



EMPLOYEE SAFETY MANUAL

Pueblo County School District 70
24951 E Hwy 50
Pueblo, Colorado 81006

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MISSION STATEMENT

To educate each student to achieve his or her full academic potential

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PUEBLO COUNTY SCHOOL DISTRICT 70 DEPARTMENT SAFETY RULES

Items listed below are to prevent situations that prevent bodily injury or physical harm from occurring.

ALL EMPLOYEES

1. Being impaired by, or under the influence of alcohol or illegal drugs while at work, is strictly prohibited. If taking prescription drug, please follow physician recommendation and notify administration if medications make you drowsy, etc.
2. Fighting, horseplay, practical jokes or other disorderly conduct is strictly prohibited.
3. Threatening, intimidating, or using abusive language to other employees is strictly prohibited.
4. Whenever employees are driving, or a passenger in a motor vehicle, during the course and scope of employment, they must wear seat belts.
5. Employees must **immediately** report all injuries, no matter how minor, to their supervisor, principal, etc.
6. Employees shall report any safety hazards/conditions immediately to management.

Prevent Slips/Falls:

1. Wear appropriate footwear on snow and ice. If necessary, bring a change of shoes for inside the building.
2. Report slippery surfaces to management immediately.
3. Clean up spills immediately. If immediate cleanup is not possible, use traffic cones or other warning signs to mark spills or slippery surfaces.
4. Do not take short cuts. Only walk on sidewalks that have been cleared of snow and ice.
5. Use handrails on stairways.
6. Use extra caution when carrying objects on ice and snow.

Lifting Procedures

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use the handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change directions while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

16. Wear protective gloves when lifting objects that have sharp corners or jagged edges.
17. Avoid trying to catch falling objects. Move out of the way to avoid being struck by the objects.

Housekeeping

1. Do not place materials such as boxes or trash in walkways and passageways.
2. Mop up water around drinking fountains and drink dispensing machines immediately. Report larger spills to the custodians immediately.
3. Do not store or leave items on stairways.
4. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
5. Straighten or remove rugs and mats that do not lie flat on the floor.
6. Space heaters can be used, but must be turned off when you leave your desk and must have a 3 ft. clearance all around unit. The unit must have a tip over switch.

Blood and Bodily Fluids

1. Only those staff specifically trained in blood borne pathogens safety should attempt to clean up bodily fluids.
2. Always wear appropriate personal protective equipment. At minimum this **always** requires non-permeable gloves.
3. Remove any rings or jewelry that could cut through protective gloves.
4. Utilize an appropriate disinfecting solution.
5. When picking up sharp objects such as contaminated broken glass, use tongs or wear leather gloves over you non-permeable gloves.
6. Decontaminate all tools (tongs, mops, brooms, etc) after exposure to bodily fluids.
7. Dispose of contaminated materials (towels, clothes, etc) in an appropriately marked biohazard container.
8. Remove PPE as trained in a manner that does not contaminate you. Wash hands and contaminated skin thoroughly with an antibacterial soap.
9. If exposure does occur, immediately notify your supervisor and seek medical attention.

Violations of Safety Rules could result in employee discipline following the Article 12- Employee Rights, Discipline, Discharge, and Evaluation of the Negotiated Agreement

SECRETARIAL SAFETY RULES

1. Wear appropriate footwear for the type of work you are performing or the weather conditions that exist on that particular day. If necessary bring a change of shoes for wear within the building. Do not wear shoes with heels that may catch on the carpeting or slip on the tile floors that may be wet or recently waxed.
2. Clean up any spills immediately or pick up any cellophane or other materials in your or other employees path that may cause you or them to slip.
3. Always walk the sidewalks that are cement or asphalt (when possible) and that have been cleared of ice.
4. Use handrails when available.
5. Use extra caution when carrying objects on ice and snow.
6. Test the weight of any object you may be attempting to lift and carry. If too heavy or bulky, use lifting and carrying aides or assistance from co-workers.

7. Use the proper techniques when lifting an object and communicate it to your fellow worker if using their assistance.
8. Do not store objects in the doorways or stairways or block the doors with any object.
9. Report any spills to the custodian for immediate cleanup.
10. Remove any rugs that do not lie flat or that may be crumpled by traffic.
11. Do not leave file cabinets on top of each other.
12. Do not open more than one file drawer at a time.
13. Put heavy files in the bottom drawers.
14. Make sure file cabinets have been leveled properly by trained personnel.
15. Do not carry objects that obstruct your vision or that are taller than what your eye level can see over and can still see the pathway ahead of you.
16. Use appropriate ladders for climbing. Do not stand on a task chair or any other type of chair for reaching objects.
17. When using a paper cutter, use caution when wearing scarves or ties when cutting objects and watch the location of your fingers near the blade.
18. When shredding, be careful to not be distracted by other co-workers or interruptions where you will not be aware of where your hands are at all times.
19. Be sure that any hanging object within the office area is secured properly to the ceiling to avoid them falling on your head.
20. Use proper seating such as task chairs for support of the lumbar region. Replace the chair when it becomes broken down.
21. Be sure all drawers are kept closed at the desk when not in use.
22. Be sure to use power surge strips for multiple plug-ins of electrical cords.
23. Be sure all electrical cords are not in an area available for tripping or tangling your feet around.
24. Be sure that your computer is at the right height for you and that your mouse is close to you so that you are not stretching out to operate the mouse.
25. Have at a convenient location, an emergency medical kit for cuts and burns or eye wash for eye irritants.

FACULTY AND SUPPORT STAFF

Aggression Control Procedures

1. If you perceive no immediate physical threat:
 - a. Notify other staff members and have a stand-by to render assistance.
 - b. State clearly who you are, what you can do to help and what your time limits are as a staff member
2. If you perceive the possibility of severe physical injury:
 - a. Assume a non-threatening physical posture and tone of voice.
 - b. State in clear concise terms what you want the individual to do.
 - c. State what you can do to help.
 - d. Speak with authority.
 - e. Make direct commands.
 - f. Set a time limit. At the end of set time, seek assistance from a staff member.
3. Breaking up an altercation:
 - a. Do not attempt to break it up alone.
 - b. Call for help from staff member or call security.
 - c. Stay out of the immediate area.

- d. Wait for help from at least one other person. Do not intervene alone.

General Classroom and work area safety

1. Do not stand on boxes, chairs, desks or any other furniture to gain access to items out of reach. Use an appropriate stepladder or stool.
2. Do not compact material in the wastebasket with your hands or your feet.
3. Keep aisles and hallways clear of debris and materials storage.
4. Never block building exit routes.

File Cabinets

1. Do not leave file drawers open.
2. Do not stack file cabinets on top of one another.
3. Open one file cabinet drawer at a time.
4. If possible, secure file cabinet to a wall to prevent tipping.
5. Put heavy files in the bottom drawers of file cabinets.

Lab Safety

1. Do not store reagents on the lab benches.
2. Do not eat, drink, or chew gum or tobacco in a science laboratory or storage area. Do not store food or beverages in the refrigerator located in the laboratories.
3. Appropriate safety glasses or goggles must be worn when working the lab area.
4. Wash your hands before and after working in the lab, and after spill cleanups.
5. Never leave gas burners, hot plates, heating mantles, or other heat sources unattended, when they are "on".
6. Do not lean into the fume hood when the hood is "on", and open containers of chemicals have been placed under the hood.
7. Do not use the fume hood as a storage area.
8. Obtain and read the Material Safety Data Sheets (MSDS) for each chemical you will be using before beginning any experiment. Read and follow the safety instructions and use the stated required personal protective equipment.
9. Do not mix chemicals in the sink drain.
10. Do not block the access to the laboratory eye wash, safety shower, fire alarm pull, exit routes or fire extinguishers.
11. Wear shoes or boots that cover your feet completely; do not wear thongs, or open-toed shoes or sandals.
12. Never block a fire door "open".
13. Routinely inventory chemicals and properly dispose of any chemicals that are out dated or no longer used.
14. When storing chemicals, check compatibility requirements on the MSDS.

Violations of Safety Rules could result in employee discipline following the Article 12- Employee Rights, Discipline, Discharge, and Evaluation of the Negotiated Agreement

FOOD SERVICE PERSONNEL

Cafeteria/Food Service Safety

1. Lifting – Please refer to Lifting Procedures in "ALL EMPLOYEES" section.

2. Clean up all spills promptly
3. Unplug electrical appliances, such as blenders, grinders and coffeepots from their power source before cleaning them.
4. No sweats, leggings or caprices allowed.
5. Wear closed-toe, low heel, **non-slip** shoes that have rubber soles while you are at work.
6. Employees are allowed to work in the kitchens with a leg or foot cast or surgical shoes.
7. Store all cleaning products separately from food products.
8. Store cleaning equipment such as brooms, mops, carts and pails in the utility closet.
9. Do not stand on chairs, buckers, etc. to access elevated items. Ladders and/or step stools are provided and will be used.
10. Long hair shall be tied back, tucked under a cap or hair net or otherwise restrained.
11. No dangling earrings, necklaces, watches or bracelets allowed in the kitchens.
12. Broken glass shall be cleaned up with broom and dust pan. Do not use hands.
13. Do not use mixers, blenders and other electrical equipment if the tree-pronged cord has a missing or broken prong or cord is frayed.
14. Never place hands or utensils into powered mixers or cutting equipment while it's in operation. Turn unit off first then proceed.
15. Do not let pot or pan handles stick out beyond the stove edge or over another burner.
16. Assume pot/pan handles are hot. Always use a dry mitt or potholder.
17. When removing a lid from a pot/pan, use the lid to direct steam or hot liquids away from you.
18. Transport hot liquids in closed containers.
19. Use carts for moving large hot items such as coffee urns, containers of hot water or containers of hot food.

Storage Area

1. Store heavier as well as frequently used items at about waist level when possible.
 2. Use a stepladder to reach items that are above chest level.
 3. Maintain at least 18 inches of space around all sprinkler heads.
- #### Knives/Sharp Instruments

1. When handling knife blades and other sharp cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Never cut foods by holding in one hand and cutting with the other. Always place foods on a cutting board.
4. Store knives in knife blocks, sheaths or wall mounted magnet strips.
5. Use the knife that has been sharpened; do not use knives that have dull blades.
6. Let falling knives fall. Never attempt to catch them.
7. When opening cartons, use the safety box cutters. Not a kitchen knife.
8. Do not use knives that have broken or loose handles.
9. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
10. Do not leave knives in sinks full of water.
11. Do not pick up knives by their blades.
12. Carry knives with their tips pointed towards the floor.
13. Wear cut resistant gloves when cutting product, washing knives or meat slicers.

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TRANSPORTATION SAFETY RULES

Refueling Vehicles

1. Turn the vehicle "off" before fueling it.
2. Do not smoke while fueling a vehicle.
3. Wash your hands, using soap and water, if you spill gasoline on your hands.
4. All personnel must be out of vehicle before refueling, unless it presents a hazard.

Driving Rules

5. Shut your door and fasten your seat belt before moving the vehicle. Seatbelts must be worn at all times while driving.
6. Obey all traffic patterns and signs at all times.
7. Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.
8. Do not mount or dismount a moving vehicle.
9. Do not coast with the clutch disengaged or with the automatic transmission in neutral.
10. Do not tailgate vehicles.
11. Always shut the motor "off", remove the key, and set the parking brake before leaving the bus.
12. Stop the bus at all railroad crossings.
13. No school transportation vehicle operator shall transport students, nor shall the school district/service provider require the operator to transport students, while the operator's ability or alertness is so impaired, through fatigue, illness or any other cause, as to make it unsafe for the operator to transport students.
14. Use stress-relieving techniques and take unscheduled rest breaks if needed. For instance, stop and secure the vehicle, get out and walk around outside. The back is particularly vulnerable to injury when driving or working around school vehicles. A number of factors include sitting for long periods of time, vibration of the vehicle, leaning over seats to put up windows, and lifting and pushing heavy objects such as wheelchairs. All of these contribute to the driver's susceptibility to back injuries. However, a little care can go a long way towards keeping drivers on the job and out of pain.
15. No use of cell phones or texting while driving.

Procedures at Railroad Crossings

16. When crossing railroad tracks, bring the vehicle to a complete stop before crossing the tracks.
17. Do not shift the gears of the bus when crossing railroad tracks.
18. Do not drive the vehicle through, around, or under any crossing gate or barrier at a railroad crossing while such gate or barrier is closed or is being opened or closed.
19. Before crossing, be sure there is adequate room on the opposite side of the tracks for the vehicle to completely clear the track

PROPER DRESS

20. Drivers will not wear shoes with smooth soles or spiked heels that may cause ankle injuries or slipping and falling. Footwear should be firm and stable, with no open toes or heels and fit securely to the foot.

UNSAFE ITEMS

21. Do not store extra fluids, cleaning products, chemicals, or aerosol cans on vehicle. No spraying chemicals with passengers aboard vehicle. Secure all items on vehicle such as trash cans, hammers or tire irons etc. No items kept on dash (pencils, cups or clipboards, etc.)
22. Don't lift hood or check fluids when engine is hot.
23. No climbing on vehicle, use step ladder, to clean windows.
24. Properly adjust seat so you are not stretching or straining to reach pedals or other controls. With back completely against seatback, adjust seat up or down so hips are slightly higher than knees. Adjust forward or backward so knees are slightly less than straight when fully pushing pedals. Adjust mirrors so you don't have to twist or put yourself in an awkward position to see them.
25. Standing water must not be left on the floors.

WELDING

Acetylene Welding

1. Do not work in an enclosed area unless that area is ventilated with natural or "forced ventilation".
2. When arc welding and arc cutting with open arcs, wear your helmet or use the hand shield that has the filter lenses and cover plates to view the arc; also, wear safety spectacles with side shields, or wear goggles.
3. When operating resistance welding or brazing equipment, wear your face shield or goggles.
4. Open the windows and doors and turn the power switch of the local exhaust fans to "on" in order to reduce air contaminants.
5. Do not transfer gases from one cylinder to another nor mix gases in a cylinder.
6. Do not use liquid acetylene when welding
7. Do not handle oxygen cylinders, apparatus and fittings if there is oil or grease on your hand or gloves.
8. Do not use electromagnets or rope when moving compressed gas cylinders.
9. Place oxygen and fuel gas cylinders, as well as acetylene generators away from the welding position so that they will not be heated from heated materials, sparks or slag, or by misdirection of the torch flame.
10. Welding must be done behind a screen if other workers who are not wearing hoods or goggles are present.
11. All compressed gas tanks must be secured at all times.
12. Flashback arrestors and/or backflow prevention valves should be installed and utilized on all oxy-acetylene cutting outfits.

AIR COMPRESSOR

1. Follow the manufacturer's recommendations for care and maintenance procedures and intervals.
2. Always bleed the system before performing any maintenance on the pressure components.
3. Signs must be posted to warn of the automatic starting feature of compressors.
4. Compressed air used for cleaning purposes must be reduced to 30 psi or less.
5. V-belts and moving parts must be guarded to prevent employee injury.
6. Eye protection must be worn when cleaning with compressed air.

HYDRAULIC JACKS

1. Set the grooves of the jack head under the vehicle so the frame rests along the grooves.
2. Know the rating capacity of the jack, and never exceed it.
3. Check the vehicle wheels before raising the vehicle with the jack.
4. Clear all tools, equipment, etc. before lowering the vehicle.

AUTOMOTIVE LIFTS

1. Ensure the area is free of tools, equipment or other debris before driving a vehicle into the service bay.
2. Ensure lift arms and supports are away from tires before driving a vehicle into the service bay.
3. Never stand in front of a vehicle being driven into a service bay.

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MAINTENANCE AND REPAIR PERSONNEL

General

1. Use the correct tool for the job.
2. Tools and equipment are to be used only by employees who have been trained and authorized to use them.
3. When shop bay doors are closed, use a flexible exhaust hose to vent engine exhaust outside.
4. Dump gasoline or other liquid chemical waste into approved containers labeled "FLAMMABLE WASTE".
5. Compressed air used for cleaning purposes must not exceed 30 psi. Wear eye protection when working with compressed air.
6. When lifting batteries or other heavy objects from an engine compartment, use the following guidelines:
 - a. Press thighs against the fender to brace the body.
 - b. Grasp the object firmly with both hands.
 - c. Keep the back as erect as possible and the load as close as possible, with elbows close to the body.
 - d. Turn by pivoting feet instead of twisting at the waist.
 - e. Lower the object to the workbench or other surface by bending the legs as opposed to the back.

PERSONAL PROTECTIVE EQUIPMENT

GENERAL

- Proper clothing must be worn and appropriate personal protective equipment must be used. The supervisor will inform employees of the specific personal safety equipment that must be used for the job.
- All safety equipment must be inspected for defects daily and before each use. If a defect is discovered, it must be reported to the supervisor immediately.

FOOT PROTECTION

- Shoes and other foot protection must be appropriate for the type of job being performed. Safety shoes can prevent serious injury and lost time. Safety shoes should be kept in good repair for safety reasons as well as for comfort.
- All maintenance employees are required to wear hard leather shoes with hard soles. Tennis shoes, sneakers, jogging shoes or other soft-soled shoes are not allowed on the job site.

EYE/FACE PROTECTION

- Safety glasses, goggles, or face shields must be worn while engaging in, or working near, operations that including nailing, chipping, grinding, buffing, boring, breaking, welding or similar work that subjects the eyes and face to flying fragments or liquids.
- If eye protective gear is bent or damaged notify the supervisor. The supervisor will either arrange to have it adjusted or provide undamaged equipment.
- Face shields may be required for certain tasks. They provide more ventilation than other types of eyewear. They are sometimes required with safety glasses or goggles for greater all-around protection.

HEARING PROTECTION

- Approved hearing protection devices such as earmuffs, earplugs or ear canal caps may be required. Signs, other marking systems, or the supervisor's instruction will dictate when and where such noise protective devices must be worn.

HAIR AND CLOTHING

- All employees who work in or near the public right-of-way must wear fluorescent vests
- Employees working around moving machinery must keep hair neatly trimmed or tucked under a properly fitting hat.
- Loose-fitting clothing and jewelry must not be worn around machinery or when working on structures.

Flammable Materials & Chemicals

1. Solvents and all flammable liquids must be stored in appropriate containers and away from heat sources.
2. All containers must be labeled with information about hazardous contents.
3. Material Safety Data Sheets (MSDS) are available and will be reviewed prior to using any new chemical material.
4. The appropriate personal protective equipment must be worn (gloves, goggles, etc.).
5. MSDS sheets are kept in the custodian's office where they are visible to anyone needing them.
6. Smoking is prohibited when working around flammables.
7. Always clean up and dispose of spills promptly when working with any kind of a substance.
8. Eyewash stations must be available, in working order, and have unobstructed access.
9. Rags contaminated with oil, grease, chemicals, etc. must be stored in a metal container with a self-closing lid.

Electrical

1. When using an extension cord:
 - a. Look to see that the wattage labeled on the tool, appliance, or equipment does not exceed the wattage limit labeled on the cord.
 - b. Do not run the cord through doorways, holes in ceilings, walls or floors.

- c. Never remove, bend or modify any metal prongs on the plug of the cord.
 - d. Never drive over, drag, step on or place objects on a cord, or walk on it.
 - e. Do not run power cords underneath carpet or mats.
 - f. Always unplug the cord when you have finished using it.
 - g. Do not use the cord as a permanent power source.
 - h. Remove damaged cords from service.
 - i. Cuts or nicks in electrical cords should not be covered with tape. The cord should be removed from service and replaced or properly repaired.
2. When working on live circuits, use the tools that have rubber handgrips, and that have the UL approval label on the tool; these tools are insulated. Use one hand; keep the other away from, and off of, metal material.
 3. When doing electrical work from a ladder, do not use a metal ladder.
 4. Use the fuse handling equipment when removing or installing fuses where fuse terminals are energized.
 5. Post the "Electrical Hazard" safety signs or symbols, or the accident prevention tags, to warn personnel of electrical hazards.
 6. Unplug the electrical cord before making any mechanical or electrical adjustments to the machine it is connected to.
 7. When working in an area that has signs posted "High Voltage Area", wear your insulated gloves. If the gloves have cracks or "pin pricks", do not use the gloves.

Lockout/Tagout (Basic Rules)

1. Do not remove locks from equipment unless it is your own lock.
2. If you need to have an energy source tagged, do it yourself.
3. Use lock out/tag out when you are working alone, and out of visual contact of the controlling switch or valve.

Ladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose/damaged rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not use a metal ladder on roof tops or within 50 feet of electrical power lines.
5. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking and post the sign "Detour".
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
10. Do not stand on the top two rungs of any ladder.
11. Do not stand on a ladder that wobbles, or that leans to the left or right.
12. When using a ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
13. Secure the ladder in place by tying off or having another employee hold it.
14. Do not move a rolling ladder while someone is on it.

15. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
16. Do not carry items in your hands while climbing up or down a ladder.
17. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
18. Do not use a ladder as a horizontal platform.
19. Position the ladder so that reaching is not necessary.

Scaffolding

1. Read and follow the manufacturer's instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visible damaged.
5. Do not use any scaffold tagged "Out of Service".
6. Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
7. Do not work on platforms or scaffolds unless they are fully planked.
8. Do not use a scaffold unless the guardrails and all flooring are in place.
9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
10. Use your safety belts and lanyards when you are working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
11. Do not climb the cross braces for access to the scaffold. Use a ladder.
12. Do not jump from, to, or between scaffolding.
13. Do not slide down cables, ropes or guys used for bracing.
14. Keep both feet on the decking. Do not sit or climb on the guardrails.
15. Do not lean out from the scaffold. Do not rock the scaffold.
16. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
17. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
18. Do not remove a mobile scaffold if anyone is on the scaffold.
19. Check the wheels of the rolling scaffold, using the wheel blocks, and also the wheels by using your foot to depress the wheel-lock, before using the scaffold.

Hand Tool Safety

1. Use tied off containers to keep tools from falling off of scaffolds and other elevated work platforms.
2. Carry all sharp tools in a sheath or holster.
3. Never attempt to catch a falling, sharp tool.
4. Tag worn, damaged or defective tools "Out of Service" and do not use them.
5. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
6. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
7. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
8. Do not perform "make-shift" repairs to tools.
9. Do not use "cheaters" on load binders or "boomers".
10. Do not carry tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area, using a hand line.

11. Do not throw tools from one employee to another, from scaffolds nor from other elevated platform.
12. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

Machine/Power Tools

1. Never remove guards from machine/power tools unless performing service on the device. Replace all guards before use.
2. Electrical power tools must be double-insulated or grounded.
3. Never lift or carry electrical tools by the cord.
4. Power tools with "continuous on" buttons must be removed from service.
5. Tools with cut, frayed, or exposed wires must be repaired or taken out of service.
6. Never use extension cords or other 3-prong power equipment if the ground prong is missing.
7. Unplug powered equipment and tools before performing maintenance or service work.
8. Never disengage or override any safety guards or features on powered equipment.
9. Always disconnect pneumatic/hydraulic tools from the air/fluid lines before making adjustments or repairs. Also be sure to bleed any pressure that may be left in the lines or equipment.
10. When digging, using a trencher or "ditch witch", do not begin work until you have located all underground utilities.
11. Use a hair net, rubber band, cap, clamp or other mechanism to contain long hair that could get caught in the moving parts of machinery.
12. Only make adjustments to machinery after the power switch of the machinery has been turned to the "off" position.
13. When using a jackhammer, wear earmuffs, safety shoes, and protective gloves and goggles.

DRILLS

1. Do not use dull, cracked or bent drill bits.
2. Wear your safety glasses or the face shield.

GRINDERS

1. Safety glasses and face shield should be used when grinding.
2. All bench and pedestal grinders should be permanently mounted
3. Always wear eye protection when in the vicinity of grinding work.
4. Do not operate a grinder that is missing tongue guards or tool rests.
5. Do not use grinding wheels that are chipped, cracked, or deeply grooved.
6. Always "ring test" any new grinding wheel before installation.
7. If a grinding wheel wobbles, discard it.
8. Adjust tool rests at 1/8 inch from wheel and tongue guards at ¼ inch.
9. Never try to stop a rotating wheel with your hand.
10. Never clamp a portable grinder in a vise to use as a bench grinder.
11. Wear a respirator if the grinding operation produces quantities of dust.
12. Flammables must be kept clear of grinding operations that produce sparks.

AIR COMPRESSORS

7. Follow the manufacturer's recommendations for care and maintenance procedures and intervals.

8. Always bleed the system before performing any maintenance on the pressure components.
9. Signs must be posted to warn of the automatic starting feature of compressors.
10. Compressed air used for cleaning purposes must be reduced to 30 psi or less.
11. V-belts and moving parts must be guarded to prevent employee injury.
12. Eye protection must be worn when cleaning with compressed air.

HYDRAULIC JACKS

5. Set the grooves of the jack head under the vehicle so the frame rests along the grooves.
6. Know the rating capacity of the jack, and never exceed it.
7. Check the vehicle wheels before raising the vehicle with the jack.
8. Clear all tools, equipment, etc. before lowering the vehicle.

GROUNDKEEPING PERSONNEL

Gas-Powered Lawn Tools

1. Read and follow the manufacturer's routine and preventive maintenance schedule.
2. Tag damaged tools "Out of Service" to prevent accidental start up or use.
3. Only use grip locations as specified by the manufacturer as a handhold when operating the unit.
4. Do not pour fuel into the tank of a running engine.
5. Do not smoke while servicing, using or refueling a gasoline-powered tool.
6. Do not run a gasoline engine inside the storage building.
7. Turn the power switch of the engine to "off" when you are not cutting or trimming.
8. Allow the engine to cool before performing maintenance or refueling.
4. Stop the engine and disconnect the spark plug wire from the spark plug before cleaning, inspecting, adjusting or repairing cutting blades or other rotating parts.
5. Allow the engine to cool before covering or storing it in the storage shed.
6. Wear safety glasses, gloves, long pants, long-sleeve shirts, and close-toe shoes.
7. Wear a hat, apply sun-screen, and drink plenty of water when working in the sun.

Lawn Mowing

1. Visually inspect the area to be mowed. Remove or mow around hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, light fixtures, pipes, clothes lines or toys.
2. Only the person operating the mower is permitted to ride on a riding mower.
3. Put the riding power mower into neutral before starting it or "shutting" it "off".
4. Never by-pass the kill switch on the mower handle or seat.
5. Do not direct the grass discharge towards bystanders.
6. Keep the mower in gear when going down slopes.
7. Turn the power switch of the mower to the "off" position before dumping the grass catcher or removing clogged grass from the chute.
8. When using a riding mower, mow up and down the slope. Do not mow across a slope.

Edging

1. Do not start an edger if the blade is touching the ground.
2. Operate the edger at full blade speed.
3. When edging along roads, stay as close to the curb as possible.

Line Trimming

1. Before refueling the trimmer, remove it from your harness, place it on the ground, and allow the engine to cool.

Backpack Blowers

1. Do not use the blower to clean yourself.
2. Do not direct the blower toward bystanders when it is "on".

CUSTODIAL PERSONNEL

General

1. Wear your safety gloves when emptying trash containers.
2. Follow this procedure before picking up any bags that have sharp objects (such as broken glass) protruding from them: Grab the top of the bag above the tie-off, using two hands, and hold the bag away from your body.
3. Do not compact the trash using your hands or feet; use a "trash-mashing" tool for this purpose.
 - a. When handling trash, do not sling the bag over your shoulder or hang it by your side.
4. Test the weight before lifting.
5. Be sure the path of travel is free of trip hazards and well lit.
6. When stripping the floor:
 - Move slowly.
 - "Strip" small amounts of the area at a time.
 - Avoid standing on slippery areas.
 - Use rubber stripping slip-ons
7. Read and follow the Material Safety Data Sheet of the chemicals you will be using, before mixing any chemicals.
8. Wear your protective gloves and eye protection when you are using cleaning chemicals. Refer to the MSDS for additional protection equipment requirements.
9. When performing floor maintenance make sure that you cordon off the area that is being worked on with "wet floor" signs and orange caution signs are out. Try to control traffic whether it is in a classroom or in the general school area.

WAREHOUSE PERSONNEL

1. Do not use the forklift if any of the following conditions exist:
 - The mast has broken or cracked weld-points
 - The forks are unequally spaced or cracks exist along the blade or at the heels.
 - The hydraulic fluid levels are low.

- The hydraulic line and fitting have excessive wear or are crimped.
 - Fluid is leaking from the lift or the tilt cylinders.
 - The hardware on the cylinders is loose.
 - The tires are excessively worn, split or have missing tire material.
 - Air filled tires are not filled to the operating pressure indicated on the tire.
 - The batteries have cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections or clogged vent caps.
2. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
 3. Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift that has a higher lift capacity.
 4. Do not raise or lower a load while you are en route. Wait until you are in the loading area and have stopped before raising or lowering the load.
 5. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
 6. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
 7. Drive the forklift at a walking pace and apply the brakes slowly when driving on slippery surfaces such as icy or wet floors.
 8. Do not drive the forklift up to anyone standing or working in front of a fixed object such as a wall.
 9. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
 10. Sound the forklift horn when approaching doorways, aisles, or blind corners, to alert other operators and pedestrians.
 11. Do not exceed a safe working speed of five miles per hour and slow down when working in congested areas when driving the forklift.
 13. Drive in reverse and use a signal person when your vision is blocked by the load.
 14. Look in the direction that you are driving; proceed when you have a clear path.
 15. Do not use bare forks as a man-lift platform
 16. Do not drive the forklift while people are on the attached man-lift platform.
 17. Drive loaded forklifts forward up ramps.
 18. Drive loaded forklifts in reverse when driving down a ramp.
 19. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
 20. Do not attempt to turn the forklift around on a ramp.
 21. Lower the mast completely, turn the engine “off”, and set the parking brake before leaving your forklift.

WELDING

Acetylene Welding

13. Do not work in an enclosed area unless that area is ventilated with natural or “forced ventilation”.
14. When arc welding and arc cutting with open arcs, wear your helmet or use the hand shield that has the filter lenses and cover plates to view the arc; also, wear safety spectacles with side shields, or wear goggles.
15. When operating resistance welding or brazing equipment, wear your face shield or goggles.
16. Open the windows and doors and turn the power switch of the local exhaust fans to “on” in order to reduce air contaminants.
17. Do not transfer gases from one cylinder to another nor mix gases in a cylinder.
18. Do not use liquid acetylene when welding

19. Do not handle oxygen cylinders, apparatus and fittings if there is oil or grease on your hand or gloves.
20. Do not use electromagnets or rope when moving compressed gas cylinders.
21. Place oxygen and fuel gas cylinders, as well as acetylene generators away from the welding position so that they will not be heated from heated materials, sparks or slag, or by misdirection of the torch flame.
22. Welding must be done behind a screen if other workers who are not wearing hoods or goggles are present.
23. All compressed gas tanks must be secured at all times.
24. Flashback arrestors and/or backflow prevention valves should be installed and utilized on all oxy-acetylene cutting outfits.

CARPENTRY

When using power carpentry tools, eye protections must be worn. Hand (gloves), hearing, respiratory and any other personal protection should be worn as needed or required by your training or supervisor.

1. Do not remove potential asbestos containing building materials such as floor tiles, acoustic walls, ceilings or insulation until it has been determined whether or not the material contains asbestos. If it is determined to contain asbestos, proper protection and removal procedures should be followed as prescribed by an environmental remediation professional.

PAINTING

1. When mixing paint and thinner wear your face shield.
2. Use your safety line (lanyard) to haul paint up to a job.
3. Wear your face shield and safety gloves when using airless spray guns.
4. Do not use a ladder for pressure wash work.
5. When applying epoxy paint, wear the respirator issued to you.

HVAC PERSONNEL

1. When using acid to clean cooling coils, wear your goggles, and plastic gloves.
2. When soldering system lines, do not work in an enclosed area, in case of a phosphine gas emission. Do not work in that area unless it is ventilated either naturally or with forced ventilation (fans).
3. When working in attics, particularly during hot weather, do not work alone.
4. Look for "man working" tags on equipment before activating any equipment.
5. Wear your cloth gloves and safety goggles when working with sheet metals

Violations of Safety Rules could result in employee discipline following the Article 12- Employee Rights, Discipline, Discharge, and Evaluation of the Negotiated Agreement



FIRST REPORT OF INJURY

CONTACT PERSON: KIM ADAIR
(719) 295-6516 FAX: (719) 647-3206

A. Critical Data

School Or Department:

Address or Location:

Date of Injury:

B. Injured Worker Information -

Name:

Home Address:

Phone:

C. Accident/Injury Information -

Fatal Injury? Yes No

If Fatal Injury: Date of Death:

Date of Birth: Male Female

Marital Status:

Language: English Spanish Other

Occupation:

Date Hired:

Employee Status: Full Time Part Time Seasonal Volunteer Independent Contractor

Time of Injury: AM PM

Time Work Began: AM PM

Last Work Date:

Accident Occurred on Employer's Premises: Severe Injury: Yes No Yes No Accident Location:

Name of Employer Representative Notified:

Date Notified:

How did Injury Occur?

Safety Equipment Provided

Safety Equipment Used

Possible Drug/Alcohol Involved

Employer Questions Liability

D. Medical Provider Information; Where was your employee treated?

No Medical Treatment	Treated By Employer 911	Called Walk-In-Clinic
Hospitalized >24hr /Overnight	Possible Surgery	Emergency Room

Occupational Medicine Physicians

3676 Parker Blvd., Pueblo, CO
719-553-2207

Centura Centers For Occupational Medicine

700 West Abriendo Ave, Pueblo, CO 81004
719-562-6300

Employee Signature: _____

Prepared By: _____



SCHOOL DISTRICT 70 DESIGNATED PROVIDERS

SOUTHERN COLORADO CLINIC--OCCUPATIONAL
MEDICINE 3676 PARKER BLVD STE 220
PUEBLO CO 81008
Phone # 719.553.2207

UCHEALTH OCCUPATIONAL MEDICINE CLINIC--CIRCLE
SQUARE 2773 JANITELL RD
COLORADO SPRINGS CO 80906
Phone # 719.365.6478

CONCENTRA MEDICAL CENTERS--CO-PUEBLO
4117 N ELIZABETH ST
PUEBLO CO 81008
Phone # 719.545.0788

CONCENTRA MEDICAL CENTERS--CO-ABRIENDO AVE
700 W ABRIENDO AVE
PUEBLO CO 81004
Phone # 719.562.6300