

Professional/Admin Handbook



These employees are at the heart of school operations and the hazards of their jobs are often overlooked. Keep an eye on the hazards that can creep into these positions.

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Professional/ Administrative Staff

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Safety Rules

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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
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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.

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PROFESSIONAL/ADMINISTRATIVE STAFF SAFETY RULES

The following are some important general professional and administrative staff safety rules that each employee is required to follow:

1. Furniture, desks, chairs, file cabinets, etc., should be kept in safe condition and positioned so drawers do not open into walkways or halls.
2. Items such as pens, pencils and scissors stored on top of the desk should be placed with the pointed ends facing down.
3. Desk and file cabinet drawers should not be left open.
4. File cabinet drawers should be opened one at a time, and lower drawers should hold the heaviest load.
5. Furniture should never be used as stools or ladders.
6. Walkways, aisles, halls, and stairways should be kept clear of obstructions.
7. Never carry a load that is so high it blocks your view while walking.
8. When climbing or descending stairs stay to the right, always use the handrail to maintain balance and do not carry any materials that obstruct your view.
9. Do not attempt to move heavy objects. Get assistance from other personnel or a mechanical device.
10. Office machines should be double insulated or grounded with ground wires or three-prong plugs.
11. Do not attempt to make any electrical repairs on equipment or electrical cords. If electrical cords are frayed or wires are exposed remove them from service.
12. Electrical extension cords should be three-wire, ground type. Ensure they are not placed where they may cause a tripping hazard. Extension cords should only be used as a temporary electrical solution.
13. Store supplies in an orderly fashion. Heavier items should be stored waist high or lower. Light items can be stored on upper shelves.
14. Never burn candles in an office environment.
15. Flammable liquids should be stored in approved Flammable Liquid Storage Cabinets.
16. Room doors which open into hallways should be opened slowly.
17. Personnel operating office equipment should be trained before operating equipment.
18. Employees should be trained in how to use portable fire extinguishers and should be familiar with building evacuation procedures. (See fire controls and emergency preparedness and evacuation plan.)

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19. All employees should know the location of the nearest first aid kit.

SPECIAL NEEDS CLASSROOMS SAFETY RULES

1. Furniture, desks, chairs, etc. should be kept in safe working condition.
2. Desk and file cabinet drawers should not be left open. Close when finished.
3. Furniture should not be used as stools or ladders.
4. Walkways, aisles, hallways, stairways should be kept clear of obstructions.
5. Do not attempt to lift students from the floor without help.
6. Never turn your attention away from a known hostile student.
7. Always have at least two staff members in all special needs classrooms; when ever possible.
8. Get help when attempting a manual student transfer.
9. Always use a gait belt when making student transfers.
10. Use proper lifting devices whenever the transfer is too complicated for the two-person lift.
11. Size up the task at hand, if too big for one person, **GET HELP.**
12. Always use universal precautions when assisting a student to the restroom.

PHYSICAL SCIENCE SAFETY RULES

The following are some important general physical science lab personnel safety rules that each employee is required to follow:

1. Know the location of the fire extinguisher, fire blanket and first aid kit and how to use each in case of an emergency.
2. In the event that clothing should catch fire, **DO NOT RUN!** Drop to the floor and roll. Observers should help extinguish the flames with a blanket or wet towel.
3. Always wear proper protective equipment when working with chemicals.
4. Flammable liquids should not be stored near an open flame. They should be stored in a Flammable Liquid Storage Cabinet.

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5. When diluting acids always pour the acid into the water. Never pour water into acid.
6. Jewelry, neckties, and loose clothing should not be worn when working in the laboratory. Long hair should also be tied back.
7. All water, gas, and electrical outlets should be turned off when not in use.
8. Safe laboratory practices should be followed during all experiments.
9. All protective equipment should be checked and maintained at each use.
10. A physical inspection of each chemical should be done to ensure against defective containers and improper labeling.
11. Storage and disposal of excess chemical and empty containers must be in accordance with the label.
12. A list of hazardous chemicals found in the laboratory and classroom must be compiled and maintained.
13. Maintain the most current Material Safety Data Sheet for each hazardous chemical. These sheets should be made readily available to students and employees.
14. Report the purchase of all chemicals to the proper authorities so that an MSDS can be obtained.
15. Chemical containers should not be used to store anything other than the original contents; nor should chemicals be stored in unmarked containers.

AG SHOP SAFETY RULES

Working in AG Shops involves extensive contact with tools and machinery. These precautions will help make the AG Shop workplace a safer place:

1. Install all electrical devices according to National Electric Code
2. Install all machinery according to the manufacturers specifications
3. Keep all tools and equipment adjusted or fitted according to specifications
4. Use tools and equipment skillfully
5. Provide proper storage for tools, materials, fuels, chemicals, and waste material
6. Keep moving parts properly guarded
7. Avoid area where objects may fall
8. Avoid the flight path of objects that could be discharged from machinery
9. Protect eyes, face, feet, and hands with the use of approved personal protective at all times
10. Use caution to avoid creating hazards for others

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11. Read all precautions
12. Report unsafe conditions immediately to your teacher

Students must be instructed in the correct and safe way to use each tool. Therefore, Safety Policy and Procedures should be provided and required a signature of acknowledgement.

PRINTING AND GRAPHICS SAFETY RULES

The following are some important general printing and graphics personnel safety rules that each employee is required to follow:

SPECIAL DRESS REQUIREMENTS

1. Wear a half-sleeve shirt tucked in.
2. Sturdy, non-slip shoes are essential.
3. Loose clothing and jewelry are prohibited.
4. Use additional protective equipment required for the job being performed.

COPIER OPERATIONS

1. Ensure that the machine panels are in place on the copier before it operates.
2. Maintain document feeder mechanism in the “down” position when the copier is running to avoid bright light flashes.
3. Remove all paper jams quickly to avoid the possibility of fire.
4. Follow the manufacturer’s guidelines when clearing forms and installing chemicals and paper.
5. Power off the equipment before leaving each day.

GUILLOTINE PAPER CUTTER

1. The machine must be lubricated and inspected regularly for proper operation.
2. Never block out the two-hand safety control for any reason or attempt to catch trim or straighten a falling pile.
3. Use a back-up board to control labels and small cuttings.
4. Report all unsafe conditions of the machine, brake failures, and peculiar motor sounds to your supervisor immediately.
5. Keep wiping rags, measuring instruments, wrenches, and other tools off the machine.

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6. Keep the floor around and under the machine clear of oil, scrap paper, and other material to avoid slipping against the machine.
7. Follow the manufacturer's recommended procedures in changing knives.
8. Never talk to anyone while operating the cutter.
9. Never wipe the blade with anything.
10. Handle the blade with caution when changing it. Use bolts in the hole when replacing the blade.
11. When handling stock under the blade, be sure the blade is above the clamp and never step on the clamp release pedal.
12. Power off the cutter after each use.

FOLDERS

1. Never put fingers or foreign objects in the folders, while the folder is on.
2. Make sure the folding plates are securely in their slots before starting the folder.
3. Never operate the folders with loose sleeves, ties, or unrestrained long hair.
4. Oil the ends of the rollers weekly.
5. Clean filter receptacles once a month.
6. Clean rollers with the proper cleaning solution after each use to remove ink.
7. Power off the folders after each use.
8. Do necessary maintenance to the folder only when it is turned off.

PRESSROOM REGULATIONS

1. Use safety containers for solvents, metal containers with cover for oily rags, and waste containers for paper.
2. Never leave tools anywhere on the press.
3. Keep rollers properly racked so they cannot be knocked from their position.
4. Keep the press area free of grease, oil, and excess ink.
5. Stack paper in neat, sturdy piles without overstocking.
6. Provide adequate ventilation and illumination.
7. Maintain clear aisles.

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PRESS OPERATIONS

1. Pull main switch when oiling, greasing, cleaning, and adjusting the press.
2. Replace all guards immediately after completing any repair or adjustment and be sure guards are in their proper positions before starting the press.
3. Presses should be equipped with approved starting, stopping, running, and warning controls.
4. Be sure everyone is in the clear before starting the press.
5. Never reach into a moving press for any reason.
6. An operating press must be monitored at all times - either by the operator or someone close by.
7. Never operate the press with loose clothing or unrestrained long hair.
8. Power off all equipment before leaving each day.

CLEANING AND ADJUSTING THE PRESS

1. Use only approved wash for cleaning rollers. (No toxic and flammable solvents are permitted.) Make sure you know the properties of the solvents being used, use as little as possible to do the job, and keep it from spilling on the floor.
2. Keep cleaning solvent in a safety can. Store cleaning rags in a covered metal can. Use soft, clean rags - with no loose ends – for washing rollers.
3. The press switch should be “locked out” when rollers are being removed from or placed in the press. Watch finger clearance when handling rollers.
4. Use vinyl gloves when handling cleaning solvents.
5. Clean sink basins of chemical residues.

SHRINK WRAP MACHINE

1. Avoid contact with the heating equipment.
2. Make sure that the arm is in full “up” position before handling each package.
3. Power off the machine before leaving each day.

STITCHERS

1. Never put fingers under the stitch head while the stitcher is on.
2. Make adjustments to the stitcher only when it is turned off.

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3. Oil the stitcher weekly (depending on use) and use only 1 drop per access hole.
4. Power off stitchers after each use.

STORAGE IN THE PRINT SHOP AREA

1. Keep all material shelved and free from walkways.
2. Use correct lifting techniques when moving materials.
3. Use correct ladder procedures for lifting above waist height.
4. Store as many materials as possible at waist height.

ERGONOMICS

Maintaining a workstation in a manner that eliminates awkward positions is important for employee health.

1. Workstations should be arranged so that the most frequently used items can be accessed without stretch reach.
2. Phone headsets are recommended for personnel who use the phone extensively.
3. Computer monitors should be arranged with the top of the monitor at eye level.
4. Desk chairs should provide lumbar support and be adjustable so that the employee's feet can touch the ground or foot rest for adequate support.
5. Computer keyboards should be located so that bending of the wrist is not required to access the keys. A wrist rest may be necessary if the edge of the keyboard tray or desk is sharp and places pressure on the wrist.
6. If working at a computer workstation for long periods of time, periodically stop and stretch the muscles in your back, neck, shoulders, arms and hands.
7. Keep the area under your desk free from cords, purses and other storage, these can be a tripping hazard.

LADDERS

1. Completely inspect all ladder hardware and fittings before each use.
2. Inspect all ropes and cables and replace them if defective.
3. Do not use defective ladders; report them immediately to your supervisor.
4. Portable ladders are designed as one-man working ladders based on a 200 pound load. Do not load a ladder more than the rated limits.

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5. Do not use metal ladders while working near electrical wires or electrical equipment. Use a wood or fiberglass ladder.
6. Be sure your shoes are free of any material which could cause you to slip while climbing.
7. Set the ladder base firmly on the ground or floor. Ladders must not be placed on boxes, barrels, or other unstable bases.
8. Do not climb a ladder if you are ill or afraid of heights.
9. Do not paint wooden ladders; this hides possible cracks. Use linseed oil instead.
10. Do not store wooden ladders where they will be exposed to the elements; store them where there is good ventilation.
11. Do not use a ladder which has been tagged "Dangerous — Do Not Use."
12. Do not climb a ladder behind an unlocked door, doorway, or without someone standing guard.

The following rules apply to straight extension ladders.

13. Never stand above the top three rungs.
14. Secure the ladder to prevent it from slipping or falling by tying it off to a fixed object at the top at both rails or to a proper sized single support attachment. Choose a ladder equipped with non-slip safety feet. Since the ladder usually must be climbed to secure the top, someone should stand at the bottom and hold the ladder while this is being done. If the job is of short duration, it may not be feasible to tie the top. If this is the case, the ladder should be held by another person until the job is completed and the person is safely on the ground. Only when the top is secured should someone work from the ladder alone. When ladders with no safety feet are used on hard, slick surfaces, a foot ladder board or cleat should be used against the base.
15. Do not reach out from a ladder, even when it is being held. Move the ladder instead.
16. Keep your shoes and the ladder rungs free from grease, mud, ice, etc. Clean oily or greasy ladders with a safety solvent, or steam clean.
17. Do not use ladders or ladder sections upside down. Always use right side up. The extension ladder should always be erected so that the upper section is resting on the bottom section.
18. When working from a position on the ladder, always brace your knees against the side rails near the end of the ladder rungs to increase stability.
19. Do not climb ladders when wearing high heels, sandals, or thongs.
20. Position straight ladders so that the base of the ladder is 1/4 of the ladder length, or approximately 75°, with the horizontal.
21. Ladders must be 3½ feet taller than the building top.

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The following safety rules pertain to stepladders.

22. Select a stepladder tall enough to reach the work. Never stand on the top two steps or on the bucket shelf.
23. Be sure the stepladder is fully spread and the spreaders are locked; be sure that the spreader is not bent or loose.
24. The bracing on the back legs of a stepladder is designed for stability and not for climbing.
25. Always have someone hold your stepladder if you are climbing higher than four feet.

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.

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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.
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 ½ 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.

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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.
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.
37. 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.

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Acknowledgement of Safety Rules for Professional and Administrative Staff

I have received the Safety Rules for Professional and Administrative Staff 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: _____



New Employee Training

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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.

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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.
6. District property, including building and grounds, is no place for horseplay, fighting, teasing, and/or practical jokes.

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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 Texas Workers' Compensation Commission offices.



Safety Inspections

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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.

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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: _____

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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:

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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				
17				

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	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 are sufficient electrical outlets so cords for appliances do not cross traffic areas?			
6	Are there are sufficient electrical outlets so extension cords are not piggy-backed?			
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 GFCI outlets installed where outlet is within 36 inches of a water source?			
17				
18				

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	Work Practices	OK	Needs Improvement	Date Corrected/Initials
1	Employees use the appropriate step ladder to reach items above their reach?			
2	Are employees using proper lifting techniques			
3	Are ladders inspected prior to use for condition?			
4	The proper height of ladder is used for task at hand?			
5	Is defective equipment tagged and removed from service?			
6	Is appropriate eye protection worn for the job at hand?			
7	Is appropriate footwear worn for task undertaken?			
8	Are tools inspected prior to use?			
9	Are defective tools marked and removed from work area?			
10	Are motor vehicles inspected prior to driving?			
11				
12				
	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			

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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/Tagout			
6	Safety Rule acknowledgement on file for every employee			