

Safety Manual

2018 - 2019



UNITED INDEPENDENT SCHOOL DISTRICT
Laredo, Texas

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I. OVERVIEW

INTRODUCTION

A top priority of the United Independent School District is the health and safety of its employees. The District's Safety Program was developed to provide employees and management with standard procedures to achieve a safe work environment and to prevent work-related injuries and illnesses.

U.I.S.D. expects the full cooperation of all its employees in making the Safety Program successful. While it is the responsibility of the District to maintain an effective level of compliance with safety, it is the responsibility of all its employees to perform their jobs and conduct themselves following district safety standards.

All employees are encouraged to report any unsafe work act or workplace hazard, and to be responsible for their safety and for the safety of their co-workers.

Rev: 8/2018

STATEMENT OF SAFETY POLICY

The health and well-being of every employee, student, and visitor to United I.S.D. is of vital importance as noted in the 2018-2019 District Goal 2.

"Provide a safe, nurturing, positive, and secure learning environment for all stakeholders and also take proactive measures to ensure appropriate training in emergency situations."

United I.S.D. will strive to protect the health, safety, and security of all employees and visitors using accepted and feasible policies, procedures, operations, and technologies. Further, the District shall comply with all occupational health, safety, and environment laws and regulations.

United I.S.D. strongly maintains, however, that the best source of protection for the health and safety of the work force is the individual employee. Our employees are the foundation of the District's health and safety program. Therefore, United I.S.D. requires its employees to strictly follow all published health and safety policies, rules, and procedures as a condition of employment. Risk Management is charged with assuring that all departments are in compliance with the District's Safety Program.

Active participation by all employees in the United I.S.D. safety program is encouraged through direct cooperation with your immediate supervisor and/or the safety committee as health and safety matters/issues arises. You can make a difference! United I.S.D. management pledges its full support in making our workplace healthy and safe.



Roberto J. Santos, Superintendent



Date



NOTICE TO EMPLOYEES REGARDING DRUG-FREE SCHOOLS

The United Independent School District believes that the employee use of alcohol and/or illicit drugs is wrong and harmful

Accordingly, the District has implemented employee standards of conduct that prohibit the unlawful distribution, possession, or use of alcohol and/or illicit drugs on school premises or as part of any of the District's activities. Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

District Policies DH, DH (Local), and Employee Standards of Conduct DH (E) provide a range of requirements and prohibitions relating to alcohol and drug-related offenses. Disciplinary sanctions can be imposed as per the District's Policy concerning Drug-Free Schools – DI(E) (Local).

Depending on the nature and severity of a drug or alcohol related offense; an employee may be required to complete an appropriate rehabilitation program either in lieu of or in addition to other District disciplinary sanctions. Your campus principal or counselor, as well as your immediate supervisor can provide you with information about rehabilitation and re-entry programs that are available in our community or within reasonable access of your community.

The Policy on Drug Free School is available for review
through The Human Resources Office.

SAFETY RESPONSIBILITIES

Management Responsibilities

The management of United I.S.D. is responsible for assuring that all District premises are maintained in a safe and healthy condition. Each principal/director/supervisor shall make every effort to keep the school building/facility free of hazards. Therefore, management shall:

- Participate actively in the District Safety Program, policies, and procedures.
- Set performance safety standards within their jurisdiction.
- Make sure personnel are trained on safety procedures according to their job duties.
- Cooperate with Risk Management in the enforcement of safety responsibilities.
- Ensure that safety suggestions from employees are encouraged, and adopted, if feasible.
- Support school/facility inspections and adopt recommended suggestions.
- Ensure all accidents/incidents are documented, investigated, and reported.

Safety Committee Responsibilities

The Safety Committee's purpose is to direct the District's Safety Program so as to create and maintain a safe environment for students, employees, and visitors. It also participates in the District's loss prevention efforts designed to minimize equipment and/or material losses.

Safety Committee responsibilities include but are not limited to:

- Providing overall direction for the District Safety Program.
- Reviewing campus/department facility inspection reports for safety compliance.
- Reviewing Fire Marshall and Workers' Compensation Loss control reports for compliance and recommended appropriate action.
- Analyzing data from District sources for accident trends and recommend corrective action.
- Establishing procedures for safety training and documentation for students and employees.
- Conducting an annual evaluation of the Safety Program's effectiveness.

The Safety Committee has the authority of the Superintendent to request safety related data and information from any District source. The Committee also, has the authority to enforce compliance with all district and regulatory agency safety requirements.

The functions of Safety Committee chairperson and secretary are performed by personnel from the Risk Management Department.

District Safety Specialist/Officer Responsibilities

The Safety Specialist/Officer is the advisor, coordinator and auditor of the District's Safety Program. The responsibility of the Safety Specialist/Officer includes assisting with implementation of safety activities, but every district employee is responsible, for the performance of these safety activities. Principals, directors, managers and supervisors have a key role in the administration of the District Safety Program.

The Safety Specialist/Officer shall:

- Coordinate the Safety Program, policies, and procedures.
- Provide assistance and advice to principals, directors, and Site Safety Compliance Officers (SSCOs) on safety related issues.
- Assist in conducting accident investigations and follow-up corrective actions.
- Review all accident reports for trend analysis.
- Coordinate with Fire Marshall Inspections and corrective actions.
- Coordinate implementation of Worker's Compensation Loss Control recommendations.
- Coordinate campus/department facility safety inspections and provide recommended corrective actions.
- Assist in the identification and disposition of hazards on District premises.
- Coordinate student/employee safety training and related documentation.

The Safety Specialist/Officer has the authority of the Superintendent to enforce compliance with all District and regulatory agency safety requirements, to request safety related data and information and to take necessary essential action in emergency situations.

Site Safety Compliance Officer (SSCO) Responsibilities

Each campus/department shall designate a SSCO who will be responsible for the site management of the District Safety Program, policies and procedures.

The SSCO's responsibilities include:

- Implementing, at the site level, the District Safety Program, policies and procedures.
- Conducting monthly safety inspection of facilities; i.e. fire alarm system, equipment, etc.
- Coordinating student/employee safety training and maintain related documentation.
- Conducting all accident investigations and documents findings. Reports must be sent to the principal/manager and to the Risk Management Office **within 24** hours of the accident.
- Recommending actions to correct deficiencies noted on campus facilities, work procedures, employee job performance, or behavior that adversely affects safety.
- Assuring safety policies and regulations are understood and implemented.
- Assuring the posting of proper notification and warnings of major potentially dangerous operations on equipment and usage of personal protective equipment in critical areas.

Employee Responsibilities

All employees have the responsibility to themselves and their fellow workers to promote and practice high safety standards. The following rules apply to all United I.S.D. employees. Additional rules may be established by management, as warranted, to promote the safety of employees.

- Follow safety procedures at all times. Know your job and the hazards inherent to it.
- Report any accidents and near-miss accidents.
- Wear required personal safety equipment in designated areas and on designated jobs.
- ONLY operate equipment for which you have received properly training.
- Keep all assigned equipment in good working condition. Report any problems.
- Report any unsafe situation or act which may appear hazardous to you to your supervisor.
- Obey warning tags and signs. They are posted to point out hazards. Only authorized personnel can remove tags or signs.
- Wear appropriate ID while on School/Department premises.
- Cooperate with Risk Management programs.

All employees shall recognize that:

- Fighting is grounds for disciplinary action up to and including termination.
- Possession of and/or being under the influence of narcotics, alcohol, or other illegal or unauthorized substances is strictly forbidden.
- The possession of firearms/weapons is forbidden on District premises.

VIOLATION OF SAFETY RULES

All employees must obey all safety rules, regulations, and safe work practices as outlined in the District's Safety Manual. Supervisors have the responsibility to make sure that all employees under their supervision are trained and informed to practice safe work practices, and to make sure that employees wear safety equipment appropriate for the tasks they are performing. Non-compliance with safety rules and safe work practices is grounds for disciplinary action, up to and including termination.

EMPLOYEE REPRIMAND

POLICY

1. Employees who violate safety rules or commit unsafe acts will be counseled by their principal, manager and/or supervisor concerning their action. They will be issued a warning in accordance with the District disciplinary policy, whether or not an injury has occurred.
2. In the event an unsafe act or violation of safety rules causes injury or illness to an employee, the disciplinary action will be pursued for ***the unsafe act or safety rule violation, not for the injury itself.***
3. Disciplinary action may be pursued by the principal, director and/or supervisor, but must be approved by a Director or an Assistant Superintendent.

PROCEDURE

Discipline, to be effective in correcting undesired behavior, must be timely, consistent, fair, and directed at the behavior, not the person. Therefore, it is critical that a thorough study of the circumstances be conducted immediately, with complete details obtained and a fair, impartial decision reached.

1. For **contract** employees see page DFCA of the District Policies and Procedures Manual
2. For **At-Will** employees see page DCD of the District Policies and Procedures Manual
3. For **Probationary** employees see page DFAA of the District Policies and Procedures Manual

NOTE: There may be circumstances which may warrant the immediate suspension or termination of an employee. However, this drastic step must be taken only after serious consideration and consultation with the Superintendent and/or Assistant Superintendents.

A sample warning notice is attached.



WARNING NOTICE FOR VIOLATION OF SAFETY RULES AND PROCEDURES

EMPLOYEE NAME: _____

DEPARTMENT: _____

EMPLOYEE I.D.: _____

DATE OF VIOLATION: _____

CAMPUS/FACILITY: _____

NATURE OF THE VIOLATION: _____

CORRECTIVE ACTIONS TO BE TAKEN: _____

PRINCIPAL/SUPERVISOR

PRINTED NAME

SIGNATURE

DATE

DIRECTOR

PRINTED NAME

SIGNATURE

DATE

EMPLOYEE

SIGNATURE

DATE

Place original in Employee Personnel File and send a copy to Risk Management

II. GENERAL SAFETY PROCEDURES

SLIPS TRIPS AND FALLS

Slips, Trips, and Falls are the number one type of employee incident that happens in school districts. They occur almost every day as a result of inattention. We can minimize these types of incidents by increasing awareness of your surroundings and practicing safety work practices.

- Wearing proper footwear is essential in preventing slips, trips and falls. (Bring an additional pair of shoes to change into if necessary.)
- Wear non-slip shoes or boots when conditions are wet and slippery.
- Maintain good housekeeping and keep work area clear of potential hazards.
- Clean up/report all spills and other slippery materials immediately.
- Stay alert and learn to recognize potential “slip and trip” hazards in your work environment.
- Never use a chair or table in place of a stepladder. Practice ladder safety.
- Use handrails when going up or down stairways and ramps.

If there are small items on the floor or walkway, pick them up, the next person behind may not see them and trip or slip on them.

To avoid slips, trips, and falls, be alert for spilled items such as water, food, grease, oil, soap and other hazards on the floor.

If equipment or supplies are left blocking in walkways, report it, so that they are moved to clear the walkway.

Many items can be tripping hazards for example trash, unused materials, extension cords, classroom items/supplies, tools and carts can create a hazard.

Handrails on stairs and ramps are there to protect us from falls - so take advantage of them.

Do a double take and make sure that trash ends up in the trashcan, not on the floor for you or someone else to trip or slip on.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The District shall provide and replace required personal protective attire/equipment as needed. PPE must fit correctly. Wear PPE which cannot become snarled in machinery; afford adequate skin protection; and does not reduce vision or hearing.

Employee is expected to inspect PPE: clean them after every use; disinfect if necessary; and store them.

1. HEAD PROTECTION

A hard hat is one of the most effective easiest types of protection to use.

Safety Procedures:

Wear a hard hat wherever there is danger of injury from falling or flying objects; potential for bumping your head against overhead structures or moving equipment.

- Adjust the headband so there is space between hat and head to absorb shock
- Don't wear a hard hat over a hat. It won't fit right
- Class A hard hats protect against impact and penetration, are water-resistant, and slow to burn
- Class B hard hat are used in situations with electrical hazards
- Hard hats will last longer if they are not stored in sun or high heat

2. EYES AND FACE PROTECTION

Eyes need protection from a variety of workplace hazards. There are different types of eye protection depending of the exposure hazard. Select eyewear that protects against the greatest possible hazard level.

- **Flying objects, chips, or particles:** Safety goggles/spectacles with side protection
- **Splashes from chemicals:** Safety goggles
- **Dust, fumes, mists, gases, and vapors:** Tight-fitting chemical goggles
- **Splashes or splatters:** Goggles or face shield

- **Hot sparks or splashes:** Goggles or spectacles with side protection
- **Radian energy:** Welding goggles with special lenses to filter out the harmful light or radiation
- **Electrical exposure:** Do not wear metal eyewear, which could conduct electricity
- **Any very serious eye hazard:** Face shield over safety spectacles or goggles

If your eyes are splashed or injured by a chemical splash; flush with water for at least 15 minutes. If a particle is in your eye; blink to try to get it out, if you can't, close and cover the eye and seek medical attention. If objects hit the eye; see a doctor immediately.

Mechanics must wear goggles when working under vehicles. If you wear prescription eyewear and need eye protection, you MUST use either: Protective eyewear that has the prescription or safety goggles over prescription glasses. **Note:** *You should not wear contact lenses in areas with dust and/or chemicals.*

3. HAND PROTECTION

Machine guards are usually the first step in preventing hand and finger injuries. Protective equipment is an effective defense against hand and finger injuries. Gloves are usually the best choice, but gloves can be a hazard if worn around moving machinery. Inform your supervisor of any latex allergy reaction you might have.

Safety Procedures:

- Always leave machine guards in place
- Do not wear gloves, loose cuffs, rings, watches, jewelry while working with machinery
- Use a push stick, not your hands, to feed materials into moving machinery
- Keep hands away from moving machine parts
- Always cut away from your body

- Use brushes, not hands, to sweep up metal or wood chips
- When stacking materials separated by spacers, keep your fingers on the sides, not the top or bottom, of the spacers
- Bandage any minor cuts or scrapes before putting on gloves

Note: Gloves must be used when treating injuries and cleaning areas that involve contact with blood or other body fluids. Hypoallergenic gloves or similar alternatives are readily available to employees with allergic problems.

Glove Material:

- Heat or cold usually calls for insulated gloves
- Electricity requires special rubber gloves with insulated liners
- Sharp objects should be handled by people wearing cut resistant gloves (metal mesh)
- Rough surfaces call for leather gloves
- Corrosive substances need gloves made of neoprene or nitrile rubber
- Slippery objects should be handled by workers wearing gloves made of cotton or fabrics
- Chemicals need a material that does not react in a dangerous way with that chemical

4. FOOT PROTECTION

Protective foot wear is required whenever employees are working in areas where there is a danger of foot injuries due to falling or rolling objects, punctures, stubbing or banging toes, chemical and corrosive contact, slips and falls, or exposed to electrical hazards.

Safety Procedures:

- Always wear sturdy shoes with nonskid soles.
- Do not wear sandals, high heels or opened toe shoes in shops, labs, cafeterias, or other places where foot injuries can occur.

Welding sparks or hot metal splashes are a hazard that can be offset by wearing easy-to-remove "gaiters" that don't have any laces or eyelets that could trap splashes or sparks. In addition, wear pants outside the boots instead of tucked in.

5. EAR PROTECTION

Hearing loss is permanent and not reversible. Overexposure to noise, such as when using machines or power tools, can permanently damage hearing, often this damage occurs gradually over a number of years and remains unnoticed until it is too late. Wearing hearing protection can make the condition totally preventable.

It is not only noise levels that can damage hearing but also the duration of time that a worker is exposed to the noise. Hearing protection products should be worn to protect hearing and prevent hearing loss when a worker is exposed to loud, continuous noise. Various actions can reduce noise when it reaches 85 decibels or more. The most common types of hearing protection are ear plugs, canal caps, and ear muffs.

6. RESPIRATORY PROTECTION

Wear respirators when you have to work in situations where airborne hazards cannot be reduced to a safe level by ventilation, enclosing operations, and other engineering controls. Some work requires respirators because the air contains hazardous dusts, particles, fumes, gases, vapors, etc.

When you have to work in hazardous atmospheres, your health depends on choosing and using a respirator properly. Be sure your respirator is designed to protect against the type and form of contaminant in your work area. Check that it has all its parts and that they're in good condition. Then clean, disinfect, and store it properly.

If available, wear devices such as one way valve mouthpieces to prevent backflow of contaminants from the mouth of a victim in the rendering of cardiopulmonary resuscitation (CPR).

LIFTING AND MATERIAL HANDLING SAFETY

Material handling whether done manually or with mechanical equipment, is a major source of occupational injuries. These injuries are not limited to the shipping department or warehouse. These injuries are caused primarily by unsafe conditions and habits: improper lifting techniques, carrying too heavy objects, incorrect gripping, back and leg positioning, etc.

Lifting Techniques

1. Plan the task and know your lifting limits.
2. Check the area for tripping and/or stumbling hazards.
3. Be sure the load is not too heavy for one person. **[Get help for heavy loads.]**
4. Properly adjust lift belts or back braces, if provided.
5. Stand as close as possible to the object while lifting and carrying.
6. Keep your body balanced and your back straight.
7. Place one foot beside the object and the other foot slightly behind the object to increase your balance and stability.
8. Get a firm grip on the object. Use your entire hand for grasping the object, not just the tips of your fingers. Keep hands free of oil and grease.
9. Lift gradually, without jerking, to minimize the effect of acceleration.
10. Lift with your legs, keeping your back as straight as possible, and your chin tucked in.
11. Do not twist your back while lifting.
12. Do not lift or lower with the arms extended.
13. When possible, avoid lifting above your shoulders and below your knees.
14. Follow the same procedure when lowering the load.

Boxes, cartons, and crates are best handled by grasping at alternate top and bottom corners and drawing one corner between the legs. Any object that appears too large or too heavy for one person to handle should be handled by two people or with mechanical handling equipment, if possible. When two people handle a box, carton, or crate, it is preferable that they be nearly the same size, this makes the job easier and keeps the load balanced. The two should lift at the same time, on an agreed signal. They must be able to see in the direction they are walking and be aware of pedestrians, machines, walls, and floors.

Long objects, like ladders, lumber, or pipe, should be carried over the shoulder. The front end should be held as high as possible to prevent its striking other employees. When two or more people carry an object, they should place it on the same shoulder, and walk in step.

VEHICLE SAFETY

The objective of this program is to ensure all drivers develop safe, defensive driving habits and attitudes. Defensive driving prevents accidents, in spite of the incorrect actions of others or adverse weather conditions.

Safety Rules:

1. Drivers must possess a valid Texas Driver's License with appropriate classification. Every driver must be thoroughly familiar with and adhere to the state and local regulations governing motor vehicle operations.
2. Complete the vehicle inspection report on any District vehicle you are assigned to drive.
3. Position all adjustments such as seat, inside and outside mirror, and sitting positions for safe driving before shifting the vehicle into gear.
4. Supplies transported in motor vehicles should be secured in such a manner that they will not be dislodged, fall out or move during transit or sudden stops.
5. Never take drugs or strong medication before operating a vehicle. Drugs, illness, or fatigue will affect your ability to judge distances, speed, etc.
6. Never consume intoxicating beverages before operating a motor vehicle.
7. Smoking in District Vehicles is PROHIBITED.
8. All persons who drive or ride in District vehicles must wear the installed seat belts.
9. Parking vehicles:
 - a. Except when working conditions require otherwise, parked vehicles must have motor stopped, key removed, emergency brakes set, and be left in the parked position.
 - b. If on a downgrade, turn front wheel toward the curb. If on an upgrade, turn wheel away from the curb. Set brakes and leave transmission in "park".
 - c. Vehicles should not be parked in posted or non-posted fire or safety zones, or on the wrong side of the street facing traffic, except in an emergency.
 - d. When vehicles must be stopped on streets or highways, adequate warning signals must be used.
 - e. Before leaving the curb, look to see that no cars are approaching from either direction, and signal your intention.
10. District vehicles should not be used to transport hitchhikers or other unauthorized persons.
11. Not more than three persons should be permitted to ride in the front of a vehicle unless safe and secure seating is provided for each person. Riding on the beds of trucks is prohibited.
12. When backing up a vehicle, make sure the area is clear. If needed, get out of the vehicle and inspect the area. If necessary, sound the horn or have someone assisting while backing.
13. Do not leave the vehicle with the engine running, it is an illegal and unsafe practice. Remember to remove the key from the ignition.
14. Drivers must be particularly alert while driving/working near children/school zones.
15. Stay within the posted speed limits. Slow down when conditions warrant.
16. Do not assume the right-of-way.
17. When bad weather affects driving conditions, you must adjust your driving time and habits.
18. Keep a safe distance from the vehicle in front of you. Avoid sudden braking.
19. Signal intentions at least 100 feet in advance, including changing lanes.

20. Parking lights are to designate a vehicle is parked. Do not drive with only parking lights on.

21. Filling fuel tanks:

- a. Shut off the motor of the equipment.
- b. Do not smoke near gasoline pumps.
- c. Keep the hose nozzle against the edge of the filler pipe.
- d. To avoid spilling gasoline do not fill tank too fast or full.
- e. Do not forget to set nozzle back to place before restarting the engine.

FIRE SAFETY

Fire safety is a term that generally embraces all measures relating to the safeguarding of human life and the preservation of property in the prevention, detection and extinguishing of fires.

Fire Hazards:

Electrical equipment fires are the result of: overloaded circuits or outlets; wiring with frayed or worn insulation and/or loose ground connections.

Space heaters are another fire source (usually due to improper use).

Welding and cutting operations are a fire hazard because of the flames and sparks they create.

Chemicals that are not a major fire hazard alone may become one when they're mixed with an incompatible substance.

Kitchen appliances can initiate a fire if not used properly.

Smoking can cause fire as well.

Safety Procedures:

Know the location of at least two exits close to your work area. If you spot a fire, pull the fire alarm nearest you and exit the building immediately. If you are on an upper floor, DO NOT use an elevator, use a stairway.

Fires of any size should be handled by trained, equipped personnel. Everyone else should quickly follow evacuation procedures.

Keep all flammable materials away from furnaces or other sources of ignition.

Report any unsafe condition that may cause a fire, especially electrical hazards.

Do not block any piece of fire protection equipment such as fire extinguishers/pull stations.

Always keep aisles and exits free of obstructions.

Safety Data Sheets (SDSs) provide important fire prevention information in the form of reactivity and flammability data. Mixing incompatible substances or even having them

too close together could cause a fire or explosion.

Personal heaters are not allowed on District property.

Fire Extinguishers

Everyone should know where to find fire extinguishers. Although not a requirement, it is best to know how to use them. Extinguishers should be mounted in readily accessible and well identified locations. They must be maintain in operating conditions, fully charged, and inspected annually by qualified personnel.

Fire Drill Requirements

All campuses shall conduct and document fire drills monthly; two within the first 10 days of classes. All facilities shall conduct and document fire drills at least twice a year. Drills shall be executed at different hours of the day, (during the changing of classes, when the school is at assembly, during the recess periods).

Emphasis must be placed on the execution of each drill in a brisk, quiet, and orderly manner. Running is prohibited. In case there are students incapable of holding their places in a line moving at a reasonable speed, provisions must be made for guidance by other more capable students, moving independently of the regular line of march.

Monitors must be appointed to assist in the proper execution of all drills. They shall be instructed to hold open doors in the line of march or to close doors where necessary to prevent spread of fire or smoke. There shall be at least two substitutes for each appointment to provide for proper performance in case of absence duty of the teachers and other members of the staff.

Each class or group must proceed to a predetermined point outside the building and remain there while a check is made to see that all students are present. Leave only when a recall signal is given to return to the building or when dismissed. Such points shall be located at a reasonable distance from the building and

from each other. This distance is usually 50 ft. away from the building.

It shall be the duty of the principals and teachers to inspect all exits of the facilities daily to insure that all stairways, doors, and other exits are in proper working condition and clear for egress.

Artwork and teaching materials shall be permitted to be directly attached to the walls and shall not exceed **20%** of the wall area. [IFC 807.4.3.2]

All fire drills must be taken seriously by all students/staff. Students/Staff shall evacuate the building immediately and remain outside until the "All Clear" command is given.

LOCKOUT –TAG OUT (LOTO)

This procedure describes requirements for the lockout-tag out (LOTO) of equipment, machinery, systems. It must be followed by any employees who clean, service, repair, or maintain these items. This procedure has been developed to assist in protecting employees from injury due to unexpected start-up, release of electricity or from other types of stored energy.

Basic Rules for using Lockout/Tagout System Procedures

It is the responsibility of Principals, Managers and/or Supervisors to ensure that employees involved in the activities mentioned above are instructed in these procedures and be required to adhere to them. A LOTO agreement must be signed by each affected individual. ONLY these employees will be considered authorized to LOTO equipment or machinery.

All equipment shall be LOTO to protect against accidental or inadvertent operation when such operation could cause injury to personnel.

Do not attempt to remove or operate any switch, valve, or other energy isolating device when it is locked out.

“Locking-out” or “Tagging-out” equipment may simply be unplugging the equipment. A common example is unplugging a kitchen slicer while cleaning or storing it.

LOTO Procedure

Prior to LOTO, the authorized employee(s) must locate and identify **all** switches, valves or other energy isolating devices which apply to the equipment. **Remember**, more than one energy source (electrical/mechanical) may be involved. The authorized employees must know the type and magnitude of energy that the machine or equipment utilizes and the associated hazards.

- a. Notify all affected employees that their equipment will be locked out and the reason.
- b. If in operation, shut equipment down in the usual manner.

- c. Operate the switch, valve, and/or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, rotating flywheels, hydraulic systems, air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking.
- d. LOTO the energy isolating devices with individual lock(s). These locks must be assigned to each affected employee.
- e. After insuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. **CAUTION:** Return operating control(s) to the *neutral* or *off* position after the test.
- f. The equipment is now locked-out.

Restoring Machines or Equipment to normal Production Operations

1. After service and/or maintenance are completed and equipment is ready for regular operation, check the area around the machines or equipment to ensure that no one is exposed.
2. After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are clear, remove all lockout devices. Operate the energy isolating devices to restore energy to the machine or equipment.

Procedures involving more than one person

If more than one individual is needed to lock out equipment, each person shall place his/her own personal lockout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout device (hasp) may be used. If lockout is used, a single lock may be used to lock out the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee can then use his/her own lock to secure the box or cabinet. When each person no longer needs his/her lockout protection, that person can remove his/her lock from the box or cabinet.

ELECTRICAL SAFETY

Electrical repair should be left to skilled, trained people. Report any electrical concern to your immediate supervisor so authorized personnel can make the proper repairs.

Ground Fault Circuit Interrupters (GFCIs)

Ground Fault Circuit Interrupters are an inexpensive electrical device that constantly monitors electricity flowing in a circuit, to sense any loss of current. If the current flowing in the circuit differs by a small amount from that returning, the GFCI quickly switches off power to that circuit. The GFCI interrupts power faster than a blink of an eye to prevent a lethal dose of electricity. You may receive a painful shock, but you should not be electrocuted or receive a serious shock injury.

Safety Procedures:

1. Inspect electrical equipment including extension cords before each use.
2. Only qualified personnel can de-energize live parts. Follow procedures to turn off power at the switch box, then lock out and tag the switch so it can not be turned on accidentally.
3. Use protective equipment such as rubber gloves when you work with electrical equipment.
4. Avoid using extension cords when possible. Do not fasten cords with staples or nails.
5. GFCIs should be located that is within 6ft of a water source.
6. Do not overload motors, circuits, or outlets.
7. Make sure your hands are dry before you handle anything electric.
8. Never use a metal ladder around live electricity.
9. Always obey barriers, signs, and other warnings to stay away from electrical equipment.
10. If anything doesn't look, sound, smell, or work quite right, turn it off and report the problem.

11. Read and follow manufacturer's instructions for electrical equipment.
12. Unplug appliances while not in use. Remove the cord by pulling on the plug, not the cord.

First Aid

Shock: Don't touch a shock victim until contact is broken. Call for medical help, and if safe, turn off the power. If possible, have the victim lay down, covered lightly, until help comes. If breathing has stopped, administer CPR.

Note: To free a person from contact with electrical current, use a stick; pole or rope. Yet, the best thing to do is shut off the power source.

Electrical Burn: Seek medical attention.

Electrical Fire: Notify firefighters immediately. Don't touch the burning object or use water on it. If safe, unplug or turn off the current. You can put out a very small fire with a CO₂, multipurpose ABC extinguisher, or with baking soda.

HAND TOOLS AND PORTABLE POWER TOOLS

The following procedures must be used to help reduce the number of tool related injuries.

Hand Tools

1. Tools must be in good condition at all times. Inspect them before and after use. Never use defective tools with broken handles, sprung jaws, mushroom heads, etc.
2. Every tool is intended for a specific job. Select the proper tool for the job to be completed, and if unfamiliar with the tools required, get advice from your supervisor.
3. Use proper Personal Protective Equipment.
4. Do not carry screwdrivers, files, or other sharp tools in pockets.
5. Keep tools in their proper place and in clean conditions. Do not leave them laying on stairs, window ledges, scaffolds, or overhead bins where they may cause slipping hazards or fall on someone passing below.
6. Never pull sharp tools toward your body or use an extension bar to increase leverage.
7. Do not use a screwdriver to pry things. It should not be used as a chisel. Never use hammers to strike other tools. Always pull a wrench, never push it. Make sure the tip of a screwdriver fits properly into the screw groove.

Portable Power Tools

Like any electrical equipment, they pose the risk of fire, shock, or electrocution. Finally, most power tools create dust, shavings, or small flying objects that can be another source of injury.

1. ONLY authorized and qualified personnel can attempt to repair electrical equipment. Turn off any power tool before adjusting or fixing it.
2. Tools must be in good condition at all times. Inspect them before and after use. Never use defective tools with broken handles, sprung jaws, mushroom heads, etc.

3. All power tools must be grounded with three-pronged plugs. Use the correct plugs (3-pronged cords go into 3-pronged outlets).
4. Use a tool ONLY for the job it was intended to. Follow manufacturer's instructions.
5. Keep your hands and other body parts away from the point of operation. Use guards.
6. Always use the appropriate PPE. Wear safety goggles to safeguard against injuries by flying pieces of wood, metal, or spark. Wear a mask if you're creating a lot of dust.
7. In cases of over-heating, sparking, smoking motors, wiring, or other unsafe condition of electrical equipment, turn off the power and report the condition to your supervisor.
8. Keep tools in their proper place and in clean conditions. Do not leave them laying on stairs, window ledges, scaffolds, or overhead bins where they may cause slipping hazards or may fall on someone passing below.
9. Do not use electrical equipment or activate circuits if hands are wet or if you are standing on wet ground.
10. When turning on a light at the socket or switch, never take hold of equipment with the other hand.
11. When using extension cords, be certain the cords and fixture are in good condition. Do not connect two extension cords together.
12. Extension cords must never be run across aisles or through oil, water, or windows.
13. Do not carry power tools by the wire. Cords must be inspected for nicks, worn insulation, and exposed strands before use.
14. When fuses blow continually, it is an indication of an overload or short.
15. If a fire breaks out in live electrical equipment, immediately shut off the power

source. Fire fighting must only be performed by qualified personnel.

16. Do not wear loose clothes, ties, jewelry, or gloves that could get caught in the machinery.

Welding Safety

1. Only trained employees who are familiar with the safety procedures outlined in welding safety manuals must be allowed to operate welding equipment.
2. When welding equipment is in use, adequate care must be taken to protect others in the area from sparks, flying particles, flashes and harmful radiation.
3. Welding is not permitted 20ft from any combustible source.
4. Proper PPE must be worn during welding
5. Compressed gas cylinders must be properly secured at all times.

HAZARD COMMUNICATION

United I.S.D. intentions are to comply with the OSHA's Hazard Communication Standard (29 CFR 1910.1200), which has been adopted by the Texas Education Agency. All employees by federal and state law have the "right to know" what hazardous chemical are present in their work environment.

This program has been developed to assure that employees recognize and understand the hazards of the chemicals in their workplace, and to provide training on chemical use and protective measures, chemical inventory, proper labeling and use of the Safety Data Sheet (SDS).

NOTE: For purposes of this program a hazardous substance is defined as "any item for which a Safety Data Sheet (SDS) is available."

1. **Principal/Director/Supervisor** have the responsibility for implementation, staff training, and evaluation of the program at the campus/department level, including:
 - a. Developing an inventory of hazardous substances used on the campus/department.
 - b. Obtaining SDS's from the Shipping and Receiving Department for substances used at the campus/department and maintaining an on-site folder for review and use.
 - c. Providing and requiring the use of appropriate PPE while handling hazardous substances or in areas that require such protection.
 - d. Ensuring labeling procedures of containers are followed at all times.
 - e. Periodically evaluating this program including the use of SDSs and trainings.
2. **The Safety Specialist/Officer** is responsible for:
 - f. Executing the overall implementation of this program.
 - g. Evaluating the program including employee knowledge, trainings records, chemical inventory, SDS, and PPE.

- h. Documenting the results and implementing corrective actions if needed.
3. **Site Safety Compliance Officer (SSCO)** is responsible for training at each campus/department, as well as keeping documentation of the lectures, participants' signatures, and dates of training. This training must include:
 - a. How the Hazard Communication Program is implemented at United I.S.D.
 - b. How to read and interpret labels along with SDS's.
 - c. Location of the hazardous substance inventories and SDS. Identify substances that represent a hazard in the work area.
 - d. How to protect oneself from the hazards and PPE.
 - e. Methods and observations such as visual appearance or smell that employees can use to detect the presence of a hazardous substance.
 - f. Training on use and mixing of chemicals (if applicable).
4. **The Purchasing Department** is responsible for obtaining SDS's for all hazardous substances purchased by the District and forwarding them to the Shipping and Receiving Department.
5. **The Shipping and Receiving Department** is responsible for insuring all incoming containers are properly labeled, and for maintaining copies of SDSs and inventory of all hazardous substances received by the District.
6. **The Employee** has the responsibility to follow all safety rules and procedures, including:
 - a. Use adequate PPE
 - b. Check container labels and MSDS to follow safety procedures
 - c. Keep chemical containers closed when not in use

- d. Check containers regularly for leaks and report any finding to your supervisor
- e. Keep food and drinks out of the work area
- f. Wash hands thoroughly before eating or drinking
- g. Dispose of all contaminated material properly

Labeling

All containers of hazardous chemicals must be labeled accurately, and labels must be prominently displayed. All labels must show: Name of the chemical; Manufacturer's name and address; Age of the chemical; Indication of possible hazards of the contents and suggested handling precautions; Emergency action and first aid statement; Clean-up and disposal statements where appropriate.

Four categories of hazards can be shown on the NFPA hazard diagram at one time. These hazards are fire (Red), reactivity (Yellow), special category (White), and health (Blue). Each number scale ranges from 0, indicating no hazard for the category, to 4, extreme hazard.

Safety Data Sheets (SDS)

The safety data sheet (SDS) is an essential source of chemical information and your best tool for using hazardous chemicals safely. SDSs contain: what the chemical is; location of manufacturer; why the chemical is hazardous; exposure limits; how to handle the substance safely; PPE to use; what to do if an expose occurs; how to handle a spill or other emergencies. SDS should be accessible to all employees at all times.

Always start preparing for a job involving a hazardous chemical with these four steps:

1. Read the container label
2. Read the SDS
3. Follow the instructions and precautions on the SDS
4. Ask questions to your supervisor if you need more details and instructions

General Safety Rules

1. All names of hazardous substances utilized will be compiled into a hazardous substance inventory and placed at the front of the SDS binder.
2. No hazardous substance shall be permitted for use UNLESS a SDS is first obtained and employees are properly trained in its use.
3. The inventory and SDS must be updated as new substances are added and/or old ones are deleted. Inventory must include both trade and chemical names. They must be kept in each school and department, including all areas that keep chemical inventory.
4. No substances are to be used from unlabeled containers except for substances in tagged portable containers, obtained from labeled containers, and for immediate usage.
5. A general identification sign can be posted in an area where a number of stationary containers have similar contents and hazards such as in the maintenance or vocational shops.
6. Training must be done for all employees: at the inception of the program, when new substances are introduced, annually, and as refresher training. All new or transferred employees must be trained prior to their assignment.
7. Use flammable-liquid ONLY in well ventilated areas. Clean any leaks or spills immediately.
8. Keep flammable and combustible liquids covered in approved containers, and store them away from heat and potential ignition sources.

Strategies for reducing your risk of chemical exposure

1. Know what you are up against. Read the chemical SDS and learn about potential hazards.
2. Use proper PPE to protect you from exposure and remove them carefully to prevent the spread of contamination.
3. Handle chemicals carefully and safely. Inspect containers for leaks, missing labels, and proper storage.
4. Practice good hygiene. Keep food, drink, and cosmetics out of chemical areas. Wash hands thoroughly after working with chemicals.
5. Know what to do in an emergency. Get into fresh air after inhalation; flush with water after skin or eye contact; get immediate medical attention after swallowing a chemical.

Disposal of Chemicals

Improper disposal of hazardous waste can create long-lasting problems. Reactions sometimes occur with containers believed to be empty. When an empty container hasn't been completely cleaned, putting another substance in it can cause an explosion or other reaction. Always keep wastes separated from incompatible substances. Disposal of chemicals should follow, local, state or federal guidelines.

Storage of Chemicals

The following rules apply to chemical storage safety:

1. The label on a substance bottle must be checked carefully before removing any of the contents.
2. Unused chemicals must **NEVER** be returned to stock bottles.
3. Storage rooms containing hazardous substances must be properly ventilated and illuminated.
4. All chemicals must be adequately labeled and stored. (See labeling guidelines).
5. Fire extinguisher (ABC type) must be immediately accessible. (Refer to "Fire Safety").
6. Mixing or transferring chemicals is **not** permitted in the storage area(s).
7. An **annual** inventory must be maintained in the storage area at all times.
8. Large or bulky containers must **always** be located on bottom shelves.
9. All chemical substances must be stored according to incompatibility to prevent reactions.
10. The stockroom floor must be free of materials and debris.
11. Access to the storeroom must be limited to authorize personnel only.
12. No container of flammable liquid must exceed one gallon capacity.
13. Not more than ten gallons of flammable liquid can be stored outside of a storage cabinet.
14. Fume hoods are not to be used for storing chemical reagents or science equipment.
15. Food and consumables must not be stored in lab refrigerators or stockrooms.

BLOODBORNE PATHOGEN COMPLIANCE PLAN

United I.S.D. policy is intended to eliminate or minimize occupational exposure to Bloodborne Pathogens that employees may encounter in their workplace, and provide appropriate treatment and counseling should an exposure occur. Bloodborne Pathogens are microorganisms present in human blood and other fluids that can lead to diseases. This plan applies to all operations where exposure to human blood or other potentially infectious material is possible.

Emphasis on employee safety require that *all body fluids be treated as if they are known to be infectious.* "Universal precautions" call for avoiding contact with all potentially contaminated blood or body fluids by wearing PPE. This practice will be a standard operating procedure within each of our facilities.

Personal Protection

All employees trained and authorized to render first aid and those involved in custodial maintenance shall use PPE (gloves, eye protection, protective clothing, nose and mouth protection) and use protective barriers when treating injuries, providing CPR, and/or cleaning areas that involve contact with blood or other body fluids.

Clean Up and Waste Handling

Any accident location, including school nurse clinics and first aid stations, considered contaminated with blood or body fluids shall be isolated and rendered off limits to all employees and students until the area is properly cleansed and decontaminated.

The cleaning of contaminated areas will be the responsibility of those employees trained in such procedures. Only use District approved disinfectant products or a 1:10 dilution of bleach to water.

Employees shall practice universal precautions when handling waste to reduce the risk of exposure, and to preserve the environment by minimizing the amount of contaminated waste disposal. Waste disposal arrangements are made through the Supervisor of Custodial Services.

After performing clean up or rendering first aid, remove any PPE and thoroughly wash hands. Waterless antimicrobials are to be used in an emergency or when there is unavailability of sinks, but it should not replace proper hand washing.

Medical Provisions

Employees authorized to provide first aid or having direct contact with blood and/or body fluids will be offered the HBV vaccine at the District's expense. This program is overseen by the District's Health Services Department. Individuals who refuse inoculation will be required to sign a waiver, acknowledging refusal.

Recognizing that much of the information involved in this process must remain confidential, District personnel will do everything possible to protect the privacy of the individuals involved.

Information resulting from the bloodborne pathogen exposure will not be disclosed without the employee's written consent except as required by law.

In the event that an employee is involved in an incident where exposure to bloodborne pathogens may have occurred, the following procedure should be follow:

- The body part exposed should be immediately washed with soap and water.
- Assure that the employee will receive medical consultation and any required treatment as soon as possible.
- Investigate the circumstances surrounding the incident including the route of exposure, health status of the source, and the recording of the antigen/antibody testing of the employee with consent.
- Guidance and post exposure prophylaxis when indicated.

The SSCO should investigate every exposure incident that occurs in their department or campus utilizing the Supervisor's Accident Investigation Report form. The investigation will be initiated within 48 hours after the

incident is reported and will include the following information:

- Date, time, and location of the incident
- Source and type of potentially infectious material involved in the incident
- Type of work being performed when the incident occurred
- PPE being used at the time of the incident
- Actions taken as a result of the incident

Training

All employees who have the potential for exposure to boodborne pathogens MUST be trained in safety procedures, how to reduce/eliminate exposure, modes of transmission, actions to be taken and persons to contact in case of an emergency. Employees will be retrained, at the least, annually to keep their knowledge current. Additionally, all new employees, as well as employees changing jobs or job functions, will be given additional training in their new position.

The SSCO monitors compliance. The school nurse will oversee the training program for setting up and maintaining training records in their campus/department. Records must contain the following information: dates of training sessions, contents of the training sessions, qualifications of the instructors, names and job titles of employees attending the training sessions. The District will maintain training records for three years.

Medical records of employees with an occupational exposure will be maintained for the duration of employment plus thirty (30) years. Human Resources will be responsible for setting up and maintaining employee medical records.

OFFICE AND CLASSROOM SAFETY

The following safety procedures shall be carefully explained to all administrators, faculty members, aides, and clerical employees. The Principal is responsible for insuring compliance with these procedures:

Safety Procedures

1. Know the evacuation plan in case of an emergency.
2. Equipment must be equipped with a three-wire grounded circuit.
3. They must be placed in a stable and secure position.
4. Equipment must not be adjusted, lubricated, or cleaned while they are running.
5. Do not use glass tops. Only shatterproof glass with beveled edges must be used.
6. Pencil sharpeners must be mounted on desks or walls so they do not protrude into walk areas.
7. Drawers of desks and file cabinets shall never be left open. Pull only one drawer at a time.
8. Desks and tables must be checked for splinters, dangerous cracks, and loose veneer.
9. Never sit on a table, arm of a chair, or a desk.
10. Heavy materials must be placed in the bottom drawers, lighter materials in the top drawers.
11. Fans must not be placed on low tables, boxes, chairs, or in any location where individuals might catch their clothing or hands in them.
12. Avoid falls by not reading while walking. Watch for uneven floors and fix loose rugs.
13. Eating areas should be separated from the work area, and kept clean and orderly.
14. Good housekeeping is essential. Keep working areas free of clutter.
15. Get a step stool or ladder to reach above shoulder level.

Computer Ergonomics

1. Maintain neutral Position ("S" curve of your spine)
2. Place monitor in front of you. Avoid glare
3. Keep the keyboard at elbow level. Do not pound the keys
4. Hold the mouse lightly
5. Minimize awkward hand and wrist postures
6. Adjust your chair
7. Keep feet supported on floor or use a foot rest
8. Avoid eyestrain by giving a break to your eyes

LADDER SAFETY

All ladders should be inspected on a regular basis. NEVER use a defective ladder; they should be removed from service immediately. Store them in a designated place where they will not be exposed to the weather or create any hazard.

Ladders should be set up so that the horizontal distance from the base of the vertical plane of the support is about $\frac{1}{4}$ the ladder length between supports. Count the rungs (usually one foot apart) up to where the ladder rests on the wall. If it is 16 feet, set the ladder base 4 feet from the wall.

Safety Procedures

1. Be sure that the ladder always extends at least 3 feet above the roof or landing.
2. Do not use ladders in a horizontal position as scaffolds.
3. Never set up a ladder in front of a door that opens toward the ladder, unless the door is locked or blocked.
4. Open stepladder fully and lock metal spreader before starting to climb it.
5. Do not leave ladders unattended on the job.
6. Do not use aluminum ladders where they may come in contact with energized electric equipment. Fiberglass and wood ladders should be used near electrical hazards.
7. Do not use any ladder with weak or damaged rails, steps, or rungs.
8. Never allow more than one person on a ladder.
9. Move the ladder frequently instead of reaching over too far.
10. Face the ladder climbing up or down. Hold on with both hands. Carry tools or supplies in a tool pouch or haul them up with a line.
11. Use extension ladders only up to 60 feet and have enough overlap. If the ladder is extended less than 36 feet, have 4 feet of overlap between sections. If it is extended from 48 to 60 feet, have 5 feet overlap between sections. Tie-off or otherwise secure the ladder in place.
12. Ladders must be carried with the front end high enough to clear any person that might be in front of the ladder.
13. Never stand on last rung or top of a step ladder.

Ladder Guidelines

1. Hold on with both hands when ascending or descending a ladder. If something must be brought up the ladder, raise it with a rope or use a tool belt.
2. Lean toward the ladder when working and keep one hand free to grab the ladder.
3. Always face the ladder when ascending or descending.
4. Do not jump or slide down a ladder.
5. Do not climb higher than the third rung from the top on straight or extension ladders, or the second tread from the top on step ladders.
6. Ladders higher than 4 feet should be held by a person on the ground.

EXTREME WEATHER CONDITIONS

Heat Stress General Hazards

Your body is designed to operate within a fairly narrow temperature range. If your body temperature goes too high, your body is unable to cool itself by sweating. Too much exposure to heat can put so much strain on your heart and blood vessels that you risk heart failure or stroke. The risk is greatest for people who have heart or circulatory problems. If you are working outside, you can also be exposed to hazards such as skin cancer and sunburn. Remember you can get sunburned in cloudy weather.

Safety Procedures

1. Dress for conditions. Lightweight, light-colored loose clothing. Use sunscreen.
2. Try to stay away from hot or heavy food. Watch your salt consumption.
3. Drink plenty of fluids (every 15 minutes). Don't wait until you are thirsty.
4. Avoid caffeine or alcohol.
5. Know the signs/symptoms of heat-related illnesses (dizziness, cramps, chest pain, breathing problems, nausea, blur vision, weakness).
6. Get immediate help if you feel weak, pale, dizzy, sweaty, or nauseous while outside.
7. While waiting for help to arrive:
 - a. Move the worker to a cool, shaded area. Put cold compressions or pads if available under the arms
 - b. Lie down, loosen or remove heavy clothing
 - c. Provide cool drinking water (if not unconscious)
 - d. Fan and mist the person

III. CAMPUS SAFETY

SCIENCE LAB SAFETY

All “hands on” activities using chemicals involve strict controls. Instructors are expected to supervise students to make sure they are following the safety procedures. Instructors must display signs and symbols in science laboratories in order to promote a safer environment. The inventory and proper storage, use and disposal of chemicals are key elements in lab safety and fire prevention.

All science instructors must assume the responsibility for:

1. Notifying the SSCO of defective or malfunctioning equipment, as well as any safety issues.
2. Locking combustible, flammable, and otherwise dangerous materials in safe cabinets.
3. Maintaining a detailed record keeping system and inventory log of all chemicals purchased, stored, used and disposed of in the lab.
4. Assuring that PPE is available and worn by students when appropriate.
5. Teaching students about the hazards of handling glassware and scientific instruments.
6. Following the Hazard Communication Program.
7. Obtaining SDS and using proper labeling on all chemicals purchased or made in the labs.
8. Instruct student on the principles of fire prevention and use of fire extinguishers.

The National Science Teachers Association suggests that students sign a “contract” that specifies acceptable behavior in a school laboratory situation. The primary purpose of the contract is to make the student aware of his/her own responsibility for laboratory safety. A completed contract on students’ files must be kept on file. Non-compliance from a student will result in his/her inability to participate in classroom or laboratory experiments. Instructors must inform

students, in writing, of the enforcement of safety rules. These rules must be posted in the classroom and provided to every substitute teacher.

Chemical Disposal

The safe disposal of dangerous, unwanted, or unlabeled chemicals is a major concern in science teaching. Small amounts of diluted acids, bases, or salt solutions may be flushed down the drain with large amounts of water. Before disposing of chemicals, teachers must verify amounts with department chair. All material must be soluble in water. Volatile, corrosive, toxic, or insoluble materials must never be flushed down the drain. The SDS may provide information on the proper disposal of the chemical. Chemical waste must not be permitted to accumulate. Remember to comply with any local, state or federal regulations regarding the disposal of chemicals. Remember to update inventory logs of all chemicals disposed of and note the method of disposal.

Eye and Face Protection

Every science classroom must have an eyewash station available for immediate use.

1. All individuals in a science lab are required to wear quality eye protective devices **at all times** while the demonstration and experiment are being performed.
2. Corrective eyewear and safety glasses are not adequate for eye protection in the laboratory.
3. Disinfect goggles after every use.
4. Students must purchase their own goggles. This will help prevent the spread of eye infections.

SCHOOL SHOP SAFETY

Instructors have the responsibility for keeping their room hazard-free and to demonstrate safety consciousness by always practicing safe habits. Adequate supervision is essential to a safe shop program and shops shall not be left unattended while a class is at work and/or while machines are in operation. Make sure students know and understand both general and specific safety practices to be followed while working in the shop.

General Practices

1. Prohibit “horseplay” or practical jokes of any kind in the shop area.
2. Post visible notices of regulations, possible hazards and precautions.
3. Keep industrial safety manuals available for the students to examine.
4. Require students to read and sign an acknowledgment of safety instruction.
5. Demonstrate the proper and safe use of tools, machines, and PPE that will be used. Open toes shoes are NOT ALLOWED in the shop.
6. Regularly inspect shop, machinery and equipment. Notify any unsafe situation.

Fire Safety

1. Multi-purpose fire extinguishers must be provided in shop areas and be readily accessible.
2. Students must have a thorough understanding of fires causes, control and prevention.
3. Store all flammable and combustible liquids in approved safety containers.
4. Never use gasoline or other non-approved chemicals for cleaning.
5. Require that oily rags and waste be kept in metal safety containers.
6. Keep exit doors and aisles/passageways clear of obstruction.

Equipment Safety

1. Guards/safety devices shall be maintained on machines and tools, and ALWAYS be used.
2. Hand tools must be kept clean and in safe conditions. Repair/replace them when necessary.
3. Use color coding on machines to emphasize danger zones.
4. Permit students to operate any power tool or machine ONLY after they demonstrate the ability to use it properly and under direct supervision of the instructor.

Electrical Safety

1. Instruct students that all electrical circuits are “hot”, and must be treated as such.
2. See that an approved ground is provided for all motors, fuse boxes, switch boxes, and other electrical equipment, whether stationary or portable.
3. All switches controlling equipment must be easily accessible to the operator.
4. Prohibit the use of temporary wiring of any kind in the shop area.
5. Any frayed or cut wires leading to equipment must be repaired before use.

HOME ECONOMICS SAFETY

1. Use a pilot light for lighting a gas range, if possible; otherwise, use safety matches.
2. Place the lighted match on the burner; then turn on the gas, not the other way around.
3. Paper or flammable materials **MUST NOT** be placed on or near a stove.
4. Turn off electric stoves before cleaning; wait until it has cooled down.
5. When cooking on the range, turn pan handles to the side of the range to prevent spilling.
6. When frying, fill kettle no more than half full so it won't bubble over when food is added.
7. If fat or grease catches fire, cover kettle with lid until fire is smothered. Never throw water on a grease fire. Use only an ABC (Multi-Purpose Fire Extinguisher) or baking soda.
8. Always cut food away from body.
9. Always use pot holders for handling pots and pans.
10. Use only electrical equipment approved by an independent testing laboratory such as **UL**.
11. Do not operate or connect electrical equipment when hands are wet or floor area is wet.
12. If the smell of gas is evident, cut off all gas connections and call maintenance immediately.
13. Use only non-slip wax on floors.
14. Keep a sturdy stool or stepladder for reaching top shelves.
15. If a razor blade is used in sewing, it must be a single-edge blade.
16. If it is necessary to fill a steam iron while hot, be sure to disconnect it first.
17. Always use a pin cushion; do not put pins or needles in the mouth.

AGRICULTURE/FFA SAFETY

Students enrolled in agriculture or FFA classes must be instructed as to the hazards on infection, skin rash, or irritations resulting from soil organisms and the handling or inhaling of chemicals in fertilizers. Students must be required to wash hands after using or handling soils or fertilizers. No student must operate any agricultural equipment except under the direct supervision of the instructor and after being instructed in its safe operation.

Poisonous materials, such as insecticides, dusting powders, sprays, etc. must be stored in locked cabinets. These toxic materials must be used by students only with the approval of the instructor.

1. Use only pesticides that are recognized as being safe and only in approved areas.
2. Read and understand each label before opening a package.
3. Make sure that you receive the MSDS on any chemical that is available for use.
4. If you accidentally spill a chemical, wash it off immediately.
5. Measure the recommended amounts exactly; never increase the dosage.
6. Only personnel trained to handle pesticides must be permitted to use them.

PHYSICAL EDUCATION SAFETY

Procedures to follow in installing and maintaining equipment:

1. **Only** approved equipment shall be installed on playgrounds, gymnasiums, weight rooms, etc.
2. The principal and physical education coordinator of each school must verify the type, brand, and location of physical education equipment and apparatus before installation.
3. Installation of any physical education equipment shall be according to standard specifications for that equipment or grade level.
4. Playing surfaces must be free of obstructions, uneven surfaces, and hazardous conditions.
5. Equipment found to be faulty or unsafe must be labeled and removed from use immediately.

1. Gymnastic Safety

P.E. coordinator should:

1. Instruct students in: safe use of equipment, dangers and proper mechanics inherent in each stunt, and the use of proper garment/shoes. Remove all jewelry, bracelets, pencils, pens, etc.
2. Ensure not to place a student in an activity or situation for which he/she is not physically or functionally prepared.
3. Present a good demonstration either by teacher or capable student.
4. Provide sequential instruction allowing for mastery of fundamentals before attempting more complex moves.
5. Make sure each student has a clear understanding of what he/she is attempting.
6. Insist on proper warm-up period before attempting any maneuver.

Showers and Locker Rooms

Shower and locker rooms shall be used only under strict supervision of an instructor.

1. Running or playing in the shower room is prohibited.

2. Standing on locker room benches is prohibited.
3. Snapping of towels at other students is prohibited.
4. Use of the master shower control is the responsibility of the teacher.
5. Swinging or chinning from bars or pipes in the locker room are prohibited.
6. Benches must be inspected frequently for splinters, protruding nails, sharp corners, etc.

2. Playground Safety

Many of the accidents from playground equipment are falls to the ground or onto other equipment. Others hazards are: struck by a piece of moving equipment, rough edges on equipment, and entrapment of extremities in equipment.

Equipment safety is determined by several factors, including selection, location, maintenance and usage. Playground apparatus must be selected in terms of the children who use it. It is important to have sufficient space between units and to separate apparatus for the users' age.

Because of the intense use to which playground equipment is subjected, the entire area must be checked periodically. Daily inspections must include a search for loose fasteners, worn and broken parts, lubrication of moving parts and connections, refilling landing pits, and replacement of worn ground supports. Repairs must be made promptly and no apparatus in need of maintenance must be used until necessary repairs have been made.

An important safety rule in the use of playground equipment is restricting abusive activity. Many playground accidents result from misuse of equipment, attempts to perform unsuitable stunts, climbing on structures, and roughhousing. Adequate supervision of children is required.

Children must be taught general safety practices for the playground area. This includes:

1. Roughhousing or games such as tag CANNOT be played on or around apparatus
2. Throwing of debris on the playground or apparatus is PROHIBITED
3. Do not remove sand or other material which has been placed under apparatus
4. No apparatus must be used when wet or coated with ice
5. Use only apparatus designed for their age group
6. Do not enter the "*danger zone*" of apparatus when others are using it
7. Only those using, or waiting to use the apparatus, can be within the apparatus area
8. Apparatus in need of maintenance/repair SHOULD NOT be used

MUSIC, CHORAL AND BAND INSTRUCTION

The following safety procedures must be followed during music, choral and band instructions:

1. Instruments must be checked frequently to identify protruding parts.
2. Students are prohibited from pushing pianos and heavy equipment.
3. All wind instruments must be cleaned frequently.
4. Large instruments must be securely stored and placed as low to the ground as possible.
5. During band classes, instrument cases must be stored out of the path of other students. DO NOT obstruct exit doors.
6. Fields must be checked for hazards before marching band practice sessions. Podiums should be secure and checked for stability.
7. Vehicular traffic safety needs to be considered when rehearsing in a parking lot.
8. Intense heat or cold must be a determining factor in scheduling outdoor marching band practices. Breaks during hot weather should be scheduled accordingly. All students must have opportunity for water breaks.
9. Choral risers must be checked thoroughly before use to prevent any collapses.
10. Seated risers must have a rail and step blocks for safe use.
11. Robes and gowns must be short enough to eliminate the possibility of tripping.
12. The use of lighted candles in musical activities is **prohibited**.

IV. SUPPORT SERVICES

FOOD SERVICE SAFETY

General Safety Practices

1. Employees must be properly trained in the safe operation of machines used in the kitchen/cafeteria. No employee shall use any power machine unless trained to do so.
2. Employees are required to use correct lifting and material handling techniques. They must be trained not to lift over 40 lbs. by themselves.
3. Hygienic practices must be performed while handling food.
4. Electrical appliances must be disconnected when being cleaned or not in use.
5. **ONLY** authorized employees shall make adjustments on machinery or equipment.
6. Do not overload push carts or dollies. Keep wheels clean and unclogged.
7. Keep sharp protruding objects away from employees and aisles. Keep drawers closed.
8. Floors must be kept in a safe condition and free of hazards. Employees must immediately clean up spills on the floor. Keep aisles clean and clear at all times.
9. A first aid kit and fire extinguisher must be accessible to all employees.
10. Keep all cleaning products away from food. Store matches in covered containers.
11. Do not apply force to glass containers. If tight, try hot water on metal lid or carefully tap lid, or wrap lid with towel before trying to open.
12. Exhaust hoods must be operated at all times when ranges and/or steam kettles are in operation. Filters in hoods must be kept clean and free of accumulated grease.

Receiving Area

1. Adequate tools must be available for opening boxes and cartons of product and materials.

2. Be certain that trash containers are free of leaks, are adequate in number and size, and properly placed in work areas. Do not overload these containers.

Storage Area

1. Shelves must be adequate to bear the weight of items. Heavy items must be stored on bottom shelves. Medium to light weight items on top shelves. Handle glass containers with care.
2. An appropriate size step ladder must be available in the store room and other areas. Do not use milk crates, chairs or other unstable items to stand on.
3. Keep cartons and other combustible/flammable materials stored away from light bulbs.
4. Light bulbs/fluorescent lights must be guarded.

Food Preparation Area

1. Electrical equipment must be properly grounded.
2. Equipment must be stored out-of-the-way, preventing potential hazards.
3. Mixers, slicers, beaters, etc. must be in safe operating condition and adequately guarded.
4. Machines not working properly must be tagged out and not used until repaired.
5. Hairnets must be used. No loose-fitting clothes.

Food Preparation Machines

1. Clear the immediate area around all equipment used for the cutting, slicing, or chopping.
2. Never place your fingers in the cutting point of operation.
3. If any machine jams or does not function properly, shut off the machine and notify your supervisor immediately.
4. Do not get distracted while operating any machine.
5. Always return the slicer to the zero position. When finished using this

equipment, unplug it. Use appropriate gloves when using or cleaning the slicer.

6. When using chopping or slicing attachments on the mixing machine, be sure that the attachment is firmly placed in the operating position and the guard is in place.
7. Never leave a machine running unattended, even if it is for a short time.

Cutlery

1. Always select the correct knife for the job. When not in use, knives or other sharp instruments, they must be stored in the racks and/or designated drawers.
2. Before using a knife, inspect it for defects. Discard knives with rusty or chipped blades.
3. Special metal-mesh gloves must be worn during boning and cutting.
4. Butcher's steels must be used by keeping the blade edge of the knife away from the body.
5. Keep knives sharp. **ONLY** authorized personnel are permitted to sharpen knives.

Serving Area

1. Steam tables must be cleaned daily and inspected for broken parts.
2. Safety valve equipment must be operative, especially as it pertains to gas and steam.
3. Silverware and plastic utensils must be inspected regularly. Removed chipped items.
4. Floors and ramps must be kept clean at all times.
5. The traffic flow must be organized so that students do not collide while carrying trays.

Dish Washing Machines

1. Floors around the dish washing machine must be mopped frequently to prevent slips and falls.
2. If a machine jams, shut off the power and the hot water immediately. **Do not** reach into the wash area; serious scalds could result from such action. Report the event to your supervisor.
3. Handle trays with care and do not overload machine.
4. When moving carts, trays or utensils, consider other employees in the area.

Garbage Disposals

1. Do not, under any condition, attempt to repair any garbage grinders. If the machine is jammed, stop it immediately and report the problem to your supervisor.
2. Electric garbage disposals operate safely and efficiently only when sufficient water is used.
3. Do not stuff or pack waste into the opening. Guards must be in place before operating.
4. Do not allow glass, metal crockery or plastics to enter the grinder. If this occurs, stop the grinder immediately and notify your supervisor.
5. No garbage should be left inside the kitchen area at the end of the day.

CUSTODIAL SAFETY

The safety rules described below must be following while performing custodial duties:

1. Never lift more than 40 lbs. by yourself. If an object is more than 40 lbs., get assistance.
2. Check fire extinguishers, walkways, exit access, stairs, etc. Report any findings.
3. Make sure that mats are in place on rainy days at all exterior doors.
4. Use extreme caution when entering any unlighted school area.
5. Sweeping, mopping or waxing should not be conducted during the normal school day (when possible) or any other time when traffic is expected over the affected areas. Clearly identify any hazardous conditions and route traffic away from or around such conditions.
6. After all occupants have left the buildings, lock all doors and all windows, clean areas that are to be used the next day, turn off all lights and check any boilers that are in use.
7. Wear PPE when determined necessary.
8. Keep all storage rooms clean and unobstructed. Keep circuit breaker areas clear within a 6 feet area. Minimize the storage allowed in the mechanical rooms.
9. Properly maintain all equipment and tools. Do not make modifications to electrical systems.
10. Follow United I.S.D.'s Hazard Communication Program when handling and storing chemicals.

Chemical Usage

1. Use ONLY products that are purchased for use in the District. **Do not mix chemicals with other chemicals** – Only mix them with water.
2. Read product labels and MSDS on each chemical you use. Mix them in recommended solutions.
3. Wash hands after using any chemicals.
4. Never transfer chemicals from one container to another.
5. Be careful when handling full strength delimers; always wear PPE as they contain acid.
6. Store ALL chemicals and/or poisons away from students and/or food. Use a separate storage area where possible. Keep closets locked when not in use.

MAINTENANCE SAFETY

General Safety Practices

1. Follow lock-out/tag-out procedures when performing all repairs, preventive maintenance, adjustments, etc. of all machinery and equipment.
2. During any maintenance operation, keep work areas secured and post warning signs, especially when you expect considerable traffic.
3. Follow United ISD Hazard Communication Program in reference to safe practices of hazardous and flammable chemicals.
4. Appropriate PPE must be worn depending of the type of hazard or exposure you encounter while performing a task:
5. All employees are expected to clean their work areas periodically throughout the work day and at the end of the work shift. Mechanics must clean-up all oil spills immediately by using oil absorbent and must dispose of it properly.

Machine Safety

Employees must continually be instructed by their supervisor concerning the hazards of machinery operation. The following general regulations will assist you while using machinery:

1. An employee can operate machinery ONLY after receiving instruction in its use and operation, as well as safety measures.
2. No one should operate equipment UNLESS it has been designated to be used by them.
3. When operating machinery, work clothes must fit snugly. Anything that can be grabbed in machinery is hazardous. Long hair must be covered for operator safety.
4. Machinery must be stopped and locked in "off" position before being lubricated or adjusted.
5. Chips, dust, or debris must be cleaned from machinery with a brush, not with rags or hands.
6. Before starting a machine, check that all guards are in place, tools properly stored,

and the floor area around the machine clear and free from grease and oil.

7. **Never** make guards inoperative in the hope of speeding up production.
8. When setting up work or removing it from the machine, make certain there is sufficient space to protect your hands from striking against the cutting tool or other machine parts.
9. When grinding use a bench or floor stand equipped with a properly adjusted glass shield before turning on the power. Clean the shield or replace the bulb before grinding. Do not push the shield aside and work without it.
10. When using any grinder not equipped with a shield, wear eye protection. If flying chips endanger other personnel use a shield or screen to protect anyone in the hazardous area.
11. In cutting, drilling and shaping operations, make sure to properly secure the work in place. If the work or cutting tools becomes loose, or the tool digs into the work, shut off the power immediately to correct the condition.
12. Do not attempt to stop machines by placing hands or other objects on the belt or other moving parts. Wait for the machine to stop. Press brakes or clutches to prevent the equipment from running after it is turned off.
13. Excessive vibration, noise or stalling may signify that a machine is in need of repair and it may not be safe to operate.
14. Before leaving a machine for any reason, shut off the power and wait until the machine stops.
15. Horseplay involving electricity or compressed air is PROHIBITED.
16. Never use compressed air to clean yourself or others. All compressed air to clean equipment must be regulated to 30 psi.

Machine Guarding

In order to be effective, mechanical safeguards must:

1. Provide maximum protection to machine operators and any other persons nearby.
2. Be interlocked where possible so that a machine is inoperable unless guards are in place.
3. Provide for safe oiling and adjustment.
4. Be secure enough to retain broken machine parts in case of their failure.

V. APPENDIX

CHECKLIST INSTRUCTIONS

A safe environment is an essential part of the school safety education program. The safe environment will exist only if hazards are discovered and corrected through *regular* and *frequent* inspections by school personnel.

- Offices should be inspected regularly (at least once a month) by occupant to identify potential hazards.
- School Shops must be inspected at least once a month. Inspections should be systematic and thorough.
- Ladders must be inspected every time before being used.
- Schools should be self-inspected at least twice per semester but preferably once a month. The SSCO should designate an employee to perform these inspections.

No office or shop areas should be overlooked. Inspection reports should be clear and concise, but with sufficient explanation to make each recommendation for improvement understandable.

Each unsafe condition should be corrected as soon as possible in accordance with accepted local procedures. A definite policy should be established in regard to taking materials and equipment out of service because of unsafe conditions.

Checking Procedures

Circle the appropriate letter, using the following letter scheme:

- S** Satisfactory (needs *no* attention)
- A** Acceptable (needs *some* attention)
- U** Unsatisfactory (needs *immediate* attention)

Recommendations should be made in all cases where a “U” is circled. Space is provided at the end of the form for such comments. Designate the items covered by the recommendations, using the code number applicable.



OFFICE SAFETY CHECKLIST

DATE OF INSPECTION

LOCATION

INSPECTOR

QUESTION	CHECK ONE	
	YES	NO
1. Are floors well maintained to provide secure footing?		
2. Are aisles sufficiently wide to provide easy movement?		
3. Are stairs free of chips or cracks?		
4. Are non-slip surfaces provided?		
5. Are stairwells properly illuminated?		
6. Are handrails provided and securely fastened?		
7. Are the non-slip feet on all portable elevated structures?		
8. Are fixtures and furniture free of splinters and sharp edges?		
9. Are file cabinets anchored to prevent tipping?		
10. Is caster furniture easy to move?		
11. Are heavy machines properly and securely mounted?		
12. Is all electrical machinery equipped with ground wire?		
13. Is the use of extension cords limited?		
14. Are all electric cords, plugs, and switches in good repair?		
15. Are moving parts and "pinch points" guarded?		
16. Are operators of machines properly trained?		
17. Do employees apply safe work habits?		
18. Are machines turned off and/or plugs disconnected while repair/adjustment is made?		
19. Are scissors, knives, pins, and sharp items safely used and stored?		
20. Is the use of sharp spindle files prohibited?		
21. Is smoking prohibited in District premises?		
22. Are all flammable materials stored in metal cabinets?		
23. Is used cleaning waste or rags kept in closed metal container?		
24. Are storage areas kept clean and orderly?		
25. Is all electrical equipment turned off when not in use?		
26. Are office appliances properly wired, safely placed, and well maintained?		
27. Are fire extinguishers available and personnel trained to use them?		
28. Are employees instructed in fire reporting and emergency duties?		
29. Are employees instructed in proper lifting techniques?		
30. Does the department participate in and support the safety program?		

List all noted unsafe acts: _____

Recommendations, observations, and comments: _____



SCHOOL SHOP SAFETY CHECKLIST

DATE OF INSPECTION

LOCATION

INSPECTOR

S: Satisfactory

A: Acceptable

U: Unsatisfactory

(Circle appropriate answer)

Please provide comments for all **U:** Unsatisfactory answers.

A. GENERAL PHYSICAL CONDITION			
1. Machines, benches, and other equipment are arranged so as to conform to good safety practices.	S	A	U
2. Condition of aisles (Walkways are delineated separate from work areas)	S	A	U
3. Condition of floors	S	A	U
4. Illumination is safe, sufficient, and well placed	S	A	U
5. Ventilation is adequate and proper for conditions	S	A	U
6. Fire extinguishers are of proper type, properly located and maintained	S	A	U
7. Teacher and students know location of and how to use the fire extinguishers	S	A	U
8. Proper procedures have been formulated for evacuating the students and taking precautions in case of emergencies	S	A	U
B. HOUSEKEEPING			
1. General appearance as to orderliness	S	A	U
2. Adequate and proper storage space for tools and materials	S	A	U
3. Benches are kept orderly	S	A	U
4. Tool, supply, and/or material room is orderly	S	A	U
5. Waste material and oily rags are properly stored in waste containers.	S	A	U
6. Materials are stored in an orderly and safe condition	S	A	U
7. Containers for oily rags and waste materials are frequently emptied	S	A	U
8. Flammable/Combustible liquids are stored in metal cabinets	S	A	U
9. Storage of dangerous materials is provided outside the main building	S	A	U
10. An adequate dust collection system is provided	S	A	U
C. EQUIPMENT			
1. Danger zones are properly indicated and guarded	S	A	U
2. All equipment control switches are easily accessible	S	A	U
3. All machines are "locked off" when instructor is out of the room	S	A	U
4. Brushes are used for cleaning equipment	S	A	U
5. Non-skid areas are provided around machines	S	A	U
6. Machines are in safe working condition	S	A	U
7. Machines are guarded to comply with standards	S	A	U
8. Tools are kept in safe working order	S	A	U
9. All hoisting devices are in safe operating condition	S	A	U
10. Compressed gas cylinders are secured and properly separated	S	A	U
11. Spray finishing is safely arranged and properly ventilated	S	A	U
12. Standard parts cleaning tank and solvent is provided	S	A	U
D. ELECTRICAL INSTALLATION			
1. There is a master control switch for all electrical installations	S	A	U
2. All electrical extension cords are in safe condition and not overloaded	S	A	U
3. Electrical motors and equipment are wired to comply with the National Electric Code	S	A	U



GENERAL SAFETY PROCEDURES LADDER INSPECTION CHECKLIST

DATE OF INSPECTION

LOCATION

INSPECTOR

QUESTION	CHECK ONE	
	YES	NO
1. Are there any loose steps or rungs? (If they can be moved with the hand, they are loose.)	<input type="checkbox"/>	<input type="checkbox"/>
2. Are there any loose nails, screws, bolts, or other metal parts?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are there any silvers or cracked uprights, braces, steps, or rungs?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are there any damaged or worn no-slip bases on the feet?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there any badly rusted or corroded spots?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are there any loose hinges?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the ladder wobbly?	<input type="checkbox"/>	<input type="checkbox"/>
8. On extension ladders, are there missing or defective locks that do not seat properly when the ladder is extended?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the pull rope deteriorating from exposure to destructive agents or the weather?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do aluminum ladders have any bent rungs, steps, or uprights?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any question above is "No", in your opinion is the ladder still safe for use?

QUESTION	YES	NO	COMMENTS
1.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	
5.	<input type="checkbox"/>	<input type="checkbox"/>	
6.	<input type="checkbox"/>	<input type="checkbox"/>	
7.	<input type="checkbox"/>	<input type="checkbox"/>	
8.	<input type="checkbox"/>	<input type="checkbox"/>	
9.	<input type="checkbox"/>	<input type="checkbox"/>	
10.	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations, observations, and comments: _____



SCHOOL SELF INSPECTION CHECKLIST United Independent School District

DATE OF INSPECTION

SCHOOL

INSPECTED BY

QUESTION	CHECK ONE		LOCATION
	YES	NO	
A. Campus Security			
1. Is the school fencing/gates secured and locked?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the visitor check in procedure in compliance with the District policy?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is staff wearing District ID?	<input type="checkbox"/>	<input type="checkbox"/>	
B. Fire/Life Safety			
1. Is fire lane maintained clear and free of unattended vehicles at all times?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are Emergency Exits, hallways, windows and staircases free of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are EXIT signs and emergency lights working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are fire extinguishers and equipment maintained and inspected?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are fire extinguishers mounted on wall and unblocked?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are fire alarms functioning and inspected?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are emergency procedures drills being practiced?	<input type="checkbox"/>	<input type="checkbox"/>	
C. Electrical Safety			
1. Are electrical cords free of frayed or damaged parts?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are connections in good repair without loose, bent or missing prongs?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are outlets adequately used without overloading them?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are cords placed in such a manner that they do not pose a trip hazard?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are GFI outlets installed within 6' of water sources?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is 3 foot clearance maintained in front of electrical panels and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are junction wire boxes and unused breaker slots covered?	<input type="checkbox"/>	<input type="checkbox"/>	
D. Science Labs/Vocational Shops			
1. Are a chemical inventory and MSDSs kept and available?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are chemicals properly labeled, stored, and secured?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are compressed gas cylinders properly secured?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are safety rules posted and enforced?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are PPE and eyewash/showers in good conditions and ready to use?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is food consumption prohibited in labs/shops?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Facilities Maintenance			
1. Are doors and windows in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are floors and carpeting free of trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are ceilings/sinks free from signs of leakage?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is playground equipment in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are fire lanes and drop-off/pick-up areas properly marked?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are gym bleachers in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	
F. General Housekeeping			
1. Are closets/bookrooms organized and 24" clearance on top shelf maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are mechanical/electrical rooms free of flammable/combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is proper signage used on wet floors?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are floors, bathrooms, and classrooms clean?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are mechanical, janitor and classrooms locked when vacant?	<input type="checkbox"/>	<input type="checkbox"/>	

