

Building Maintenance Handbook



Building Maintenance plays a critical role in keeping all the facilities in safe operating condition and doing so in a safe manner.

Building Maintenance Handbook



Building Maintenance

Section I – Safety Rules

Section II – New Employee Training

New Employee Introduction

New Employee Orientation

Section III – Safety Inspections

Employee Request for Correction of Safety Hazard

Employee Safety Observation

Building Maintenance Safety Inspection

Building Maintenance Handbook



Safety Rules

Building Maintenance Handbook



INTRODUCTION/OVERVIEW

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice that he or she may observe.

Each supervisor is responsible for prevention of accidents to employees working under his/her supervision. It is the supervisor's responsibility to train these employees to enable them to work safely and efficiently.

GENERAL SAFETY RULES

The following are some important general safety rules that each employee is required to follow, regardless of work assignments.

1. Lifting improperly is a major factor of the tremendous number of claims for back injuries. The following procedures should be followed:
 - a. Size up the load; make sure it is stable and balanced. Test the weight to ensure you can lift it yourself.
 - b. Plan the job. Ensure that your path of travel is clear and that you have identified the location where you will place the load.
 - c. Establish a good base of support. Use a wide balanced stance with one foot ahead of the other.
 - d. Bend your knees and get as close to the object as possible. Lift with your legs and not your back.
 - e. Get a good grip on the object to be lifted. Make sure you can maintain your hold throughout the lift and won't have to adjust your hands later.
 - f. Lift gradually, don't jerk, but use a slow steady movement.
 - g. Keep the load close while carrying; this prevents you from arching your back and adding additional stress to your back.
 - h. Pivot; don't twist when you need to change directions. Move your feet in the direction of the lift. Twisting is especially harmful for your back.
 - i. If the load is too heavy either enlist another helper or use a mechanical device.
2. Good housekeeping is an aid to safety. All employees shall keep tools, equipment, and work areas clean and orderly.
3. Keep aisles stairways and exits clear of boxes and other tripping hazards. Do not obstruct exits.
4. Clean spills immediately. Mark the spill if you must leave to retrieve assistance or additional supplies.
5. Each employee should know the location of fire extinguishers in their work area. The area in front of a fire extinguisher should be kept clear for ready access. Employees should

Building Maintenance Handbook



not fight fires that are beyond their fire training and limitations of the available fire fighting equipment. When in doubt, call professional help and evacuate to a safe area.

6. Gasoline will not be used as a washing or cleaning fluid. When cleaning solvent is required, use an approved cleaning solvent.
7. Material will be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved Flammable Storage Cabinet.
8. Any employee, while on duty or on district property, who possesses, sells, or receives any illegal drug or who is under the influence of drugs or alcohol, will be discharged and, in appropriate situations, referred to law enforcement authorities.
9. Smoking will not be allowed at any facility.
10. Use caution when opening doors which serve two-way pedestrian traffic.
11. Use a stepladder or a step stool for reaching above shoulder height. Never stand on the cap of a ladder.
12. While in a district vehicle, seat belts are required to be worn at all times. Do not disable airbags unless you have written permission from your Supervisor.
13. Do not operate machinery that you are not familiar with and have not been trained to use.
14. Inspect all tools and equipment prior to use to ensure they are in working order and do not present a hazard.
15. After use put all tools/or equipment back in their proper place.
16. Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed remove it from service.
17. Use handrails when using the stairways. Never take more than one stair at a time.
17. Only qualified, designated employees should work on electrical wiring and equipment.
18. Horseplay or practical jokes will not be tolerated.
19. Material Safety Data Sheets must be available, at the point of use, to any person who requests this information.
20. Report all accidents to your supervisor.
21. Report all unsafe or broken tools and equipment to your supervisor. Mark the tool or equipment so that no one else will use.
22. Observe all warning signs, safety bulletins and posters.
23. Do not do any job that appears unsafe; ask your supervisor for guidance.

Building Maintenance Handbook



BUILDING MAINTENANCE SAFETY RULES

The following are some important general building maintenance personnel safety rules that each employee is required to follow:

ELECTRICAL SAFETY RULES

1. Inspect electrical equipment, leads, and wiring regularly for compliance with the National Electrical Code Standards, especially in wet areas; i.e., when steam cleaning wash areas, laundries, kitchens, rest rooms, or any area where proper grounding and ground fault circuit protection is needed.
2. Do not use electrical tools or extension cords that are defective.
3. Do not remove ground prongs or disconnect ground wires of any electrical equipment.
4. Use Ground Fault Circuit Interrupters (GFCI's) when using tools in areas that could be wet.
5. Use only double insulated tools or maintain proper and approved grounding practices.
6. Do not remove the insulating discs from the plug caps.
7. "Lock Out" all equipment before repairing, cleaning, adjusting.
8. Keep the area in front of electrical switches, switch gear, breakers and access to these rooms or areas clear.
9. Do not overload circuits.
10. Do not work closer than 10 feet to any power line.
11. Do not put liquids or containers of liquids on electrical equipment such as transformers, wiring ducts, switch boxes, etc.
12. Do not alter or by-pass breakers or fuse boxes in any way.
13. Keep all covers on junction boxes, outlets. If you have to remove any
14. covers, put them back when you are through.
15. Ground all metal fixed electrical wiring equipment.
16. Label all circuit breakers, electrical switches, and fuse panels as to their use.
17. Be careful of circuits which may have "back feeding."
18. Use only properly rated electrical power cords.
19. Do not use extension cords which are not 3-wire type.
20. Do not place cords under rugs or across a driveway because damage can occur to the insulation.

Building Maintenance Handbook



21. Pull the plug, not the cord, to disconnect from a wall outlet.
22. Do not use electrical power tools in water unless approved for this type of service.
23. Do not use metal ladders or scaffolds when working around electrical sources.

ELECTRICAL EQUIPMENT

1. Office machines should be grounded if they are equipped with a ground wire or three-prong plug. New equipment should have grounded connections.
2. Electrical cords and plugs should be in safe repair. Check for loose plugs, worn insulation, and defective outlets. Any frayed cords or those exposing wiring should be removed from service.
3. If an adapter must be used to insert a grounded plug into an ungrounded receptacle, attach the pigtail to a grounded object.
4. Electrical extension cords should be 3-wire grounded type. They should be arranged so as not to cross walkways. Extension cords should not be used as a permanent wiring solution, but only as a temporary measure.
5. Wall outlets should not be overloaded by connecting additional appliances with adapters or extension cords.
6. Only licensed electricians should attempt any electrical repairs.

ELECTRICAL POWER CORDS

1. Worn cords can cause short circuits, shocks, and fires. Always be sure you are using the right type of cord for the right job. Use heavy duty cords for tools, moisture resistant for outdoors, and always use the 3-wire type of cords.
2. Extension cords must never be affixed to a wall with metal staples. Extension cords should never be run through walls, ceilings or floors.
3. Never place cords under rugs or across a driveway because damage can occur to the insulation.
4. Never wrap cords around steam pipes, metal, or warm appliances. Protect them from heat and water.
5. Never use extension cords that are defective. Check the continuity and use no cords which are frayed. Check to see that the strain relief is proper.
6. Pull the plug - not the cord - to disconnect from a wall outlet and check the cord often for wear at the plugs and connections.

Building Maintenance Handbook



COMPRESSED GAS CYLINDERS

1. Compressed gas cylinders can become extremely dangerous if mishandled or if the valve is broken off the top.
2. They must be stored away from direct sunlight, out of extreme heat, and in an area that is properly ventilated.
3. The cylinders should be kept in racks or stands or set in an upright position.
4. They should also be leashed or chained to prevent them from falling over.
5. Protective caps must be installed on all cylinders, whether empty or full, when they are not being used.
6. Never drop a gas cylinder.
7. Empty and full cylinders should be separated and appropriately marked.

STEP-LADDER SAFETY

1. Completely inspect all ladders before each use and set up the ladder properly. The inspection should include the hardware and fittings. Defective ropes/cables should be replaced. Comply with the weight limits and specific uses for a ladder by referring to its label. When a ladder is detected to have defects it should be tagged or marked as “Dangerous, Do Not Use” and repaired or discarded.
2. Ladders should not be painted: defects may be covered by paint. Clean off any paint spilled on the ladder during use.
3. Secure ladders before climbing. If necessary, a second person should be present to hold the bottom from slipping. The ladder should be equipped with safety shoes to prevent the bottom from slipping. When on a ladder, the climber’s body must be centered at all times.
4. Never stand on the two top steps of a ladder or on the bucket shelf.
5. All stepladders should be open wide enough that the spreaders lock in the fully-open position. Set the ladder base firmly on the ground. Never place a stepladder on a desk, table or other ladder.
6. Portable metal ladders should not be used for electrical work or where they may contact electrical conductors. Use a wood or fiberglass ladder instead and shut off power first if ladders must be used in such locations.
7. Do not place ladders in front of a door unless the door is locked or adequately guarded.
8. Step ladders should never be used as an extension ladder with the spreaders closed and leaned against a surface.
9. Stepladders should not be substituted for scaffolds or work stands.

Building Maintenance Handbook



10. Select a ladder tall enough to reach the work. No attempts should be made to reach beyond a normal arm's length while standing on the ladder, especially to the side
11. Do not place a ladder on a desk, table, truck bed or anything other than a stable surface.
12. Do not attempt to move a ladder while still on it. Dismount and move the ladder to the new position.
13. A hard hat may be necessary if hazards exist above the ladder.

EXTENSION LADDER SAFETY

1. Completely inspect the ladder before each use. The inspection should include the hardware and fittings. Defective ropes/cables should be replaced. Comply with the weight limits and specific uses for a ladder by referring to its label. If a defect is discovered tag or mark the ladder as "Dangerous, Do Not Use" and repair or discard the ladder.
2. Ladders should not be painted: defects may be covered by paint. Clean off any paint spilled on the ladder during use.
3. Never use a metal ladder near electrical wires or electrical equipment. Use a wood or fiberglass ladder instead and shut off power first if ladders must be used in such locations.
4. Secure ladders before climbing. If necessary, a second person should be present to hold the bottom from slipping. The ladder should be equipped with safety shoes to prevent the bottom from slipping.
5. Set the ladder squarely on the ground.
6. Shoes and ladder rungs should be free of dirt, mud, grease or ice.
7. Always face the ladder and have both hands free when climbing or descending.
8. Secure the ladder to prevent it from slipping or falling by tying it off to a fixed object at the top of both side rails or to a proper sized single support attachment.
9. Use ladders or ladder sections right side up. The extension ladder should always be erected so that the upper section is resting on the bottom section.
10. Position straight ladders so that the base of the ladder is a distance equal to one-fourth the vertical height away from the wall. If the ladder is too close, it can tip backwards. If it is too far away, the ladder may break or slide downwards.
11. When working from a position on the ladder, knees should be braced against the side rails near the end of the ladder rungs to increase stability.
12. Never lean out from a ladder to work. Never try to move a ladder while still on it; get down and move the ladder.

Building Maintenance Handbook



13. Never carry heavy or bulky tools and materials up or down a ladder. Raise or lower them by a hand line, bucket or crane. Small tools should be carried in a tool pouch to leave both hands free.
14. Never lean a ladder against unsecured or unsafe objects, surfaces, or piping that could be damaged.
15. Do not place a ladder on a desk, table, truck bed or anything other than a stable surface.
16. A hard hat may be necessary when climbing a ladder if overhead hazards exist.

SCAFFOLDS

1. The span-scaffold platform is designed to carry a maximum distributed load of 500 pounds with a safety factor of four. Do not exceed this 500 pound load. The maximum static load is 25 pounds per square foot on any platform and 3000 pounds total on any base section of 1600 pounds with legs extended.
2. The horizontal brace of the span scaffold should never be installed at the same level as the intersection of the diagonal braces. Always install it either higher or lower than this intersection point.
3. Never climb a span scaffold which does not have at least two diagonal braces and one horizontal brace properly installed in the bottom section. Double width spans require double bracing.
4. Lock all caster brakes before climbing the scaffold.
5. Never move a scaffold when anyone or material is on it.
6. If in doubt as to the ability of a scaffold to handle a job, write or telephone the manufacturer for instructions.
7. Never use a scaffold that is damaged or improperly erected. Do not force parts that do not fit freely.
8. Be sure the scaffold is level at all times. When the leg is adjusted, be sure to push the locking collar completely over the expanding nut and below the safety locks. Never make leg adjustments when anyone is on the scaffold.
9. Never lean a ladder against a scaffold. Never place a ladder on the platform of a scaffold. Never push or pull or lean against a wall or ceiling when standing or sitting on a scaffold, unless it is securely tied to the building.
10. Never try to stretch the platform height with the adjustable legs. When additional height is required, add more scaffold sections. Save the leg adjustment for leveling the scaffold.

Building Maintenance Handbook



11. Make sure all locking hooks are firmly in position and that the spring-loaded locking pins have functioned properly. These hooks appear at each end of the separate horizontal and diagonal braces and at the upper end of the stairways.
12. Before using a scaffold with folding braces, be sure that the latches of all locking hinges are locked.
13. Metal scaffolds must never be used while working near electricity, electrical wires or electrical equipment, even for changing light bulbs. Shut off power first if the scaffold must be used in such locations. Electricity is conducted by metal. Look up and look out for power lines.
14. Hard hats should be worn while working on scaffolds.

PORTABLE POWER TOOLS

All portable power tools should be electrically grounded when they are in use. On some machines this is done by the use of a three-wire cord and plug which fits a three-hole receptacle. The receptacle is grounded to the circuit ground. On others there is a three-wire cord with a small tail which should be screwed to the junction box, thus grounding it to the conduit.

Electrical accidents are not frequent but can be fatal. **USE THE GROUNDS PROVIDED ON YOUR MACHINES.** Do not cut ground prongs off plugs.

Be sure all portable machines are pointed in a safe direction with the switch off when the plug is put into the electrical circuit. All tools should be inspected before each use. Eye protection should be used while using power tools.

ELECTRIC HAND DRILLS

1. Use only sharp, straight bits of the size intended for the machine.
 2. Keep eyes away from electrical hand tool cooling air vents; wear an eye shield or goggles to keep dust from being blown into the eyes.
 3. Severe injury may result if a live or coasting bit gets hold of a piece of clothing.
 4. When using attachments, follow the instructions.
 5. Do not try to hold small pieces of material with the fingers.
 6. Always use the screwdriver attachment in such a way that it cannot injure the operator if it slips off the work.
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Building Maintenance Handbook



PORTABLE BELT SANDERS

1. Always hold the handle of the sander when plugging it into the electrical circuit.
2. Never set a coasting machine down on the bench.
3. The user should inspect the tracking of the belt whenever a new belt is put on.
4. Wear eye protection when using the portable belt sander. The fan vents may blow dust into the eyes.
5. Keep both hands on the handles provided on the belt sander.
6. Arrange the electric cord so that it cannot be caught by the belt.

POWER HAND SAW

1. Be sure the switch is off and the saw lying or held in a safe position when the plug is inserted.
2. Unplug the power when changing the blade or handling the blade.
3. Care should be taken to prevent the electric cord from getting into the blade.
4. In a diagonal cut the guard may catch. Do not try to release it with your fingers, unless it has a handle for this purpose.
5. Do not stand directly in the saw line of this or any other saw. If the blade binds, it has a tendency to kick the saw back out of the cut, and legs have been severely cut in this way.
6. These machines are provided with two handles. Keep both hands on these handles when operating this saw. Holding work with one hand and cutting with the other is dangerous.
7. Sawing through loose knots may cause the saw to kick. Defective material may break under the weight of the saw when cut, thus causing the saw to strike the leg of the operator.

HAND ROUTER

1. Wear eye protection when using this tool.
 2. Be sure the fence or pilot is securely locked.
 3. Feed the machine so that the leading edge of the knife is biting in as the router is pushed along.
 4. Keep both hands on the handles when using this machine.
 5. Lay the machine down with the cutter pointing away, and beware of the coasting machine.
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Building Maintenance Handbook



GRINDER

1. Wear clean goggles that shield the eyes from all directions when grinding.
2. Keep the tool rest as close to the wheel as possible. Under no conditions should the distance between the tool rest and the wheel exceed one-eighth inch.
3. Apply work gradually to a cold wheel.
4. Do not grind on the side of a light wheel. Side grinding must be done only on a wheel that is designed and built for side grinding.
5. Keep the fingers clear of the stone.
6. Keep the path of the wheel travel clear of any obstructions.
7. Do not rub the face or eyes with hands that are soiled with emery dust.
8. Do not stand in line with the wheel when starting the grinder. Faulty grinding wheels usually break on **START**.
9. Hold small pieces securely in a proper holder. Do not hold small pieces with the hand.
10. Ensure side guards are installed on all table grinders.

AIR COMPRESSORS

Air compressors must have their flywheel and drive pulley fully enclosed.

COMPRESSED AIR

1. Beware of compressed air, it can be dangerous. Alternate methods of cleaning surfaces should be sought.
2. Compressed air should never be used to blow debris from a person.
3. The downstream pressure of compressed air must remain at a pressure level below 30 PSI whenever the nozzle is dead-ended and then only when effective chip guarding and personal protective equipment are used.

PLANER

1. Make certain that the stock has no large cracks, loose knots, nails, screws, dirt, paint, or varnish on any of the surfaces.
2. Turn the shaving exhaust on before starting the machine.
3. Never run stock through the planer if it is less than 18" long.

Building Maintenance Handbook



4. Limit the depth of cut to one-eighth inch for narrow stock and one-sixteenth inch for stock of full planer width.
5. Never plane stock less than one-fourth inch thick unless it is placed on a thick board for support.
6. Keep hands away from the feed rolls, and keep “hands off” boards that are gripped by the feed rolls.
7. Never attempt to shift a board after it has been gripped by the feed rolls.
8. Never change the depth of cut while a board is going through.
9. Never plane two boards side by side. One board may be thinner than the other and a serious kickback may result.
10. Never plane the edge of a board in the planer.
11. Never attempt to look into the planer while it is in operation.
12. Never allow the planer to run unattended.
13. Never stand directly in line with the rotation of the planer head or directly behind the board that is being fed.
14. Anchor the planer to a solid foundation to reduce vibration.
15. Wear ear protection and eye protection.
16. Enclose the cutter heads completely.
17. Keep feed roll guards on and properly adjusted.

PAINTING

1. Have the spray booth ventilation system in operation during every spraying operation.
2. Use the proper type of respirator and eye protection at all times when spray painting with toxic paints.
3. Regulate the air and paint pressure on the spray gun before starting work. Exercise caution in the handling of compressed air and power paint equipment.
4. Clean the spray gun and other equipment thoroughly after each use.
5. Never put your hand in front of an airless paint spray nozzle.
6. Follow all rules governing safe handling of combustible materials. Read and follow the manufacturer’s directions carefully when using finishing materials. This is especially important when using lacquer, enamel, or paint in pressurized cans. Spray 20 feet away from possible source of ignition.

Building Maintenance Handbook



7. Store flammable paints and thinners, etc., in approved storerooms with explosion-proof wiring or a metal storage cabinet.
8. Never have more than a one-day supply of flammable paint outside an approved storage area.
9. Clean up all spills promptly.
10. Store thinners in UL approved safety cans with spring-loaded and vented lids.
11. Dispose of oily paint or solvent rags in metal containers with tight fitting lids.
12. Bond metal containers when transferring flammable liquids, especially those that are known as Class I Flammable liquids.

PLUMBING

1. Eye protection of an approved type should be worn when any type of eye hazard exists. This would include welding or cutting operations, grinding, chipping, or working on steam or chemical lines.
2. Hard hats should be worn by all persons working in areas where tools, materials, or objects may fall from above.
3. Safety belts and life lines should be used when it is necessary to work at elevations where scaffolding or staging is not practical, such as running pipes or ducts along members of open roof trusses, and when working on unguarded catwalks.
4. Gloves should be worn when handling pipe, sheet metal, or other material having rough edges.
5. Wear adequate clothing, which includes long sleeves, and keep the cuffs buttoned when welding, cutting, or working on chemical or steam lines.
6. Care should be exercised when handling pipes, ducts, or other materials to avoid catching fingers and hands between the materials and the floor, or other objects.
7. Use only tools and equipment that are in first-class condition. Examine the tools periodically to make sure they are in good working order.
8. Be considerate at all times of the safety of your fellow workers and the general public, including the students.
9. All electricity-driven power tools and machinery should be properly grounded.
10. Check the torches to determine that no leaks exist and that they are in good operating condition. Do not place them where surrounding material could be ignited. Never leave any torches unattended when lighted.

Building Maintenance Handbook



11. Never leave tools on ledges, beams, or any other elevated places.
12. Store all material in a safe and orderly manner.
13. Material should not be stored in such quantity as to exceed the safe carrying capacity of the floor or platform.
14. Pipes or ducts should be securely tied and latched to prevent movement or shifting when being transported on elevators or material hoists.
15. When using a rope to hoist pipe or ducts, secure them with a double hitch, well spaced to prevent shifting.
16. Hoists or block and tackle should be of sufficient size and strength to safely raise or lower the load for which it is intended.
17. The sides of trenches should be shored or braced to prevent cave-ins or collapse when excavated to a depth of four (4) feet or more, where soil is likely to crumble, or where hydrostatic pressure exists and the sides are not sloped to the angle of repose. A means of egress such as a ladder must be available at least every 25 feet.
18. Substantial barricades should be erected around pits and trenches to protect employees, the public, and students. Nothing should be stored or set within two (2) feet of the trench's edge.
19. Do not force powered sewer augers, especially if there is too much distance between the auger and the drain.
20. All attempts should be made to avoid the use of caustic drain cleaners, but if necessary to use, always use goggles and gloves and follow product instructions. Never use while buildings are occupied by students, teachers or administrators.

WELDING, ARC CUTTING, AND BRAZING

1. Welding should be performed by qualified welders only.
2. When welding or cutting outside the designated welding area in a hazardous area, one person shall be designated to stand fire watch with a fire extinguisher. Additionally, a portable gas detector should be used periodically to check for combustible atmosphere. If the person standing fire watch is called away to perform another job, welding will cease.
3. Flammable and other materials should be cleaned from surfaces before welding.
4. Proper eye protection shall be worn by all personnel in the welding area.
5. Gas cylinders require careful handling. Cylinders should be stored under cover, protected from the direct rays of the sun, sparks, flame, and heat. They shall be secured in an upright position with caps in place when stored or not in use. Caps shall be in place before cylinders are moved.

Building Maintenance Handbook



6. Light acetylene first. This prevents back pressuring the acetylene with higher pressure oxygen.
7. Leave a special wrench in position on the valve stem so the fuel gas flow can be shut off in an emergency.
8. Keep the acetylene and oxygen hoses out of the doorways and the path of workers. If the hose is flattened, a flashback may occur, causing the hose to rupture and catch fire.
9. Report worn or leaking hoses.
10. Report damaged arc welding cables immediately.
11. Secure the ground lead firmly.
12. Never join cables without proper connectors. Do not force connections that do not fit.
13. Wear a welding helmet with the proper shade of lens.
14. Wear clean, fire-resistant gloves and clothes with collar and sleeves buttoned.
15. Protect others in the vicinity by using screens, shields or booths.
16. Never carry disposable butane lighters in shirts or pant pockets as these can be burned by welder sparks and could possibly explode.
17. Contact lenses should not be worn. Arcs generated by an arc welder may cause blindness.
18. Never use an arc welder in wet areas or when it is raining.
19. Never weld or cut containers (drums, cans, etc.) which have held a flammable substance until they have been thoroughly cleaned, made vapor free, and tested for presence of flammable vapors.
20. Check vessels and tanks with a gas detector any time there has been a break in welding or cutting operations to determine that there has been no accumulation of gas.
21. Move all combustible and flammable materials away before welding. Keep fire extinguishers handy.
22. Provide local exhaust ventilation when the ceiling is less than 16 feet high or when welding in confined spaces. Use respirators if you are going to do prolonged welding where ventilation is not provided, or when welding on metals or coated metals such as those painted with lead paint or cadmium-plated metals or plastics. These produce toxic fumes.
23. Welders shall be qualified to do the appropriate procedure for the given work.
24. All welding should be performed to procedures which have been reviewed by a qualified supervisor.

Building Maintenance Handbook



MOTOR VEHICLE SAFETY RULES

The following are some important general motor vehicle operation safety rules that each employee is required to follow:

1. Concentrate on driving. A good driver dismisses all worries or anger when operating a vehicle.
2. Never press for the right of way. Always yield to avoid an accident.
3. Always limit vehicle speed so there is clear space and time for an emergency stop. Remember that at high speed, drivers have less time to think and react in an emergency and a far greater distance is required to stop.
4. Slow down in heavy traffic or densely populated areas.
5. Adjust speed for low visibility or adverse weather conditions.
6. Slow down at intersections or curves. Use appropriate signals well in advance of any action.
7. When driving in city traffic, be alert for mistakes or unexpected actions of others, drive more slowly and keep alert for pedestrians and cross traffic.
8. Before stopping or changing directions, plan ahead of time, signal early and slow down gradually to give drivers following a chance to change pace and react accordingly.
9. Avoid “tailgating”. Use safe following distance.
10. Use extra caution and slow vehicle when approaching children at play or when passing through school zones.
11. Keep alert at railroad crossings. Make sure you have a clear view of the tracks. School buses must stop at all railroad crossings.
12. When driving at night, keep the windshield clean, keep to the right, avoid looking into the headlights of oncoming vehicles, and use lower beam.
13. Drive at speeds, which permit stopping within visibility range of your headlights.
14. Keep headlight beams depressed to reduce the reflected glare caused by fog, rain, or wet pavement.
15. Vehicles should be parked off the traveled way where they will not interfere with normal flow of traffic and will not obstruct the view of other drivers.
16. When parking put transmission in lowest gear or in park, set parking brake firmly, turn the front wheels toward the curb.
17. Engines are to be stopped ignition keys removed, and the doors locked when the operator leaves the vehicle unattended.

Building Maintenance Handbook



18. All persons riding inside a vehicle shall use seat belts, when provided and required by law.
 19. Perform a pre-trip inspection. This includes checking the following:
 - a. All fluid levels.
 - b. Directional signals.
 - c. Lights and warning reflectors.
 - d. Safety belts.
 - e. Tires, including spare, if provided.
 - f. Windshield wipers.
 - g. Heater and defroster.
 - h. Horn.
 - i. Fire extinguisher, if provided.
 - j. Rear view mirrors. Inside and outside.
 - k. Safety equipment, flares, flags, chock blocks, chains.
 - l. Brakes and related equipment.
 - m. Steering mechanism.
 - n. Muffler and exhaust system.
 20. When a vehicle is returned to the facility a post trip inspection is required. It is a requirement that vehicles transporting students be parked with no less than $\frac{1}{2}$ tank of fuel. All other vehicles will be fueled as designated by the appropriate department.
 21. Always consider proper loading and proper load distribution as factors in safe driving.
 22. Tools and equipment placed in cars or truck cabs shall be stored in such a manner as not to interfere with vision or in any way interferes with the proper operation of the vehicle. Any equipment or materials being transported in the bed of the truck should be secured.
 23. Nothing shall be stored on the rear window ledge of any vehicle.
 24. When entering, exiting, or dismounting from a vehicle, watch footing to avoid slipping or falling. Never attempt to enter, exit or dismount from a vehicle while it is moving.
 25. Trailer, tool boxes, and trailer mounted machinery should be hitched to the towing truck with safety chains, in addition to the towing eye fastening.
 26. No person shall be permitted to ride in or on trailer mounted equipment while it is being towed.
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Building Maintenance Handbook



27. Trailer mounted equipment shall be towed at a speed reasonable under the conditions and with due regard for safety.

28. Slow moving vehicle signs (inverted triangle) must be used on tractors, slow moving vehicles, and equipment (maximum speed 25 miles per hour).

29. No one shall drive a vehicle or operate a piece of equipment that is defective.

30. If involved in an injury accident, your first duty is to help the injured. Do not attempt anything beyond making the injured comfortable and providing emergency first aid. Send someone for medical help.

31. In the event of an accident, all employees must contact their supervisor immediately. Any bus driver involved in an accident may be subject to a drug and alcohol test.

32. Never take drugs or strong medications before driving. Remember that drugs, illness, or extreme fatigue may affect your ability to judge distances, speed and driving conditions, and slow your reaction time.

33. Do not hang items from the rear view mirror of vehicles.

34. Ear protection is required for heavy equipment operators when there is a noise hazard to the ear.

35. Emergency/hazard warning lights should be used when vehicles are operating (or parking) under conditions that might interfere with other vehicle traffic.

36. Do not operate, nor instruct other employees to operate an unsafe vehicle or equipment.

Drivers of vehicles transporting loose materials such as dirt, sand, gravel, sludge, or other material that can blow (or spill) off the vehicle, shall cover the material with canvas or otherwise secure it as appropriate

Building Maintenance Handbook



Acknowledgement of Safety Rules for Building Maintenance

I have received the Safety Rules for Building Maintenance and fully understand the rules. If in the future I have any questions regarding any of the Rules I will seek clarification from my Supervisor immediately.

Name: (printed)

Name: (Signature)

Date: _____

Building Maintenance Handbook



New Employee Training

Building Maintenance Handbook



INTRODUCTION/OVERVIEW

Employee training is probably your most valuable accident prevention tool in developing employee awareness of safety. Through training, your employees learn to recognize and eliminate hazards. Many accidents could be avoided if the employee was shown safe work practices and made aware of the hazards of the job. The following may be helpful:

THE SUPERVISOR

Your own supervisors are the key to any accident prevention program, and with your support and guidance they can have a direct impact on the reduction of workplace accidents.

THE NEW EMPLOYEE

Include safety in your discussion with any new employee during their orientation.

- Give the new employee a tour explaining the operation, the processes, and all equipment.
- Explain any hazards that could lead to injury and the safety precautions to prevent injury.
- Discuss the district's safety policy and dedication to providing a safe and healthful work environment
- Provide the employee with a copy of safety rules and procedures and discuss any questions or particular items of interest with the employee (accident reporting, hazard reporting, etc.).
- Discuss your Accident Prevention Plan with the employee.
- Provide training on any specific hazard(s) of the employee's job.
- Include briefings, videos, discussions, informal talks, etc., on topics that affect their safety and health.
- Have employee sign training completion form to document that they have completed training and will go to their supervisor with any questions.

Building Maintenance Handbook



NEW EMPLOYEE TRAINING

The efficiency of your district depends on how well your employees understand and carry out their jobs. Train them the right way by:

- Analyzing the task and its hazards.
- Putting the employee at ease.
- Showing the employee exactly what has to be done to perform efficiently and safely - explain each step.
- Watching the employee try out the task - explaining each step back to you.
- Following up - check the performance from time to time.

The few extra minutes taken at this time to make sure the employee understands the job will pay for itself later on.

Supervisors should review with each new employee equipment operation and maintenance manuals, product information, MSDS records, safety manuals, standards, and training instruction for specialized operations maintained at work locations for reference.

Supervisors should also review with each new employee the procedure for reporting injuries that occur while on duty and performing assignments as employees. Failure to report an accident as soon as possible may cause a delay in the claim being processed by the district. It is the district's responsibility to report promptly all accidents which require medical treatment to the Division of Workers' Compensation offices.

NEW EMPLOYEE ORIENTATION

The following are some important safety rules and practices that each employee is required to follow, no matter what work assignment is being performed.

1. Do not run, watch your step, and try to maintain your balance.
2. Know your evacuation procedures and the location of fire extinguishers, fire alarms, or any other emergency equipment.
3. Immediately report hazardous conditions or substances, broken equipment, and defective tools to your supervisor, principal, or superintendent. They will take appropriate action to correct the problem.
4. Never overload electrical circuits.
5. Never plug appliances with heating elements into surge protectors.

Building Maintenance Handbook



6. District property, including building and grounds, is no place for horseplay, fighting, teasing, and/or practical jokes.
7. Never use chairs, carts, tables, counters, boxes, or other substitutes for ladders or work platforms.
8. Obtain operating instructions for all equipment. Before attempting to operate any machinery with which you are not familiar, read the operating instructions carefully. After use, put all tools and/or equipment back in their proper place. Disconnect all electrical cords by grasping the plug and carefully disengaging; *never yank by the cord*.
9. Use handrails when using the stairways.
10. Sweep broken glass onto a dust pan. In instances where glass is shattered into particles to be picked up by hand, always use gloves or a wet paper towel; never use bare hands.
11. Wipe up all spills immediately, regardless of who caused the spill. . If you do not wish to wipe up the spill, or you have nothing with which to clean it, do not leave the area unguarded. Report the spill to the proper person immediately.
12. Store combustible, flammable, or hazardous material in approved cabinets or rooms only, and always use approved safety containers.
13. Material Safety Data Sheets (MSDS's) are available to any person who requests this information.
14. All ladders should be inspected and set up properly before using.
15. The use of alcoholic beverages, narcotic drugs, or their derivatives in the work place is grounds for immediate termination.
16. Use common sense at all times. If you are unsure about something, ask!
17. Take care when lifting. Lift properly and stay within your limitations.

PROCEDURES FOR REPORTING

ON-THE-JOB INJURIES OF EMPLOYEES:

Employees of the district who are injured on duty and while performing assignments as employees, must report such accidents immediately to their supervisor. Failure to report an accident as soon as possible may cause a delay in the claim being processed by the district. It is the district's responsibility to report promptly all accidents which require medical treatment to the Division of Workers' Compensation offices.



Safety Inspections

Building Maintenance Handbook



As a supervisor, you should always be on the lookout for hazardous conditions or practices in your workplace. One way to keep track of these factors is to make inspections. Informal safety inspections are a part of daily work activities and require that supervisors and their employees constantly be on the lookout for hazards on the job. Formal inspections should be more intentional and include a review of all aspects of the operations.

GOALS OF THE SAFETY INSPECTION

The basic purposes of safety inspections are to ensure compliance with standards and to serve as a tool to evaluate safety performance activities. Prompt correction of substandard or hazardous conditions detected in an inspection shows that the organization is seriously concerned with accident prevention. Also, if it is discovered that workers are not following safety procedures while performing their jobs, appropriate actions can be taken to educate or retrain employees in safety policies and guidelines.

FORMAL SAFETY INSPECTIONS

In addition to informal or continuous inspections, formal inspections should be made at least annually. These formal inspections are a vital part of a strong loss control program.

When conducting an inspection, it is important to categorize the different areas at each campus to perform a thorough site audit. Categories include, but are not limited to:

- Gymnasiums
- Maintenance areas
- Boiler rooms
- Cafeterias
- Industrial/Fine Arts shops
- Classrooms
- Storage areas
- Science storage areas
- Laboratories
- Offices

All noted unsafe conditions should be corrected immediately to prevent injury to staff and students or damage to property. Documentation of these inspections should be kept on file for at least three years. An informal inspection (not documented) should be conducted daily by supervisors and employees before each shift. Hazards that cannot be corrected immediately should be documented so that responsibility for corrective action can be assigned.

A sample *Employee Safety Observation, Safety Inspection Checklist* and an *Employee Request for Correction of Safety Hazard Form* are presented here as a guide to assist the district in formulating and carrying out a formal safety inspection procedure.

Discuss any substandard inspection results with your workers. Regularly reinforce, or retrain, your employees in safe work practices. Discuss with them the hazards they face with the materials or conditions in their work area. Encourage workers to notify you of any hazards they might discover by utilizing the *Employee Request for Correction of Safety Hazard Form*. It is up to you to set the standard for safety and motivate your workers to develop and maintain appropriate safety practices.

Building Maintenance Handbook



EMPLOYEE REQUEST FOR CORRECTION OF SAFETY HAZARD

This form is to be completed when an employee has noted a hazardous situation. It is the responsibility of the site administrator, or supervisor, to ensure that follow-up and corrective measures are taken.

To: _____ (Site Administrator)

This is a request that the following safety hazard be investigated and/or corrected.

Dept. _____ Bldg. _____ Room _____

Location of hazard _____

Specific description of hazard _____

What measures were taken to temporarily control the hazard?

Signed: _____
Employee Date

Administrator Recommendation:

1. Corrective action will be taken by:

Name: _____ Due Date: _____

2. Referred to Maintenance for immediate action;

3. Other: _____

Signed: _____
Site Administrator Date

Date Hazard Corrected: _____

Building Maintenance Handbook



EMPLOYEE SAFETY OBSERVATION

EMPLOYEE: _____ DATE: _____

WORK PRACTICE OBSERVED: _____

1. Unsafe or Awkward Positions

- | | |
|------------------------|------------------------------|
| _____overreaching | _____under overhead work |
| _____bending/stooping | _____overcrowding |
| _____lifting/back bent | _____near heat/cold extremes |
| _____obstructed sight | _____aisle obstructed |
| _____other | _____ |

2. Unsafe Work Procedures

- | | |
|---------------------------------------|-----------------|
| _____improper tool/equipment | (specify) _____ |
| _____work exceeds capability | (specify) _____ |
| _____work endangers others | (specify) _____ |
| _____hazardous chemicals or materials | (specify) _____ |
| _____personal protection | (specify) _____ |

3. Other Concerns

Work Practices Remarks:

Building Maintenance Handbook



SAFETY INSPECTION CHECKLIST

Location: _____ Date: _____

Inspector: _____

	Storage Areas	OK	Needs Improvement	Date Corrected/Initials
1	Are floors clean, dry and in good condition?			
2	Are aisles free of boxes or clutter?			
3	Are electrical panels accessible and properly labeled?			
4	Are doors and latches working properly?			
5	Are products or supplies properly stored? Light items on top, arranged to avoid tipping			
6	Is shelving in good condition?			
7	Are shelves adequate to bear weight of items stored?			
8	Are combustibles kept away from heat sources?			
9	Flammable liquids stored in an approved Flammable Liquids Storage Cabinet?			
10	Are outlets, switches and electrical components working properly?			
11	Are ladders in good condition and properly stored?			
12	Are chemicals properly labeled?			
13	Are Material Safety Data Sheets (MSDS) available for all chemicals?			
14	Is the first aid kit readily accessible and adequately stocked?			
15	Are all lights working properly?			
16	Is stored items kept at least 18" from the ceiling?			
17				
18				
19				

Building Maintenance Handbook



	General Work Areas	OK	Needs Improvement	Date Corrected/Initials
1	Are floors in good condition?			
2	Are aisles free of clutter?			
3	Are doors and latches working properly?			
4	Are plugs on equipment in good condition with grounding wire intact?			
5	Are electrical cords in good condition, without nicks or bare wires?			
6	Are there sufficient electrical outlets so cords for appliances do not cross traffic areas?			
7	Have portable fire extinguishers been inspected and serviced within past year?			
8	Is a first aid kit readily available and fully stocked?			
9	Emergency plan posted and emergency telephone numbers are checked regularly?			
10	Are outlets, switches and electrical components working properly?			
11	Is lighting adequate and lights working properly?			
12	Does a plastic shield or cover protect the fluorescent tubes in light fixtures?			
13	Are exit signs illuminated?			
14	Are emergency exits and the pathways to them free of obstructions?			
15	Is access to breaker panels, fire extinguishers, and fire exits unobstructed?			
16	Are compressed gas cylinders stored upright and secured?			
17	Are acetylene and Oxygen cylinder storage areas separated?			

Building Maintenance Handbook



	Work Practices	OK	Needs Improvement	Date Corrected/Initials
1	Is heavy equipment inspected prior to use?			
2	Are heavy equipment parked with the parking brake set and the key removed from the ignition?			
3	No riders are allowed on fork trucks or other heavy equipment?			
4	No one is allowed to stand or walk under a load.			
5	Are equipment drivers observed wearing seatbelts?			
6	Is refueling of equipment conducted outdoors with adequate ventilation?			
7	Is gasoline stored in an approved safety can and properly labeled?			
8	Are employees using proper lifting techniques?			
9	Are ladders inspected prior to use for condition?			
10	The proper height of ladder is used for task at hand?			
11	Are extension ladders set at the appropriate angle and at least 3 rungs are above the rest point?			
12	No jewelry worn that could get caught in machinery			
13	Is defective equipment tagged and removed from service?			
14	Is appropriate eye protection worn for the job at hand?			
15	Is appropriate hearing protection worn?			
16	Are tools inspected prior to use?			
17	Are defective tools marked and removed from work area?			
18	Is lockout/tag out implemented on equipment before maintenance is conducted?			
19	Is appropriate PPE worn for all functions?			

Building Maintenance Handbook



20	Are full and empty compressed gas cylinders clearly marked and stored separately?			
21	Is welding conducted in areas separated by partitions or walls so that sparks are contained?			
22				
22				
	General Worksite	OK	Needs Improvement	Date Corrected/Initials
1	Workers Compensation posters displayed			
2	Safety signs and warnings are posted			
3	“Caution – Wet Floor” signs available			
4	First Aid Kit readily available?			
5	Is fire extinguisher readily available?			
6				
	Health and Safety Training	OK	Needs Improvement	Date Corrected/Initials
1	New employees receive orientation training			
2	Safety meetings are held regularly			
3	Employees know how to report hazards, and potential hazards?			
4	Employees know how to report an on the job accident.			
5	All employees receive training to include:			
	Work Area Hazards			
	Emergency Action Plan			
	Equipment Operations			
	Personal Protective Equipment			
	Hazard Communication			
	Lockout/Tag out			
6	Safety Rule acknowledgement on file for every employee			