should be updated and easily accessible.
9. Maintain an inventory log for all chemicals.
10. Ensure all chemicals are properly labeled.
11. Store combustible, flammable, and hazardous materials in approved, secure cabinets.
12. Do not use fume hoods for storage.
13. Always secure compressed gas cylinders and replace protective caps when not in use.
14. Food and beverages are prohibited in lab/shop areas without prior teacher permission.
15. Always wash hands after handling chemicals or lab/shop equipment.

Eye and Face Protection

1. Quality eye protection must be worn by all individuals in the lab/shop at all times.
2. Regular glasses or corrective eyewear do not provide sufficient eye protection. Goggles are recommended.
3. Disinfect goggles after each use.
4. Identify and mark the locations of eyewash stations and safety showers.
5. Perform monthly inspections to ensure eyewash stations and showers are functional and easily accessible.

Fire and Electrical Safety

1. Multi-purpose fire extinguishers must be available in all shop areas.
2. Any damaged or frayed electrical cords must be repaired or replaced before use.
3. The location of switches controlling equipment should be known and easily accessible.
4. Never use gasoline or non-approved chemicals for cleaning purposes.

Equipment Safety

1. Students should only operate power tools or equipment after demonstrating proper use and receiving direct supervision from the instructor.
2. Machine and tool guard devices must be maintained and always in use.
3. Hand tools must be kept clean and in safe working condition. Replace them when necessary.
4. Clearly mark safe walkways.

Chemical Disposal Proper disposal of dangerous, unwanted, or unlabeled chemicals is critical in science education.

1. Follow proper procedures for cleaning up chemical spills.
2. Never dispose of volatile, corrosive, toxic, or insoluble chemicals down the drain.
3. Do not dispose of chemical waste in regular trash cans.
4. Oily rags and chemical waste must be stored in metal safety containers and regularly removed from the lab/shop.
5. Chemical disposal must comply with local, state, and federal regulations.

For further assistance with chemical disposal or environmental concerns, contact Mansfield Environmental Services at (817) 728-3655.



PHYSICAL EDUCATION

General Safety Procedures

1. Ensure all playing surfaces are clear of obstacles and free from hazardous conditions.
2. Require students to remove all jewelry, bracelets, pencils, and other items from their clothing.
3. Emphasize the importance of a proper warm-up period before attempting any physical activity.
4. Provide a clear and effective demonstration, either by the teacher or a skilled student.
5. Assign students to activities only when they are capable and proficient in those tasks.
6. Offer step-by-step instruction, ensuring students master basic skills before progressing to more advanced moves.
7. Take weather conditions into account when planning outdoor activities.
8. Allow students rest breaks to hydrate and cool down as needed.

Showers and Locker Rooms

1. Running or playing in the locker room is strictly prohibited.
2. Avoid standing on locker room benches.
3. Be cautious of wet floors and walk carefully to prevent slipping.
4. Regularly inspect benches for splinters, protruding nails, and sharp edges.
5. Report any water leaks immediately.

MUSIC, CHOIR, & BAND INSTRUCTION

General Safety Procedures

1. Students are not allowed to push pianos or heavy equipment.
2. Large instruments must be stored securely and placed as close to the ground as possible.
3. During band classes, instrument cases should be stored out of walkways to avoid tripping hazards. DO NOT block exit doors.
4. When rehearsing in a parking lot, be mindful of vehicular traffic.
5. Extreme temperatures, either hot or cold, should be considered when scheduling outdoor marching band practices.
6. Schedule regular breaks during hot weather. Ensure all students have access to water breaks.
7. Choral risers should be checked regularly for safety.
8. Seated risers must be equipped with a rail and step blocks to ensure safe use.
9. The use of lit candles during musical activities is prohibited.

JROTC INSTRUCTION

General Safety Procedures

1. Weapon training aids must be stored in a locked cabinet or storage room to prevent unauthorized access.
2. Students must undergo proper safety training before participating in any hands-on activities involving weapons.
3. Maintain an up-to-date inventory of all weapons.
4. Only JROTC officials are authorized to clean cabinets or racks that store weapons. Custodial staff are not permitted to clean these areas or handle any weapons.
5. Horseplay or practical jokes are strictly prohibited.

EXTREME WEATHER CONDITIONS

General Safety Procedures

1. Dress appropriately for the conditions, opting for light-colored clothing.
2. Apply sunscreen and take breaks in shaded areas.
3. Avoid heavy or hot foods.
4. Drink plenty of fluids every 20 minutes—don't wait until you feel thirsty.
5. Refrain from consuming caffeine or alcohol.
6. Be aware of the signs and symptoms of heat-related illnesses, such as dizziness, cramps, blurry vision, nausea, chest pain, and difficulty breathing.
7. Seek immediate assistance if you feel weak, pale, sweaty, or nauseous while outdoors.
8. While waiting for help:
 - Move the person to a cool, shaded area
 - Loosen or remove heavy clothing
 - Offer water (if they are conscious)
 - Fan or mist them

HAZARDOUS MATERIALS

By federal and state law, all employees have the "right-to-know" about hazardous chemicals they may be exposed to in the workplace and are entitled to receive training on how to safely handle these substances.

Safety Data Sheets (SDSs)

Safety Data Sheets (SDSs) are a vital source of information and your primary resource for using hazardous chemicals safely. SDSs include details such as chemical characteristics, hazards associated with the substance, safe handling instructions, required personal protective equipment (PPE), emergency procedures for exposure, and spill handling guidelines. SDSs must be accessible at all times.

Management Responsibilities

It is the responsibility of management to ensure the implementation of the safety program at their respective campus/department level, including:

1. Accessing SDSs for substances used at the campus/department.
2. Maintaining an updated inventory of hazardous substances.
3. Ensuring the provision and use of appropriate PPE.
4. Guaranteeing that all employees have access to the necessary training and resources to work safely.

Employee Responsibilities

Employees are required to follow all safety rules and procedures, including:

1. Wearing appropriate Personal Protective Equipment (PPE).
2. Reviewing chemical SDSs and labels for safety guidelines and potential hazards.
3. Handling chemicals carefully and safely.
4. Inspecting containers for leaks, missing labels, and correct storage.
5. Keeping chemicals properly capped when not in use.
6. Keeping food and drinks out of the work area.
7. Thoroughly washing hands after handling chemicals and before eating or drinking.
8. Disposing of all contaminated materials correctly.

Training

Training must be provided to all employees at the start of the program, whenever new substances are introduced, and annually for refresher training. All new or transferred employees must undergo training before beginning their assignments. The training should cover:

1. Identifying hazardous substances in the workplace.
2. Locating hazardous substance inventories and SDSs.
3. Understanding how to read and interpret labels.
4. Protecting oneself from hazards and using PPE correctly.
5. Reviewing additional precautions and emergency procedures.

General Safety Procedures

1. No hazardous substance should be used unless an SDS has been obtained and employees have received proper training.
2. The chemical inventory and SDSs must be regularly updated when new substances are introduced 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 equipment.
5. Clean up chemical leaks or spills immediately.
6. Store flammable and combustible liquids away from heat sources and potential ignition risks.
7. Use appropriate PPE to protect against exposure.
8. Never place a new substance into a container that has not been fully cleaned, as it could cause dangerous reactions or explosions.
9. In case of an emergency, know the following actions:
 - a. Move to fresh air if exposed by inhalation
 - b. Flush skin or eyes with water if contact occurs
 - c. Seek immediate medical attention if chemicals are ingested

Chemical Storage

1. Storage rooms containing hazardous substances must be well-ventilated and properly lit.
2. Access to these rooms should be restricted to authorized personnel only.
3. Floors should be kept clear of materials and debris.
4. All chemicals must be clearly labeled.
5. Chemicals should be stored according to compatibility to avoid dangerous reactions.
6. Do not return unused chemicals to stock bottles.
7. Food and consumables must not be stored in lab refrigerators or chemical stockrooms.

Chemical Disposal

1. Always separate incompatible chemical wastes.
2. Do not dispose of chemical waste in regular trash cans.
3. Custodial staff are not authorized to clean chemical cabinets or handle chemicals.
4. Chemical disposal must comply with local, state, and federal regulations.

BLOODBORNE PATHOGENS (BBP)

Bloodborne Pathogens (BBPs) are microorganisms found in human blood and other body fluids that can cause disease. This program aims to reduce or eliminate occupational exposure to BBPs and other potentially infectious materials. The principle of "Universal Precautions" assumes all blood and body fluids are to be treated as though they are infectious.

Training

All employees who may be exposed to BBPs must receive training on:

1. How to minimize or eliminate exposure and understand modes of transmission.
2. What actions to take and who to contact in case of an emergency.
3. New employees, or employees changing roles, should receive training relevant to their new duties.
4. Employees must undergo annual retraining.
5. Training records should be kept for three years.

Personal Protection

Employees trained and authorized to provide first aid or those in custodial roles must wear personal protective equipment (PPE) such as gloves, eye protection, and masks when treating injuries, performing CPR, or cleaning areas with potential contact with blood or body fluids.

Hand Washing

Washing with soap and water is the most effective way to reduce the number of microbes on hands. If soap is unavailable, use an alcohol-based hand sanitizer containing at least 60% alcohol.

Medical Provisions

In case of exposure:

1. The exposed area should be immediately washed with soap and water.
2. Ensure the employee receives medical consultation and any necessary treatment as soon as possible.
3. Investigate the incident, including the exposure route, job tasks performed, PPE used, and the type of potentially infectious material involved.
4. Keep medical records of employees with occupational exposure for the duration of their employment plus an additional 30 years.
5. Any information related to a BBP exposure must remain confidential and will only be disclosed with the employee's written consent, unless required by law.

Clean Up and Waste Handling

1. Bandage any cuts or scrapes on your hands before putting on gloves.
2. All contaminated surfaces must be cleaned and decontaminated immediately after any spill of blood or body fluids.
3. Cleaning of contaminated areas should be handled by employees trained in decontamination procedures.
4. Used needles and other sharp items should never be bent, recapped, removed, or sheared. Place them in a designated sharp's container.
5. Do not dispose of contaminated waste in regular trash cans.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Eye and Face Protection

Avoid wearing contact lenses in areas with dust or chemical fumes. Choose eyewear based on the level of hazard:

1. For flying objects, chips, or particles: Safety goggles or spectacles with side protection.
2. For chemical splashes: Safety goggles.
3. For dust, fumes, mists, gases, and vapors: Tight-fitting chemical goggles.
4. For splashes or splatters: Goggles or a face shield.
5. For hot sparks or splashes: Goggles or spectacles with side protection.
6. For radiant energy: Welding goggles with special lenses to block harmful light or radiation.
7. For electrical exposure: Avoid wearing metal eyewear that could conduct electricity.

Mechanics and other workers should wear goggles when working under vehicles. If you wear prescription glasses, use either prescription safety eyewear or goggles over your regular glasses. In case of chemical splashes in the eyes, flush with water for 20 minutes. If a sharp object is in your eye, cover both eyes and seek medical attention immediately.

Head Protection

1. Wear a hard hat when there is a risk of injury from falling or flying objects, bumping your head against overhead structures, or moving equipment.
2. Adjust the headband to ensure there is enough space between the hat and your head to absorb shock.
3. Do not wear a hard hat over a cap or other headwear.

Hand Protection

Machine guards are the first line of defense in preventing hand and finger injuries.

1. Always keep machine guards in place.
2. Avoid wearing gloves, loose cuffs, or jewelry when 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 with spacers, keep fingers on the sides of the spacers, not the top or bottom.
6. Bandage any cuts or scrapes before wearing gloves.

Foot Protection

Protective footwear is required in areas where there is a risk of foot injuries from falling or rolling objects, punctures, toe impacts, chemical exposure, slips and falls, or electrical hazards.

Ear Protection

Exposure to loud, continuous noise (85 decibels or more) can permanently damage hearing, often gradually over time. Hearing protection should be worn to prevent hearing loss in noisy environments.

Respiratory Protection

Wear respirators when working in environments where airborne hazards cannot be reduced to a safe level through ventilation, enclosures, or other engineering controls. Ensure that your respirator is suitable for the type and form of contaminant in the area. Always check that it is in good condition, and clean, disinfect, and store it properly after use.

LOCKOUT ~ TAGOUT (LOTO)

Lockout-Tagout (LOTO) procedures are designed to protect employees from injury caused by unexpected start-up, electrical release, or stored energy hazards during the cleaning, servicing, repair, or maintenance of machinery.



General Safety Procedures

1. Follow the instructions on all tags—they are there for your safety.
2. Ensure employees involved in these activities are trained in LOTO procedures.
3. All equipment being serviced must be locked out to prevent accidental or unintended operation.
4. Never attempt to remove or operate any switch, valve, or energy isolating device when it is locked out.

LOTO Procedures

Before implementing LOTO, the authorized employee(s) must identify and locate all relevant switches, valves, or other energy-isolating devices for the equipment. Multiple energy sources (electrical, mechanical, etc.) may be involved.

1. Notify all affected employees that equipment will be locked out and explain the reason.
2. If the equipment is in operation, shut it down using the normal procedures.
3. Operate the switch, valve, or other isolating devices to disconnect the equipment from its energy source(s).
4. Apply individual locks to the energy isolating devices. Each affected employee must have their own lock assigned.
5. After ensuring no personnel are exposed, check that the energy sources have been disconnected by operating the equipment's controls to verify it cannot operate.
6. **CAUTION:** Return all operating controls to the off or neutral position after performing the test.
7. The equipment is now locked out.
8. If more than one person is involved in the lockout, each individual must place their own personal lock on the device.

HAND TOOLS & PORTABLE POWER TOOLS

Hand Tools

1. Never use tools with defects, such as broken handles, bent jaws, or mushroomed heads.
2. Choose the right tool for the specific task at hand.
3. Avoid carrying screwdrivers or sharp tools in your pockets.
4. Store tools properly and keep them clean. Do not leave them on stairs, window ledges, scaffolds, or overhead bins.
5. Never pull sharp tools toward your body, and don't use an extension bar to increase leverage.
6. Do not use a screwdriver as a pry bar or a chisel.
7. Ensure the screwdriver tip fits securely into the screw slot.
8. Never use a hammer to strike other tools.
9. Always pull a wrench, never push it.

Portable Power Tools

1. Only authorized, qualified personnel should attempt to repair electrical equipment.
2. Always turn off power tools before making adjustments or repairs.
3. Inspect tools before use to ensure they are in proper working condition.
4. Never use damaged or defective tools.
5. Ensure all power tools are grounded with a three-pronged plug.
6. Use tools only for their intended purpose.
7. Keep hands and body parts clear of the point of operation.
8. Always use safety guards when provided.
9. Wear safety goggles to protect against flying debris, sparks, or materials.
10. If power tools show signs of overheating, sparking, or smoking, turn off the power and notify your supervisor.
11. Avoid leaving tools on stairs, ledges, scaffolds, or overhead bins.
12. Do not use electrical equipment or activate circuits if your hands are wet or if standing on wet surfaces.
13. Never connect two extension cords together in a "daisy chain."
14. Extension cords should not be run across aisles or exposed to oil, water, or windows.
15. Never carry power tools by the cord.
16. Avoid wearing loose clothing, ties, jewelry, or gloves that could get caught in machinery.

FOOD & STUDENT NUTRITION OPERATIONS

General Safety Procedures

1. Employees must receive proper training in machine operation before use.
2. Wear closed-toe, low-heeled, and slip-resistant shoes.
3. Maintain clean, unobstructed floors.
4. Clean up spills immediately and install floor mats if necessary.
5. Unplug electrical appliances when cleaning or when not in use.
6. Only authorized personnel are allowed to adjust machinery or equipment.
7. Follow hygienic practices when handling food.
8. Inform your supervisor about any strong medications you have been prescribed.
9. Do not overload carts or dollies, and ensure wheels are clean and free from obstructions.
10. Store cleaning supplies separately from food products.
11. Keep cleaning tools (e.g., mops, brooms) in the utility closet.
12. Wash hands with soap and water regularly.

Food Preparation Area

1. Ensure all electrical equipment is properly grounded, in good condition, and adequately guarded.
2. Wear hair nets and avoid loose-fitting clothes while preparing food.
3. Use gloves when handling hot surfaces or working with ovens.
4. Maintain cleanliness on all food preparation surfaces.
5. Avoid distractions when operating machinery.
6. Never leave knives in the sink, especially with water obstructing visibility.
7. Store knives and sharp utensils separately from other tools in drawers.

Serving Area

1. Supervision is required for younger students to prevent burns.
2. Clean steam tables and cutting blocks daily.
3. Keep floors and ramps clean at all times.
4. Organize traffic flow to prevent students from colliding while carrying trays.

Storage Area

1. Ensure shelves can support the weight of stored items, and place heavy items on middle or lower shelves.
2. Follow FDA guidelines by storing food at least 6 inches above the floor.
3. Keep pathways to all storage areas clear and accessible.
4. Use a step ladder to reach items above chest level—never use crates, chairs, or other objects.
5. Maintain an 18-inch clearance between stored items and the ceiling on top shelves.

Garbage Disposal

1. Run plenty of water when using an electric garbage disposal.
2. Never allow glass, metal utensils, or plastics into the disposal. If this happens, stop the disposal immediately.
3. Ensure no garbage is left in the kitchen area at the end of the day.
4. Keep garbage compactors in the OFF position when not in use.
5. Remove the key to prevent unauthorized access.

CUSTODIAL OPERATIONS

General Safety Procedures

1. Lift carefully—if an object is too heavy, ask for assistance.
2. Personal protective equipment may be required for certain tasks.
3. Always wear slip-resistant shoes.
4. Store boxes securely to prevent them from tipping over.
5. Keep janitorial closets and storage areas locked to prevent unauthorized access.
6. Exercise caution when entering poorly lit areas.
7. Use a stepladder when reaching above shoulder height.
8. Do not store flammable or combustible materials in boiler or mechanical rooms.
9. Avoid sweeping, mopping, or waxing during school hours, if possible.
10. Do not alter electrical systems or use equipment with damaged cords.
11. Clearly mark any hazardous areas and redirect traffic away from them.
12. Be cautious when removing waste from cans, as sharp or heavy items may be inside.

Chemical Usage

1. Only use approved district chemicals.
2. Always read product labels and the Safety Data Sheet (SDS) for each chemical you use.
3. Mix chemicals only in the recommended amounts.
4. Wash your hands after using any chemicals.
5. Never transfer chemicals between containers.
6. Store all chemicals and poisons away from food and students.

MAINTENANCE OPERATIONS

General Safety Procedures

1. Employees must follow campus safety procedures while on site.
2. Only operate machinery after proper training.
3. Always follow lock-out/tag-out procedures when performing maintenance or repairs.
4. Never disable safety guards to speed up production.
5. Avoid loose or baggy fitting clothing and jewelry when operating machinery.
6. Place warning signs in work areas if necessary.
7. Wear the appropriate personal protective equipment (PPE) based on the specific hazards or exposure.
8. All employees are responsible for cleaning their work areas at the end of each shift.
9. Mechanics must clean oil spills with oil absorbents and dispose of waste properly.
10. Never leave a machine running unattended.
11. Do not use compressed air to clean yourself or others.
12. When working outdoors in extreme temperatures, take regular breaks and stay hydrated.

BOILER, MECHANICAL, RISER, & ELECTRICAL ROOMS

Boiler, Mechanical, and Electrical Room Safety Procedures

To prevent fire hazards and ensure safe access to equipment, these rooms must comply with fire regulations and housekeeping guidelines.

General Safety Guidelines:

1. These rooms should not be used as general storage areas.
2. Keep these rooms clean and free of unnecessary items.
3. Maintain a minimum clearance of 3 feet in front of all equipment at all times.
4. Ensure walkways and access aisles remain clear of obstructions.
5. Never store flammable materials (e.g., propane tanks, gasoline, solvents, paints, cleaners, waxes, etc.) in these rooms.
6. Keep these rooms locked to prevent unauthorized access.
7. Immediately report any water leaks or equipment malfunctions to Maintenance Services at (817) 299-4340.
8. Failure to comply with fire regulations may result in fines from the State Fire Marshal.

VEHICLE SAFETY

District Vehicle Use Procedures

Before driving a district vehicle, drivers must:

1. Drivers must have a valid Texas Driver's License with the appropriate classification.
2. Be knowledgeable on MISD's Drug & Alcohol Testing Policy (DHE Local and Legal) and District Driving Policies & Procedures (DBA Regulations).
3. Complete a pre-trip vehicle inspection for any district vehicle you drive.

When reserving a district vehicle for student or employee travel, drivers must:

1. Obtain approval from the campus/department supervisor.
2. Obtain approval from the MISD Transportation Department by submitting a request through Eduphoria.

Pre-trip Requirements

1. Adjust the seat, mirrors, and other settings for safe driving before putting the vehicle in gear.
2. Secure supplies in the vehicle to prevent them from shifting, falling, or moving during transit or sudden stops.
3. Never drive after taking medication that might cause drowsiness.
4. All drivers and passengers must wear the vehicle's seat belts.

Parking and Stopping Guidelines

1. Do not park in disabled spaces without the proper permit.
2. Unless work conditions require otherwise, always ensure that the vehicle's engine is turned off, the key is removed, the emergency brake is set, and the vehicle is in the park position.
3. When parked on a downgrade, turn the front wheels toward the curb; on an upgrade, turn them away from the curb. Always set the parking brake.
4. Avoid parking in fire lanes or facing traffic on the wrong side of the street, except in emergencies.
5. Use proper warning signals when stopping on streets or highways.
6. Signal your intention to move away from the curb.

Additional Vehicle Safety

1. District vehicles should not be used to transport unauthorized individuals.
2. Use of cell phones while driving district vehicles is prohibited, including hands-free devices.
3. Riding in the bed of a truck is not permitted.
4. When backing up, ensure the area is clear. If necessary, get out to inspect or have someone assist you.
5. Be extra cautious when driving near children or in school zones.
6. Always drive within the posted speed limits and reduce speed when conditions (weather, construction, etc.) require it.
7. Never assume the right-of-way.
8. Maintain a safe distance from the vehicle ahead and avoid sudden braking.
9. Signal your intention to change lanes or make turns at least 100 feet in advance.

CONTACT INFORMATION

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