

Whitley County School District Employee Safety Policy



Statement of Safety Policy:

It is the policy of the Whitley County School District to provide an active Safety & Health Program. The objective of the program is to ensure a safe environment for all employees, students and visitors as well as to protect school district buildings, equipment and other property.

A safety committee(s) shall be implemented to help attain these goals. Some of the tools used by the committee(s) shall include, but not be limited to:

- (1) Performing safety inspections of school buildings and grounds.
- (2) Reviewing accident report and accident investigation forms.
- (3) Promoting safety awareness throughout the district.
- (4) Implementing required safety programs as mandated by the government.
- (5) Organizing and/or providing a safety training program for the staff.
- (6) Reviewing appropriate procedures and recommending changes.

The safety committee chairman, or safety coordinator, will give monthly reports to the superintendent and an annual report to the school board regarding the status of the district's safety program.

The complete cooperation of all personnel concerning this crucial program is expected.

(Superintendent)

(Date)

Roles & Responsibilities

The Superintendent will ensure that:

- Effective procedures and guidelines for employee health and safety are in place and in accordance with all state and federal standards.
- Principals and supervisors receive training in relevant procedures and guidelines.
- Principals and Directors implement this policy and related health and safety programs in their site(s)/departments.

Directors, Supervisors and Principals will ensure that:

- Employees under their supervision follow this policy and related procedures as defined in board safety policy.
- Staff use safe work practices and receive training to protect their health and safety.
- Equipment and their site(s) are safe, to the extent of their authority and ability to do so.
- There is effective cooperation with the workplace Safety Committee or the Site Health and Safety Representative and employees to create a healthy and safe working environment.
- This cooperation will extend to others such as contractors, owners, officers, etc.

Safety committee will:

- Conduct regularly scheduled and documented safety committee meetings;
- Actively participate in safety and health instruction programs;
- Review and evaluate hazard recognition reports;
- Review accident investigation reports as needed;
- Review all employee suggestion forms;
- Inform management of proposed safety and health recommendations and improvements;
- Monitor and evaluate the effectiveness of safety and health recommendations and improvements;
- Compile and distribute safety and health information to employees; and
- Monitor Federal, state and local worker related laws and regulations

Non-supervisory Staff

- All employees of the Board are required to follow this policy and related procedures.
- Report concerns and unsafe conditions to Supervision or a member of the safety committee.

GENERAL SAFETY RULES (ALL EMPLOYEES)

- (1) Wear Personal Protective Equipment (PPE) such as hard hats, safety shoes, back supports, safety glasses, or face shields as directed by the Supervisor.
- (2) Never stand up, sit on the side of, or ride on any exterior part of a moving vehicle.
- (3) Do not enter or exit any vehicle while it is in motion.
- (4) Do not work or drive while under the influence of alcohol or drugs.
- (5) Walk (do not run), watch your step; keep firm footing and balance at all times.
- (6) Do not engage in horseplay or practical jokes.
- (7) Do not use frayed, cut, or cracked electrical cords. Turn them in to the Supervisor for repair or replacement.
- (8) Use only ladders and step stools to get additional height. Do not use a box, crate, or other improvised stand for climbing.
- (9) Do not use gasoline for cleaning purposes.
- (10) Place warnings signs below and rope off the area when doing work overhead.
- (11) Do not walk or run in front of or behind moving equipment.
- (12) Remove vehicles, equipment and tools from service when they are damaged and unsafe to operate.
- (13) Do not operate machines unless safety guards are in place.
- (14) Do not block exits.
- (15) All employees should know and observe all safety rules applicable to their work environment.
- (16) Any injury or accident, no matter how slight, must be promptly reported to a supervisor or the person designated to handle safety reports. The supervisor or designee should provide the necessary paperwork for the employee to receive medical care if it is needed. The accident should be reported to Human Resources so a claim may be filed immediately following the accident.
- (17) Smoking is prohibited in all buildings.
- (18) Good housekeeping practices must be maintained at all times. All spills should be cleaned up immediately.

- (19) All unsafe acts and conditions must be corrected promptly and reported to management.
- (20) Jewelry, such as rings and bracelets, necklaces and loose clothing, are not to be worn when working around electrical equipment or moving machinery.
- (21) All employees with long hair must have their hair in a hair net or tied up so as not to fall below the nape of neck when working with powered equipment.
- (22) Learn the proper and safe way to do a job. If an unsafe condition exists, notify your supervisor immediately.

LIFTING (ALL EMPLOYEES)

Improper lifting techniques and excessive loads can cause injuries.

- (1) Get help if there is any doubt of your ability to lift an object.
- (2) Place feet close to the base of the object to be lifted.
- (3) Get a firm grip on the load.
- (4) Position your feet 6 inches to 12 inches apart on an area of secure footing.
- (5) Bend at the knees, not at the back.
- (6) Keep your back straight.
- (7) Lift slowly and evenly with leg muscles and not with back muscles.
- (8) Keep object as close to the body as possible.
- (9) Set objects down in the same manner as you picked them up, but in reverse.
- (10) Avoid twisting your back to turn when lifting. If you must change direction while lifting, pivot with your feet and turn your entire body to change direction.
- (11) Perform movements smoothly and gradually.
- (12) Avoid wet and greasy hands when lifting.

SLIPS, TRIPS, AND FALLS (ALL EMPLOYEES)

- (1) Immediately clean up spills, water, oil, and other liquids from the floor by using mop, bucket, oil dry materials, sand, paper towels, and cloth materials. Post “WET FLOOR” or “SLIPPERY” caution signs/cones to warn of slippery areas.
- (2) Turn on lights before entering a dark room.
- (3) Pick up all foreign objects such as pencils, hammers, tools, etc., from floor surfaces, aisles, or stairs to prevent slipping or tripping.
- (4) If the plastic chair pads do not lie equally flat on floor, remove and replace them.
- (5) Immediately report torn, ripped, or loose carpet.
- (6) Walk around wet or oily areas, if possible.
- (7) Take short steps, walk slowly, and use hand rails when you have to walk on slippery surfaces.
- (8) Keep cabinet and desk drawers/doors closed when not in use or unattended.
- (9) Walk, do not run, up and down stairs or steps. Take only one step at a time.
- (10) Avoid blocking your view when carrying/pushing objects so large that you cannot see where you are going.
- (11) Do not jump from truck beds, platforms, scaffolds, or other elevated places.
- (12) While seated, do not tilt chairs back on two legs.
- (13) Do not run electrical and other cords across doorways, aisles, or landings.

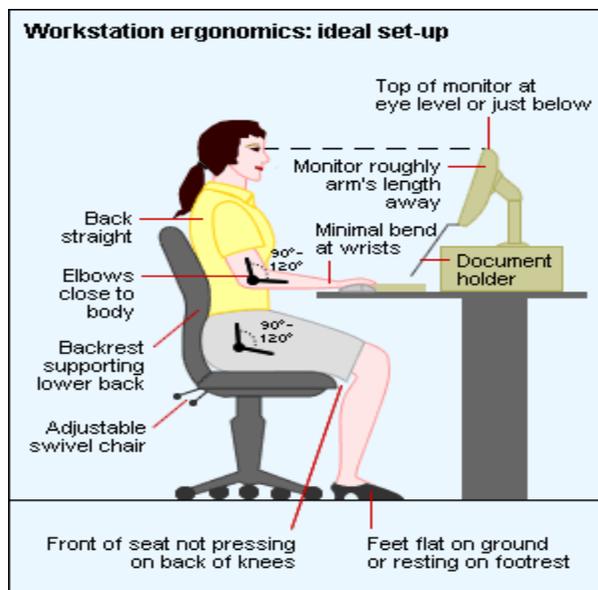
AGGRESSION CONTROL PROCEDURES (ALL EMPLOYEES)

- (1) Immediately notify campus security or local law enforcement.
- (2) Notify other staff members or co-workers and have a stand-by to render assistance.
- (3) Post emergency call numbers.

Classroom and Office Safety

Although Teachers and Administrative staff are typically not conducting physical tasks that create higher risks for injuries, there are still exposures and potential for workplace injuries. The following guidelines have been created to help teachers and administrative staff members maintain a safe and healthy work environment.

- All desks and workstations must be set up correctly and in an ergonomic manner (see diagram)
- Workstations, offices and classrooms should be kept orderly with no trip hazards created by rugs, chords or other debris.
- Immediately clean-up or contact the custodial department in the event of a liquid spill.
- Contact custodial to clean up any spill of blood or other bodily fluids.
- Only use approved ladders and stools in the event posters and other décor must be hung on classroom or office walls. DO NOT... USE CHAIRS, DESKS, OR TABLES.
- Contact a member of maintenance or the custodial department in the event a heavy piece of office furniture must be moved.
- All containers of chemicals and other potentially hazardous substances must be labeled.
- Be familiar with all board security policies.
- Know and be familiar with warning signs of potential violence from students and co-workers.
- Dress appropriately and utilize the proper footwear when coming in to prepare classrooms and offices for the upcoming school year.
- Follow guidelines for proper ladder usage.
- Get help with any heavy object
- Be familiar with all General Safety Rules set forth by the Board Safety Policy.
- Report any workplace accident immediately regardless of severity.



(1) General.

- a. Close desk and filing cabinet drawers slowly to prevent finger injuries.
- b. Position office furniture close to outlets to eliminate tripping over telephone and/or electrical cords.
- c. Open doors slowly and keep them in either a fully open or fully closed position.
- d. Do not tamper with office machines, phones, or wiring. Call technology or appropriate repair company if repairs are required.
- e. Use staple remover, not fingers, for removing staples.
- f. When refilling stapler, point the loading end away from yourself.
- g. Do not place your fingers in or near the feed of a paper shredder. Verify guard is in place and working prior to use.
- h. Lock down the slicing arm on paper cutting devices when not in use.
- i. Do not use paper-cutting devices unless finger guards are in place.

(2) Office Machines

- a. Do not place office machines in unstable locations where they may fall.
- b. Do not touch electrical machines or connections with wet hands or while standing on damp floors.

c. Turn off and unplug office machines before adjusting, lubricating, or cleaning.

d. Keep lids on copy machines closed.

(3) Desks, Tables, Etc.

a. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables

b. Check desks and tables for splinters, dangerous cracks, and loose veneer. Avoid these areas until repaired or replaced.

(4) Swivel Chairs

a. Do not stand or conduct horseplay in swivel chairs.

b. Do not raise the seats on swivel chairs to the point that your feet do not touch the floor.

(5) Fans

a. Do not use fans with bent blades, excessive vibration and frayed cords or without guards.

b. Do not place floor type fans in walkways, aisles, and doorways where they will present tripping hazards.

(6) Waste Containers

a. Do not place objects with sharp points or fragmented edges in waste cans.

b. Never place hands or feet inside waste cans before checking for sharp objects.

c. Do not use cardboard boxes as waste receptacles.

d. Do not put oily rags, broken glass, or sharp objects in wastebaskets. Place them in designated containers labeled "OILY RAGS," "BIOHAZARD," "BROKEN GLASS," etc., for special handling by the custodian.

(7) File Cabinets

a. Do not leave file drawers open. Always use the handles to close them.

b. Do not stack file cabinets on top of one another.

c. Put heavy materials in the bottom drawers, lighter materials in the top drawers.

d. Pull only one drawer out at a time.

e. Check file cabinets periodically for safety hazards; remove burrs and eliminate or cover sharp edges.

f. Never place materials, boxes, other files, etc. on top of cabinets above five feet. Not only can they fall, but also they put undue strain on persons reaching to lift items.

(8) Animals

a. Animals whose bite or sting is considered fatal shall not be allowed in the classroom or lab.

b. Animals are allowed in the lab or classroom only when both the following are met: Only for curriculum development or must have principals permission in writing.

c. Animals while in classroom:

1. Maintained in healthy condition.

2. Appropriately confined.

3. Appropriate size of clean cage or tank.

4. Animals shall not be left on site during weekends or more than 36 hours during nonoperational time.

5. Dogs, cats or wild animals found on campus (call animal control).

d. No animals may be kept on campus outside of a classroom unless there is a specific agricultural/veterinarian circumstances. All cages, buildings and fencing must comply with safety and health standards. Veterinarian care must be provided on a routine basis for the animals.

SCIENCE/LAB SAFETY

(1) General

a. Identify location of safety equipment, including emergency utility shut off switches, emergency eye wash stations, and shower stations.

b. Never work alone in a science laboratory or storage area.

c. Never eat, drink, or chew gum or tobacco in a science laboratory or storage area. Do not

store food or beverages in the laboratory environment.

d. Never pipette by mouth.

e. Wash hands before and after work in a science laboratory and after spill clean-ups.

f. Restrain loose clothing (e.g., sleeves, full cut blouses, neckties, etc.), long hair, and dangling jewelry.

g. Tape all Dewar flasks.

h. Never leave operating heat sources unattended (e.g., gas burners, hot plates, heating mantles, sand baths, etc.)

i. Do not store reagents and/or apparatus on lab bench. Keep lab shelves organized.

j. Do not lean into the fume hood.

k. Do not use the fume hood as a storage area.

l. Obtain and read the Material Safety Data Sheets (MSDS) for each chemical before beginning any experiment.

m. Do not mix or dispose of chemicals in the sink drain, unless approved by lab teacher.

n. Dispense and dispose of chemicals per MSDS requirements and manufacturer's recommendations.

o. Store chemicals in labeled containers in designated storage areas.

(2) Safety Wear (Lab)

Follow safety instructions and use required Personal Protective Equipment (PPE) as provided by the Supervisor.

a. Wear Supervisor-designated eye or face protection (e.g., safety goggles) while handling chemicals.

b. Wear gloves approved by the Supervisor that will resist penetration by the chemical being handled and which have no pinholes, tears, or rips.

c. Wear a laboratory coat or apron to protect skin and clothing from chemicals

d. Wear shoes or boots that cover feet completely; no open-toe shoes are allowed.

(3) Facilities and Equipment (Lab)

NOTE: Prior to using chemicals, the employee shall identify and be familiar with location of all emergency eyewash and shower stations.

a. Never block any escape routes.

b. Never block a fire door open.

c. Never store materials in lab or storage area aisles.

d. Do not use machines such as grinders, pumps, etc., unless all moving belts and pulleys have safety guards.

e. Secure compressed gas cylinders at all times.

CAFETERIA/FOOD SERVICE SAFETY (FOOD SERVICE EMPLOYEES)

(1) General

a. Disconnect electrical appliances such as blenders, grinders, and coffee pots from the power source before cleaning.

b. Keep aisles clean, clear, and dry at all times.

c. Wear only closed-toe, low-heel and non-slip shoes. Shoes should be sturdy and well maintained.

d. Store cleaning products separately from food products.

e. Clean steam tables and cutting blocks daily.

f. Keep sharp, protruding objects out of the aisles; keep all drawers closed.

g. Store all cleaning equipment such as brooms, mops, carts, pails, etc., in the utility closet.

h. Turn on exhaust hood fans when ranges are in operation. Keep hood filters clean and free of grease.

(2) Receiving Area

a. Keep floors in a safe condition, free from broken tile, and sliding floor mats.

b. Keep floors and/or deck areas dry, clear, and hazard-free.

(3) Storage Area

a. Store heavy items on lower shelves.

b. Use a ladder to reach items above chest level.

c. Store cartons and flammable materials at least 18 inches from light bulbs.

d. After changing light bulbs, replace screen guards.

e. Do not store ammonia and bleach together.

(4) Food Preparation Area.

a. Before plugging in mixers, blenders, and other electrical equipment, check that the plug ground prong is in place and secure. If not, do not use, tag it as “out-of-service” and notify the Supervisor.

b. Inspect electrical equipment regularly for defective or damaged cords or plugs. If defective, tag them as “out-of-service” and report them to Supervisor.

c. Do not lean against equipment such as mixers, blenders, or toasters when turning them on and off.

d. Check mixers and attachments for safe operating condition (per operation and maintenance manual) before using. Do not use if defective.

(5) Serving Area

a. Keep serving counters and tables free from broken parts and wooden or metal splinters.

b. Inspect glassware, china, silverware, and plastic equipment daily. Dispose of chipped or cracked items.

c. Use hair restraints such as nets, clips, or hats approved by the Supervisor.

d. If taking any medication, report it to the Supervisor. Do not operate any equipment while taking medication, unless authorized.

MAINTENANCE AND REPAIR FUNCTIONS

These rules apply to the following personnel: All maintenance personnel, carpenters, custodians, electricians, electronic technicians, grounds keepers, heating/air conditioning/ventilation technician (HVAC), painters, pest control, plumbers, mechanics, roofers, welders, equipment repair, printing, teachers, technical instructors, and students involved in any of the above areas.

(1) Electrical

- a. Use only three conductor and grounded extension cords to operate tools.
- b. When using electrical extension cord:
 1. Check that the wattage labeled on the tool, appliance or equipment does not exceed the wattage limit labeled on the cord.
 2. Do not install through doorways, holes in ceilings, walls, floors, or windows.
 3. Never remove, bend, or modify any metal prongs or pins.
 4. Do not use in wet environment.
 5. Do not plug one extension cord into another.
 6. Never drive, drag, or place objects over cord or walk on it.
 7. Always unplug when not in use.
 8. Do not use as a permanent power source.
- c. Do not repair or test live circuits except when necessary to effect repair.
- d. When working on live circuits, use only tools with insulated hand grips, having UL approval for live line work.
- e. When doing electrical work, use only ladders with nonconductive side rails.
- f. Never connect a heating appliance using in excess of 1500 watts into a convenience outlet with a 15 Ampere Rating.
- g. Use fuse-handling equipment to remove or install fuses when fuse terminals are energized.
- h. Do not enter spaces or work on items containing exposed or energized parts unless you are

a qualified electrician or accompanied by a qualified electrician.

i. Use safety signs, symbols, or accident prevention tags to warn personnel of electrical hazards.

j. Verify that circuits or equipment cannot be reenergized or restarted prior to the completion of work.

k. Use gloves, aprons, and face protection approved by the Supervisor while working in battery service areas.

l. Inspect an electrical cord and its connections before using. Remove the plug from the outlet before any mechanical or electrical adjustments are made.

m. Do not hang an extension cord over nails, bolts, or sharp edges. Do not allow it to become kinked or leave it where someone may trip over it. Always keep the cord away from oil, hot surfaces or chemicals.

(2) Materials Handling

a. Inspect materials for slivers, jagged edges, burrs, and rough or slippery surfaces. If you detect a hazard, correct it.

b. Wipe off greasy, wet, slippery, or dirty objects before trying to handle materials. Keep hands clean and free of grease or oil.

c. Prior to adjusting or changing a grip, set the object down.

d. Never carry glass under an arm. (A fall could sever an artery.)

e. When moving materials on hand trucks or dollies push rather than pull.

f. Test the load first. Get help if the weight, size, bulk, or shape of the article prevents you from maintaining balance and/or puts excessive strain on your back or abdominal muscles.

g. When two or more persons are carrying materials, all should face forward whenever possible.

If one must walk backward, be especially alert to slipping, tripping, or bumping hazards. Have another person guide.

h. Use the proper tools, such as wrenches, pry-bars, or special handling tools, to lift heavy covers, etc.

(3) Lockout/Tagout

This is applicable to service, maintenance department and food service personnel.

- a. Do not remove locks from equipment unless they are your own.
- b. Do not rely on other workers' memories; place the lock yourself. Each person required to isolate an energy source shall place his/her own individual lock or tag on the source.
- c. Do not commence equipment repair or maintenance work until verifying that the lockout/tagout control cannot be overridden or bypassed.

(4) Ladders/Scaffolds

- a. Do not use any ladder with cracked or damaged rails, steps, or rungs.
- b. Open step ladders fully and lock spreaders.
- c. Use extension ladders only up to 60 feet. If the ladder is extended less than 36 feet, have 3 feet of overlap between sections; if extended between 36 and 48 feet, have 4 feet of overlap between sections; if extended between 48 to 60 feet, have 5 feet of overlap between sections. Lash or otherwise secure the ladder in place.
- d. Only one person is allowed on a ladder.
- e. Supply firm footing for ladder. If the ground is soft or uneven, use plywood under the feet of the ladder.
- f. Use 4-to-1 rules in setting up extension ladders. This is easy to compute since the rungs on most ladders are one foot apart. Count the rungs up to where the ladder rests on the wall. If it is 16 feet, set the ladder base 4 feet from the wall.
- g. Face the ladder when climbing up or down. Hold on with both hands. Carry supplies in tool pouches or haul them up with a line.
- h. Move the ladder instead of over-extending yourself. Follow the rule of keeping your belt buckle

between the side rails.

- i. Carry the ladder with the front end high enough to clear anyone ahead of you.
- j. Never paint wooden ladders as paint could hide a defect in the wood and you would not see it. When wooden and/or metal ladders require replacement, purchase safer fiberglass ladders.
- k. Do not use or mount scaffold if it is not sturdy, free of knotty or defective planks, level, and solidly positioned.
- l. Keep the scaffold free of scraps, loose tools, or tangled lines.
- m. Follow the manufacturer's instructions when assembling a scaffold.
- n. Lock and block scaffold wheels before climbing. Never ride a rolling scaffold.
- o. Level the scaffold after each move, but do not extend adjusting leg screws more than 12 inches.
- p. Lash fixed scaffolds at intervals of 30 feet of length and 25 feet of height. Verify safety locks are in working condition.
- q. Prior to mounting a scaffold, check all pulleys, blocks, hooks, fittings, and ropes on swinging scaffolds for defects such as loose pins, frayed ropes, cracked scaffolds, etc.

(5) Tools (General)

- a. Keep cutting edges sharp and carry in a sheath or holster made for that purpose.
- b. Report defective (worn, damaged, etc.) tools promptly to the Supervisor for repair or replacement.
- c. Keep tool handles free from splinters, burrs, etc. Handles are to be tight on the head and not weakened by cracks or splits.
- d. Do not use impact tools such as hammers, chisels, punches, or steel stakes that have burred heads. Dress heads to remove burrs or chipped edges.
- e. When handing a tool to another person, direct sharp points, and cutting edges away from both you and the other person.

- f. Use only insulated tools when working around energized electrical circuits or equipment.
- g. Pliers, or other cutting tools, avoid directing the blade toward yourself. Cut away from your body and stand clear of others.
- h. Never carry hand tools in your pockets, especially screwdrivers, scribes, aviation snips, scrapers, chisels, files, etc.
- i. Never use a file as a pry. When using a file or rasp, grasp the handle of the file or rasp in one hand and the toe in the other.

(6) Hammers

- a. Do not use a hammer with a cracked, broken, splintered, or loose handle. The handle must be securely set. Replace loose or damaged wooden handles and discard hammers with damaged metal or fiberglass handles.
- b. Do not use a hammer with oily, greasy, or wet hands; keep hammer handles clean.
- c. Use the claw for pulling nails. Do not use it as a pry or wedge or for pulling spikes.
- d. Never use a hammer with a hardened face on tempered, machined, or hardened surfaces. Rawhide, plastic, rubber, lead, brass, or copper hammers will prevent damage to parts and also eliminate the danger of flying metal chips.

(7) Knives

- a. Do not place the hand or fingers over the back of a knife blade while it is in use.
- b. Do not try to catch a falling knife. Move from its path and allow it to fall; then pick it up.
- c. Keep knives sharp.
- d. Replace knives with worn handles.
- e. Use knives with retractable blades when available.

(8) Pliers

- a. Never cut through live wires; turn off the current first. Use insulated pliers for electrical work.
- b. When using diagonal cutting pliers, place the free hand over the ends of cotter pin, safety wire,

or whatever is being cut. This will prevent the loose ends from flying and causing possible eye injury.

c. Do not cut hardened steel parts with pliers.

(9) Saws/Hacksaw

a. Adjust blade so that it is taut in the frame before using.

b. Keep saw blades sharp.

(10) Screwdrivers

a. Select the correct size and type of screwdriver to fit the job.

b. Never use a screwdriver as a chisel or as a substitute for a pinch bar or pry bar. (Exceptions are dry point and impact screwdrivers.)

c. Do not put fingers near the blade when tightening a screw.

d. For electrical work, use only screwdrivers that have insulated handles of nonflammable material.

e. Do not use screwdrivers to tighten/loosen screws on handheld objects.

(11) Wrenches

a. Do not use a makeshift wrench.

b. Do not use a wrench if the jaws are cracked or worn.

c. Always use box or socket wrenches on hexagon nuts and bolts as a first choice and open end wrenches as a second choice.

d. When using an adjustable wrench, always place it on the nut so that the pulling force is applied to the stationary jaw side of the handle.

e. Never use a piece of pipe, tubing, or another wrench to extend the handle of the wrench in order to secure additional leverage.

f. Do not use a wrench with oily, greasy, or wet hands; keep handles clean.

MACHINES/POWER TOOLS

(1) General

- a. Wear Personal Protective Equipment (PPE), e.g., goggles, face shield, hearing protection, etc., when provided by your Supervisor.
- b. Operate a machine only after you have received thorough instructions and been advised by your Supervisor that you are qualified to operate that machine.
- c. When working around machinery, do not wear loose clothing, torn sleeves, ties, key chains, rings, watches, or any item that could become entangled in the machinery.
- d. Use a hair net, rubber band, cap, clamp, or other mechanism approved by your Supervisor to contain long hair when working around machinery such as drills, grinders, power saws, and other related machinery.
- e. Make all adjustments with the power off.
- f. Never attempt repair on live circuits, electrical appliances, power tools, cables, or wiring unless you are qualified
- g. Inspect all portable power tools before operating. Inspect power cables, extension cords, and adapters. Do not use if defective or damaged.
- h. Use Ground Fault Circuit Interrupter (GFCI) protected circuits to operate all portable power tools.

(2) Drills

- a. Adjust the table or depth stop to avoid drilling into the table.
- b. Securely lock drill bit or cutting tool into chuck.
- c. Wear eye protection (e.g., safety glasses or a face shield) when using drills.
- d. Always keep a finger on the portable drill switch so that power may be shut off instantly.
- e. Do not use a distorted or bent drill bit.
- f. Disconnect extension cord before attempting to loosen a chuck on a portable tool.

g. Discontinue using a drill which overheats.

i. Secure work piece before drilling.

(3) Grinders

a. Adjust the tool rest to within 1/8 inch of the abrasive wheel and thoroughly tighten in place so it cannot shift position while in use.

b. Adjust the movable tongue guard to within 1/4 inch of the abrasive wheel.

c. Inspect the wheels for chips, cracks, or grooves on the face or side before turning on grinder.

Do not use wheels if any of these problems are recognized.

d. Dress grinding wheels on the face only.

e. When grinding, use the face of the wheel only.

f. If the grinding wheel vibrates, do not use it. Tag it as out-of-service and report it to the Supervisor.

g. Do not touch the ground portion of work piece until you are sure it has cooled.

h. When finished using the grinder, shut off the power. Do not leave until the wheel has come to a complete stop and the work area is clean.

i. Do not operate grinders near flammable containers or where gasoline fumes are present.

(4) Saws (Power)

a. When operating scroll saws, stop the machine before removing scrap pieces from the table.

b. Always keep hands and fingers away from the saw blade.

c. Turn off the machine if the material is to be backed out of an uncompleted cut or if the blade is pinched.

d. Disconnect the machine from the power source when making adjustments.

e. Shut off power. Clean the saw and work area before leaving.

f. Do not operate any power saw unless properly trained by the Supervisor or other qualified trainer.

- g. Do not operate saws unless the safety guards are in place and operational.
- h. Clamp the work when using the hole saw or cutting tool larger than 1/2 inch diameter.
- i. On band saws, adjust the upper blade guide about 1/8 inch above the material being cut.
- j. On band saws, check adjustments for taut blade tension and centered blade tracking.
- k. Hold work piece firmly against the table.
- l. Use push sticks when operating power table saws.

(5) Gasoline Engine-Powered Tools.

- a. Always disengage the clutch before starting; never start under a load.
- b. Always shut off the engine, wait for the machine to stop, and disconnect the spark plug wire before making adjustments or cleaning jammed objects.
- c. Never operate the machine without the guards installed.
- d. Always wear Personal Protective Equipment (PPE) that you have been provided when operating the machine.
- e. Never refuel running or hot engines.
- f. Never smoke while refueling the machine.

GROUNDS KEEPER MOWING SAFETY

- (1) Inspect the area to be mowed for hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, toys, etc. Remove any hazards where possible. Avoid those that cannot be removed.
- (2) Use Personal Protective Equipment (PPE), e.g., eye/face protection, gloves, hearing protection, etc., provided by the Supervisor.
- (3) Always look ahead of the mower's path while staying aware of your surroundings.
- (4) Check for oncoming cars when mowing near streets.
- (5) Inspect the mower, e.g., blade, belts and wheels, prior to use. Look for any loose screws or nuts and make sure that the guard is in place. Before using the machine, make any needed

adjustments or repairs according to manufacturer's specifications.

- (6) Do not put your hands or feet under the mower deck.
- (7) Turn off the mower and disconnect the spark plug wire before servicing or adjusting.
- (8) Always cut across slopes with an upright mower.
- (9) When using a riding mower, mow up and down the slope.
- (10) Keep mower in gear when going down a slope.
- (11) Turn off the mower when dumping the grass catcher.
- (12) Do not try to unclog the grass chute while mower is running.
- (13) Only the operator is permitted to ride a riding mower.
- (14) Disengage the drive before starting a riding mower.
- (15) Disengage the drive before shutting off the mower.
- (16) Do not direct the discharge toward bystanders.
- (17) Do not work outdoors in electrical storms.

PESTICIDES AND FERTILIZER APPLICATION/SPRAYING

- (1) Only personnel properly trained and licensed will apply pesticide except consumer strength premix. Follow product label instructions and Material Safety Data Sheet (MSDS) precautions when applying weed killers, fertilizers, pesticides or herbicides.
- (2) Inspect equipment for leaks and loose nuts.
- (3) Wear Personal Protective Equipment (PPE), e.g., goggles, gloves, respirator, rubber boots, etc., provided by the supervisor.
- (4) Protect any open cuts or scratches with impervious bandages or gloves before handling or applying pesticides.
- (5) Never transfer any pesticide or fertilizer into an unmarked or unlabeled container. Keep containers tightly closed.
- (6) Do not store pesticides near sources of heat.

- (7) Do not transport pesticide containers in the cab of a vehicle.
- (8) Do not smoke or carry smoking materials while handling or spraying pesticides and fertilizers.
- (9) At the end of the workday, shower immediately after you have completed application of pesticides and fertilizers.
- (10) Do not mix fertilizers with gasoline or cleaning agents.
- (11) Wash hands and arms thoroughly before eating, smoking or drinking.
- (12) Store pesticides on impervious surfaces, e.g., metal shelves, plastic shelves, etc.
- (13) Remove any clothing that is saturated or impregnated with pesticides and place in a metal container labeled "PESTICIDE CLOTHING". Do not take clothing home.

GARAGES AND REPAIR SHOP SAFETY

- (1) Use jacks only to raise a piece of machinery into position. After machinery is in position, place jack stands under a load-bearing member.
- (2) Keep covers on floor openings, such as drain troughs. If any unguarded floor openings are found, inform the supervisor at once.
- (3) Keep steps into grease pits clean and free of grease, oil, and water by using a degreaser or other cleaning agent approved by your supervisor. Do not leave tools, parts, etc., on steps.
- (4) Use only cleaning solvents provided by your supervisor. Do not use carbon tetrachloride or gasoline for cleaning parts or in degreasing jobs.

ROOFING SAFETY/KETTLES AND TANKERS

- (1) Do not operate felt-laying machines or mechanical mopers within three feet of any unprotected roof opening or within five feet of any unprotected roof edge.
- (2) If catch platforms are not being used, you must use a safety belt attached to a lifeline which is securely fastened to the structure.
- (3) Do not work around kettles and tankers being used or heated up for use unless supervised or monitored by Qualified Person.

- (4) Never place a pumper or agitator into a hot kettle or tanker.
- (5) Park kettles and tankers within a minimum of 25 feet of air intakes, such as windows, doors, etc., only when used with a fume-recovery system.
- (6) Roofing of student occupied buildings prohibited; except by approval of District Safety Manager.

WELDING SAFETY

- (1) Do not perform any welding until properly trained and certified by your Supervisor.
- (2) Obey all warning and precaution signs posted in designated welding areas.
- (3) Use helmets or hand shields with filter lenses and cover plates to view the arc when arc welding and arc cutting.
- (4) Use face shields or goggles when operating resistance welding or brazing equipment.
- (5) Wear protective flame resistant gloves when welding or cutting.
- (6) Open windows/doors and turn on local exhaust fans to reduce air contaminants.
- (7) Use respiratory protective equipment provided by Supervisor.
- (8) Do not transfer gases from one cylinder to another or mix gases in a cylinder.
- (9) Keep all cylinders not in use capped and secured with safety chain.
- (10) Do not use oxygen from a cylinder or cylinder manifold unless a pressure-regulating device intended for use with oxygen is provided.
- (11) Check all cylinders and equipment (e.g., hoses, regulators, etc.) for leaks before and after use.
Do not use if leaking.
- (12) Use flash guard shields to isolate the welding area. When not in use, turn off supply and bleed off-cylinders.
- (13) Do not handle oxygen cylinders, apparatus, and fittings with oily hands, gloves, or other greasy materials.
- (14) When moving compressed gas cylinders by crane, cradles shall be used in order to reduce

the possibility of dropping. Do not use electromagnets or rope when moving compressed gas cylinders.

(15) Place oxygen and fuel gas cylinders and acetylene generators away from the welding position so that they will not be unduly heated by radiation from heated materials, by sparks or slag, or by misdirection of the torch flame.

(16) Keep one or more approved Class B or Class C fire extinguishers at the location where welding or cutting is being done.

VEHICLE/DRIVER SAFETY

(1) Operator must have a current license for that vehicle classification and always wear safety belts.

(2) Slow down when crossing rough terrain, making a turn, and watch for pedestrians.

(3) Keep hands, fingers, head, and feet clear when closing doors, hoods and trunks.

(4) Stand clear of vehicles moving in reverse.

(5) Do not mount or dismount a moving vehicle and do not jump off of a moving truck bed or trailer.

(6) Turn off the engine, remove the ignition key, and set the parking brake before leaving the vehicle.

(7) Do not operate any engine-driven construction or agriculture equipment until qualified and certified by your Supervisor.

(8) Transportation of non-employee passengers is prohibited. Use of board vehicles by non-employees or unqualified employees is prohibited, unless permission has been given by an authorized official.

(9) All drivers are required to inspect their vehicle at the beginning of each work day. A vehicle check list may be provided. Vehicles must be kept clean.

(10) Obey all traffic laws. All fines are the responsibility of the driver. Traffic citations are to be reported to your supervisor in writing. Repeated violations are cause for disciplinary action, which may include suspension and/or dismissal.

(11) Consumption of alcohol or non-prescribed drugs is grounds for immediate dismissal whether reporting for work or while on the job. If anyone is taking prescribed medication which may affect their ability to perform their duties safely, they must notify their supervisor when reporting to work.

(12) All incidents involving damage to company property, property of others, personal injury of employee or to others must be reported to the Director of Buildings and Grounds or Human Resources Director immediately. Failure to report any accident involving a company vehicle is grounds for termination.

(13) Courtesy should be extended to other motorists.

(14) Smoking is prohibited in all Board vehicles.

(15) Texting is strictly forbidden while driving.

(16) If a phone call must be made, stop the vehicle in a safe place to do so.

BUS OPERATION

1) Keep the path to the bus emergency equipment and exits clear and unobstructed.

(2) Immediately report bus defects identified on checklist to the Supervisor or other designated person.

(3) Keep all mirrors properly adjusted.

(4) Do not coast with the clutch disengaged or the automatic transmission in neutral.

(5) Operate warning light systems when stopping to load or unload passengers.

(6) All personnel must be off the bus before refueling.

(7) Always shut off the motor and set the parking brake before leaving the bus. Do not leave the bus key in the ignition when the bus is unattended.

(8) Stop the bus only where it can be seen at least 200 feet by traffic approaching from either direction.

(9) Do not tailgate vehicles.

(10) When crossing railroad tracks, bring the bus to a complete stop before crossing.

(11) Do not shift gears when crossing railroad tracks.

CUSTODIAL SAFETY

The Custodial Department provides the cleaning and upkeep for the buildings in the school district. Custodians may encounter a variety of safety hazards. This section will help custodians avoid accidents.

Equipment, which is necessary to get almost any job done correctly and efficiently, can be harmful if used improperly or with incorrect techniques. This section outlines certain guidelines and provides helpful hints that will increase job performance. At the same time, this information can greatly decrease the potential for accidents and possible injuries. This section will also point out some hazards that are not so obvious. In most cases the recommendations take only minutes to complete. A few moments of caution will avoid costly accidents.

PROCEDURAL SAFETY

Custodial closets must have the following safety items and meet these safety guidelines:

- Material Safety Data Sheets (MSDS) for all chemicals stored in the closet, or written instructions or map of the location within the building where the MSDS can be found.
- Safety goggles or glasses.
- Rubber gloves.
- "Wet floor" signs or the location within the building where they can be found.
- A measuring cup.
- Mixing station.
- Earplugs.

Custodial closets must also meet the safety guidelines below:

- All chemicals must be stored at eye level or below.
- All containers must be properly labeled.
- Wet mops must be hung up to dry.
- Mop buckets must be empty - no standing water or chemicals.
- Food cannot be stored near chemicals.
- Equipment cords cannot be frayed or have exposed bare wires.

Wet Mop and Mop Bucket with Wringer

- A wet area can be a potentially hazardous situation. The hazard can be greatly reduced by exercising simple precautions and proper work methods. Slipping is a major cause of knee and back injuries. Wear shoes with non-slip soles when working on wet floors.
- Protect others from slipping by marking the area to be mopped with appropriate "Wet Area" warning signs before beginning work.
- Have a rubber, non-slip handgrip on the bucket wringer handle. This makes it easier to wring the mop and reduces the risk of injuries to hands, wrists, or backs caused by a hand slipping off the handle.
- Leave the mop bucket in a place where it can be seen. Don't leave it in a hidden or potentially dangerous place (e.g., behind furniture or doors, around corners, or at the top or bottom of stairs).
- When rinsing a mop in the mop bucket, avoid splashing dirty water or chemical solutions on clothes, hands, or in eyes.
- Goggles, safety glasses with side shields, or full-face masks should be worn.
- Mopping puts excess stress on the back, especially if done improperly. To avoid this type of stress, use a lightweight mop, if possible, and hold the handle in such a way that the back is fairly straight and free from strain. Take an extra step to avoid overreaching.
- Rinse the mop and bucket thoroughly after mopping any type of chemical spill. This should be done only after the chemical has been identified. If the chemical cannot be identified, contact your supervisor before proceeding with a clean-up.

Push Broom or Dust Mop

Generally treat push brooms and dust mops with the same care as wet mops.

Vacuum Cleaners

- Check the vacuum for bag, filters
- Check the cord for damage and the prongs
- Check your wands/vacuum heads for damage or wear

- Check your harness for proper fit or any damage
- Report any and all machine damage to supervisor
- Never unplug any equipment in offices or labs
- Never use vacuum on any type of liquids
- When finished with machine, always change out the bag
- Wipe down the outside of machines
- Store properly: wrap cord, change filter if needed, set machine on floor with cord and wand.

EZ Riders Scrubbers

- This machine will provide excellent service if operated and maintained by following the manual
- No one will be allowed to operate this machine unless they first go through the training and pass the qualifications.
- Daily maintenance and checkups of machine will keep it in good working condition
- After 200 hours, check batteries for loose connections, clean batteries' tops, terminals, and cable clamps and level of electrolyte in the cells
- Always use distilled water for batteries
- After using – always plug machine into charger; make sure your charger is unplugged from wall before plugging in connector to machine. Then plug into the wall outlet.
- Make sure to empty all water from holding tanks and leave lid off to air dry.
- Check your squeegee for damage; report damage to supervisor immediately
- Check your brushes, or pads for wear or damage; report to supervisor immediately
- When in use, make sure safety signs are posted at all times
- Be aware of your surrounding and people at all times (no head phones at any time)
- Stay six (6) inches away from all hallway walls

- Before transporting, make sure you remove both squeegee and pad plates (always)
- When storing, make sure you follow the instructions regarding the following: empty the tanks, charge the batteries, wipe down the main body of the machine. Wipe down squeegee and check pads or brushes.

Machinery

Buffer:

- The buffer is more specialized than most custodial machines or tools. Care must be exercised when operating this piece of equipment. Buffers are very powerful machines. When they are operating smoothly, it is easy to forget how destructive they can be if they get out of control.
- Before using the buffer, make sure that the drive plate and buffing pad are securely attached.
- Unplug the buffer before setting the handle, drive plate, or pad.
- Always return the buffer to an upright position before plugging it in.
- Never leave the buffer with the handle in a horizontal position. This presents a tripping hazard. Store the buffer in an upright position, as well, with the drive plate and buffing pad removed.
- Control the buffer by using both hands. This will help to avoid damage to walls, furniture, and personnel.
- Keep the buffing pads clean. This makes the buffer easier to control, and prevents sharp objects from sticking to the pad thus damaging the floor. Be careful when operating under desks, chairs, etc., where the buffer can get caught.
- When stripping a floor, walk on the area that has already been scrubbed, if possible. The floor can be very slippery.

Cleaning Solutions

The cleaning solutions used in custodial work contain chemicals that are harmful if splashed in eyes, on skin, or inhaled. When various chemicals are left out carelessly or improperly sealed they pose a threat to employees. Chemicals should be stored at or below eye level; it is important to know what the chemicals are and what to do in case of an accident involving them.

- Know the nature of the chemicals being used. If you have any questions, talk to your supervisor or refer to the Material Safety Data Sheets (MSDS) for chemicals. If chemicals should get splashed in your eyes or on your skin, it is important to know what to do to neutralize the chemical and prevent further harm.
- Read and know what the warnings on chemical containers stand for and follow the precautions associated with each warning.
 - Danger
 - Warning
 - Caution
 - Hazard
- Wear protective gear when working with chemicals. Goggles and gloves are the best way to prevent a chemical spill or splash from causing serious bodily harm.
- Store all chemicals in an approved, clearly labeled, properly sealed container at or below eye level.
- Do not dispose of a chemical unless you know the procedure required to properly dispose of it and its container. Triple rinse all chemical containers before disposing of them.
- If a chemical is found in the area and the contents are uncertain, leave it alone. If it has spilled or is unsealed, do not clean it up, do not put a lid on it, and do not touch it until it has been accurately identified.
- If you have questions, leave the area immediately and contact your Supervisor.
- If you smell anything suspicious, clear the area, and report the potential hazard to your supervisor immediately.
- Do not try to figure out what the smell is or what is emitting the odor.

Trash Removal

- Most of the trash is deposited in dumpsters.
- If the trash looks suspicious, do not reach into a trash container to get something out. Empty the whole liner into the trash cart. Glass disposed of improperly can cause lacerations, so we do not place glass in trash containers

- Chemicals disposed of improperly can get in an open wound or cause skin or eye irritation, or a more serious injury.
- Be careful at all times climbing steps to trash bins or working around the bin. Rain, snow, and ice make the area very slippery.
- Secure the door latch on the trash bin when finished. Report any dumpsters in need of repair to your supervisor.
- Put bags of trash in the proper areas.
- If anything is found in the trash that may not be safe to dispose of in the bin, do not empty the trash!!!
- If you see anything suspicious or hazardous in the trash bins, report it immediately.
- The majority of back injuries sustained by custodians are due to improper lifting during trash removal. Large trash bags are not to be stuffed until completely full.
- Limit bag contents to no more than 35 gallons (half-full on a 70 gallon bag).

Moving Furniture (Heavy Objects)

- To avoid common back injuries, always follow correct lifting procedures
- Consider how heavy an object is and any abnormal shape or weight distribution of the object that would make it particularly difficult to lift, move, and/or carry.
- Get help to lift these items.
- The few minutes you may have to wait for help is minimal compared to the time lost due to an injury.

Cleaning Stairs

Exercise extreme caution when working on stairs. Danger increases as you get farther from the bottom of the stairs.

- Be especially careful when mopping stairs. The slick surface, coupled with the eminent danger of the stairway, make it even more important to use extreme caution.
- Stand on the stair below or two down from the stair on which work is being performed. This puts less strain on the back and your force will be toward the top of the stairs, rather than the bottom.

- Mark the top and bottom of the stairway with a "wet floor" sign to alert others of the danger.

WAREHOUSE PERSONNEL

- (1) Keep floors clean and aisles unobstructed to allow easy access to exits.
- (2) Use only Supervisor-approved equipment (e.g., mobile stairs, ladders) to retrieve materials from high shelves.
- (3) Secure materials that cannot be laid flat.
- (4) Report inadequate lighting, (e.g. burned out bulbs or blocked lights) to the Supervisor.
- (5) Use Supervisor-approved hand trucks, dollies and other equipment to move heavy and/or awkward loads.
- (6) Immediately upon receipt, store all hazardous or potentially hazardous products in area designated by the Supervisor.

FORKLIFTS

- (1) Do not operate the forklift unless you have been trained as required by the standard on that specific type of lift, and has been documented and license issued.
- (2) Move the forklift with the forks elevated just enough to clear the floor.
- (3) When approaching a blind corner, sound the horn, reduce speed, and proceed.
- (4) Do not leave a forklift unattended with the motor running.
- (5) Do not permit riders on the forklift at any time.
- (6) If seat belts are provided, use them.
- (7) Turn the forklift slowly to prevent tipping or over-turning a load.
- (8) Lower the load before moving the forklift.
- (9) Do not run over rubber hoses, welding cables, etc., with forklifts.
- (10) Do not lift a load, which exceeds the rated capacity of the forklift.

HEAVY EQUIPMENT SAFETY

Do not operate any equipment unless you have been properly trained by competent person and training is documented.

(1) Mobile Cranes

- a. Do not lift a load that exceeds the rated capacity of the operating boom.
- b. Use standard operating signals (coordinated in advance) to direct all operations. Permit only one person to give signals to the operator unless the load is being transferred to a point that is out of sight of the signalman. In such cases, a second signalman should be designated
- c. Use outriggers on rubber-tired cranes as directed by the Supervisor.
- d. Use mats when cranes are being operated on soft ground.
- e. Prior to operation, ensure that maintenance and operator inspections have been performed per manufacturers recommendations.

(2) Bulldozers and Tractors

- a. Check the condition of brakes, clutches, steering mechanisms, hydraulics, and electrical systems before operating. If a defect is detected, do not use. Tag it "out-of-service" and report it to the Supervisor for correction.
- b. Before starting down a hill, lower the blade to secure a load of earth in front of the blade and maintain the load all the way down the hill. If the load is lost, do not jam the blade into the ground. Do not use the dozer blade as a brake on downgrades.
- c. When coupling a tractor to other equipment, co-workers must stay clear of the space between the units. Stop the machine; place it in neutral; and set the brakes before allowing a person to couple the equipment.
- d. At the end of a work shift or when leaving the machine, shut off the power, set the brakes, land the blade, and place the shift lever in neutral.

(3) Scrapers

a. Do not make sharp downhill turns. When going downhill, do not kick the machine out of gear. Leave the machine in gear and use the brakes to control the speed. If the brakes will not hold the load, drop or drag the bowl or make an emergency stop.

b. Block up the scraper or dozer bowl when blades are being replaced. After the scraper is lifted to the desired height, place blocks under the bottom near the ground plates.

c. Keep the center of the fill low and the outside edges high to prevent the scraper from slipping off the edge of a fill.

(4) Motor Grader

To avoid overturning, extend the blade when scraping shoulders and operate the grader off the shoulder.

(5) Shovels, Clamshells, Loaders

a. Stay clear of the bucket swing and the cab rotation. Do not swing the bucket or clamshell over other workers

b. When soil is soft, make sure the equipment is on a solid foundation by using mats or heavy planking. Have the outriggers fully extended before starting to operate.

c. If operating on a bank next to an excavation, check with the Supervisor or engineer to determine whether shoring or bracing is necessary.

d. No one is permitted in the cab with the operator

e. Do not leave the machine on an inclined surface or on loose material, such as sand or gravel, with the motor idling.

Corrective Action Policy

The Whitley County Board of Education safety policy has been developed to help ensure the well-being of all employees. All employees are expected to know and follow all rules, policies and procedures set forth in the policy.

• Any employee who violates or disregards any portion of the company safety policy may be subject to disciplinary action.

1st Safety Violation = Verbal Warning Documented by Supervisor at School Level

2nd Safety Violation = Written Reprimand at School Level

3rd Safety Violation = Written Private Reprimand at District Level

4th Safety Violation = May result in Suspension With or Without Pay or Termination

* Any employee who reports for work with an injury that was sustained outside of the workplace will be required to bring a physician's statement permitting them to perform their normal work duties or that indicates any necessary restrictions.

* Any employee who is suspected to be under the influence of drugs or alcohol will be required to submit to a drug screen.

Policy Receipt

I, _____ certify that on this _____ day of _____ 20____, I have read, fully understand and agree to comply with all requirements set forth by the Whitley County Board of Education safety policy. I understand that my failure to comply with this policy may result in disciplinary action, including termination of employment.

DATE

EMPLOYEE SIGNATURE