

EMPLOYEE SAFETY MANUAL

It is the intent of this school district to provide and maintain safe working conditions and to follow operating practices that will safeguard all employees and result in safe, efficient operations.





Employee Safety Manual

Table of Contents

Injury Reporting	4
Social/Recreational Act	5
Safety Responsibilites	6
Classroom/Office Safety	7
Back Injury Prevention	8
Slips and Falls	9
Workstation Ergonomics	10
Fire Prevention	12
Chemical Safety	14
Personal Protective Equipment	16
Equipment Safety	18
Bloodborne Pathogens	21
Hand Safety	22
Electrical Safety	24
Motor Vehicle Operations	27
Employee "Safe Worker" Agreement	28

This Employee Safety Manual is designed to give you an overview of the currently accepted, safest methods of performing your job.

To be safe is to be secure from the threat of danger, harm, or loss. According to the National Safety Council, 85-90% of all accidents are the result of unsafe acts. Subsequently 10-15% are the result of unsafe conditions. Many accidents are caused by the use of unsafe equipment, the use of tools in an unsafe manner, and failure to follow safe work methods.

Please study and know the Employee Safety Manual. The most important and effective person in our effort to reduce on the job injuries is you. We need your help in eliminating these unsafe conditions and acts. Remember, the negligence of a fellow employee could result in an injury to you. We request that all employees immediately report all unsafe conditions and unsafe practices that you observe to your supervisor or building principal.

Learn your job, know the hazards and the safety precautions necessary to eliminate unnecessary risks. Ask questions when in doubt and think about your own safety and well-being as well as that of your fellow employees and the school. Safety is everyone's responsibility. Compliance with the safety rules contained in this manual is mandatory and a condition of employment.

While this manual contains general safety expectations, it is not intended to be all inclusive. The purpose of this manual is to assist you in preventing accidents and to aid each department in the development of safety rules.

If There Is An Accident

1

Immediately report all injuries or illnesses to your supervisor. The supervisor or first available person shall arrange for emergency transportation, if required. If necessary, they shall also accompany the injured employee to the medical facility.

2

If injured, you must also contact the district office. Upon dismissal from the medical center you must return all paperwork to your supervisor and the district office. (You may fax it to HR - 785-587-2840.)

3

The supervisor shall ensure that the official accident report forms are completed accurately and sent to the district office as soon as possible, via fax, 785-587-2804.

4

Perform first aid, rescue breathing, or CPR only in an emergency and if First Aid/CPR licensed. Perform these services only until properly trained medical help arrives.

5

If you are injured on the job, you must provide notice of the injury to your supervisor within twenty (20) days. If the district does not have knowledge of the injury or illness, the claim may be denied. Therefore, please make sure that if you are injured, regardless of the severity of your injury, to report it as soon as possible to your supervisor.

Federal and State Regulations

Listed below are the current safety and health standards now being enforced by the State of Kansas Bureau of Industrial Safety and Health:

The Occupational Safety and Health Standards (OSHA)

The National Fire Protection Association Standards (NFPA)

The National Electrical Code (NEC)

The American National Standards Institute (ANSI)



Social/Recreational Act

If you are injured while participating in a voluntary activity at the school district please understand that the workers compensation insurance carrier has reserved the right to deny these claims based upon the Kansas Workers Compensation Social and Recreational Act.

K.S.A. 44-508(f) precludes recovery of workers compensation benefits when the injury occurs while the employee is “engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to the employee’s normal job duties or as specifically instructed to be performed by the employer.

Before voluntarily participating in any social and/or recreational activities to which you are not specifically assigned, make sure you understand the risks involved. If you are unfortunately injured in these types of activities you will need to seek attention through your healthcare insurance carrier.



Employee Safety Responsibilities

All employees have a safety responsibility to themselves, their families, fellow workers, the public, and the school district. While performing job duties, all employees shall be expected to observe safety rules and instructions by being both mentally and physically alert. To accomplish this goal, all employees shall:

- Follow safe work procedures and take an active part in protecting yourself, fellow workers, and the district's property.
- Detect and report any hazards to your supervisor, including work conditions, work practices, and unsafe behavior. You should make suggestions for correcting these hazards to your supervisor.
- Use all safeguards and safety equipment; take no unnecessary chances.
- Only operate equipment that you have been authorized and instructed to safely use.
- Only use the correct tool or piece of equipment to accomplish an assigned job. Do not substitute equipment.
- Learn to lift and handle material properly.
- Know the locations of fire fighting equipment and how to properly operate it.
- Comply with safety instructions from supervisors.
- Unprofessional or reckless conduct is strictly prohibited.

Classroom/Office Safety

The majority of us work in classrooms or offices during most of our day. It should be no surprise then to realize that a significant number of injuries occur in these places. Fortunately you can greatly reduce the potential of these accidents with a few simple steps.



- Keep your work area neat and orderly.
- Do not leave desk, cabinet, or file drawers that are open unattended. Only open one file drawer at a time to prevent the cabinet from toppling over.
- Report all defective equipment or unsafe conditions to your supervisor.
- Do not leave chairs, wastebaskets, cords, etc. in aisles or where they can create a tripping hazard.
- Do not run in hallways or up and down stairs.
- Use handrails when ascending or descending stairs.
- Do not throw or leave paper clips, rubber bands, etc. on floors, landings, or stairs.
- Be watchful of other persons when opening or closing doors.
- Only use ladders or locking stepstools of an approved design for access to higher shelves or files. Never climb on chairs, boxes, or file cabinets.

Back Injury Prevention

Before You Lift:

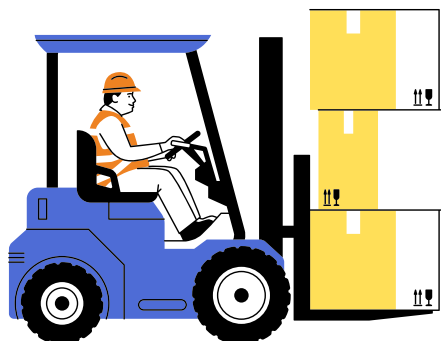
The biggest mistake you can make is to jump right in and start lifting. Before you even reach for an object, you should take a moment to size up the load. If the object seems too heavy or bulky, consider one of these lifting options:

- Ask a co-worker for help.
- Break down the load into smaller, more manageable parts.
- Get a hand truck or some other mechanical aid that is especially designed to make lifting easier.

Lift Correctly:

You can prevent a back injury. The number one way to do this is to master the art of safe lifting. Improper lifting accounts for over half of all back injuries, thus it is important to learn to lift the right way.

1. Always carry the load close to the body.
2. Keep the back as straight as possible.
3. Lift with your legs, not your back muscles.
4. Always have a clear vision over the load.
5. If the load interferes with normal walking get help.
6. Never be afraid to ask for help carrying something.
7. Keep work areas cleared; tripping hazards can cause serious injury.
8. Suggest use of mechanical equipment that will do a better job.
9. Never rush into a lift or take on more than you can comfortably handle.



Slips and Falls

Falls are the second leading cause of fatalities behind motor vehicle accidents. Most of these falls occur at floor level, and all of them can be prevented.

Slip Hazards

- Wipe up wet spots immediately. If you spill something stop and clean it up. If you see something that has been spilled by someone else stop and clean it up.
- Do not let grease, oil, or slippery substances accumulate on shop floors. Put absorbent agents on them and sweep up as soon as possible.
- Watch out for floors that have been recently waxed and other highly slippery surfaces such as ice or water.

Trip Hazards

- Arrange equipment and machinery in work areas to avoid an obstacle course of potential falls.
- Do not store materials in aisles and hallways. If materials are in the way, move them. Do not walk around them.
- If extension cords must be used and cannot be moved away from walking areas, be sure to use a cord runner over the exposed electrical cord.

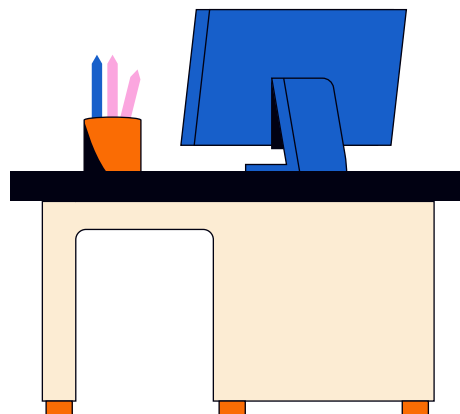
Fall Hazards

- Wear good shoes with non-skid soles that are in good repair. Rubber heels are the best. Avoid high heels and platform shoes.
- Avoid makeshift ladders. Do not substitute a stack of boxes, chairs, desk tables, or shelves for a sturdy, properly balanced ladder.

Workstation Ergonomics

A lot of office work involves prolonged sitting as well as using the hands, arms, legs, and eyes to perform tasks that are essentially stationary. This may cause muscle soreness, tightness, or general discomfort. There are two primary ways to address this. The first is to ensure your workstation is properly adjusted. Proper adjustment should follow these general guidelines:

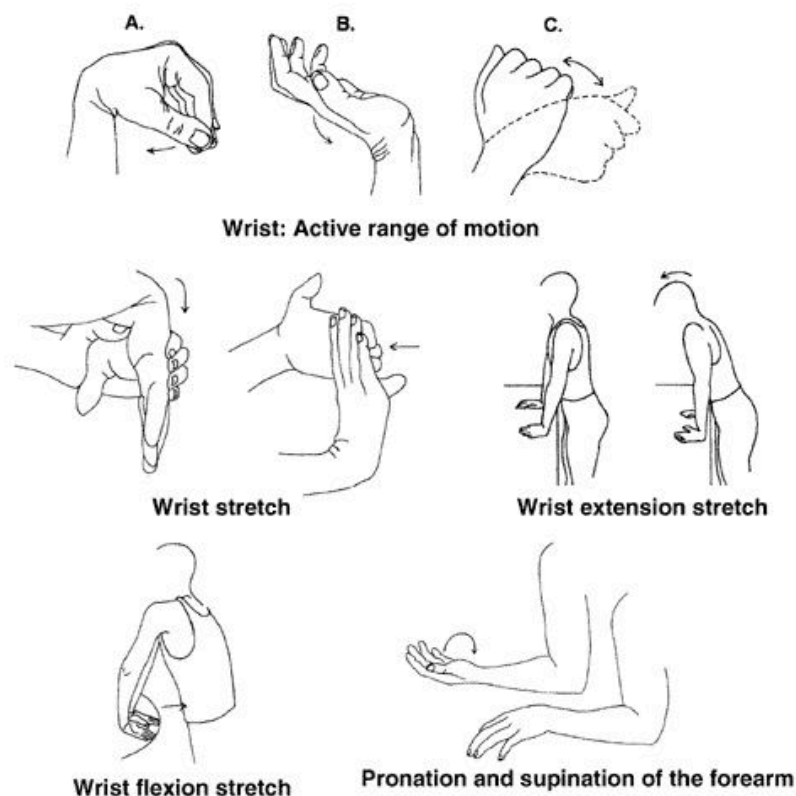
- The top of the video display terminal should be at or slightly below your horizontal line of sight. Viewing distance from your eyes to the screen should be about one arm's length. The face of the screen should be tilted back about 10 to 20 degrees so that overhead lighting glare is reduced.
- Hard copies should be placed at the same height and distance as the screen. This allows for minimum head movement and eye focusing when looking from hard copy to screen.
- The keyboard should be adjusted to allow you to sit with your shoulders relaxed, arms hanging vertically with your forearms parallel to the floor, and fingers hovering directly over the keyboard.
- Chairs should be set so that the thighs are horizontal to the floor. Feet should be flat on the floor or on a footrest. The chair should be well supported with five castors.
- Your workstation should be well lit with lights placed to avoid glare and window shades that reduce outside glare.



Workstation Ergonomics Cont.

In addition to your workstation being properly arranged you should also review your work habits. This includes:

- Always use good posture while sitting at the workstation. Good posture is basically keeping your head on top of your shoulders and your shoulders over your hips. Allow your arms to hang vertically with your forearms parallel to the floor.
- Take periodic micro-breaks to give your body a chance to rest and recover.
- During these micro-breaks stretch. The following stretches have been proven to reduce the potential for upper extremity soreness or injury.



Fire Prevention/Fire Extinguishers

The best way to address fires is to prevent them. For this reason you should always perform your daily work functions in a fire prevention mode. This includes:

- Maintaining clutter free buildings.
- Do not block access to any exit door.
- Always store flammable materials in a flammable cabinet.
- Be watchful for fire hazards like open flames, frayed electrical cords, or overloaded outlets.

Take an active part in fire drills so you know what your specific responsibilities are. This will also help you remember all primary and secondary evacuation routes. Always follow these procedures if fire or smoke is reported:

Do not panic.

- Initiate the alarm immediately, no matter how small the fire is.
- You or a designee should call 911 requesting immediate assistance from the fire department.
- Restrict the fire as appropriate and safe, utilizing fire extinguishers, door and window closures, etc.
- Perform assigned duties as practiced in drills. This involves preplanned procedures for evacuating occupants, including handicapped persons, and their assembly in designated areas.
- Do not allow use of elevators.

Fire Prevention/Fire Extinguishers

Cont.

- Ensure the building evacuation is complete by checking for persons in restrooms, halls, and unoccupied rooms.
- Compile a roster of persons within the assembly area.
- Prevent unauthorized re-entry of the building by persons until safety has been declared by fire department personnel or official designees.
- Seek professional medical care for injured persons.

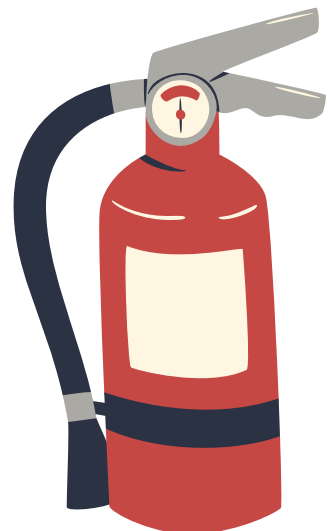
Know the locations of fire extinguishers in facilities, and regularly verify that extinguishers are charged and operational. Never block fire extinguishers with storage or equipment. Understand how to operate the fire extinguisher.

Pull the ring or lock pin.

Aim the extinguisher at the base of the fire.

Squeeze the handle.

Sweep the extinguisher from side to side.



Chemical Safety

You can work safely with all kinds of hazardous materials if you take the right precautions. In addition to following instructions and wearing the right personal protective equipment (PPE), remember the following points:

1. Read the label.

Labels tell you many important things. Do not even open a container that has no label. Among the information available on many labels are:

- The name of the material.
- Possible hazards.
- Precautions you must take for handling the material safely (such as PPE).
- Symptoms of overexposure.
- Actions to take in case of overexposure.
- Required safety equipment.



Chemical Safety Cont.

2. Consult the Safety Data Sheet (SDS).

Among the things that the SDS will tell you are the following:

- The chemical names for all the substances that make up the particular hazardous material.
- The appearance and odor of (if any) of the material.
- Fire and explosion hazards.
- Precautions for safe handling and use.
- First-aid procedures to use in case of overexposure.
- Personal protective equipment and safe work procedures.

3. Ask your supervisor when you have questions.

Never guess! If after reading the label and the SDS you still have questions, ask your supervisor to explain. Ask your supervisor whenever:

- You're in doubt about the proper procedures for handling or using hazardous materials.
- You're not sure what safety equipment to use or what precautions to take.
- You don't completely understand the safety rules.

Personal Protective Equipment

When there is a hazard from processes or environment that may cause injury or illness to the employee, proper personal protective equipment (PPE), including shields and barriers should be used and maintained in a sanitary and reliable condition. This may include: hard hats, safety glasses, safety goggles, face shields, earplugs or earmuffs, respirators, gloves, aprons, and safety shoes.



Even if you are using the right kind of PPE, you could still be at risk of injury if you are using it incorrectly. Always consider the following:

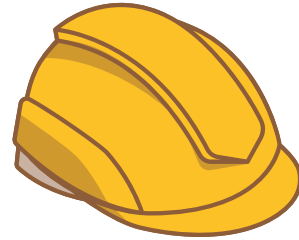
- The right fit and type is important with such PPE as gloves, respirators, and shoes.
- Adjusting the PPE properly is also important. For example, goggles that are improperly adjusted can allow vapors to seep in through gaps between the goggles and your face.
- It's also important to know the limits of your PPE. You shouldn't expect it to do more for you than it was designed to do.

Even the best PPE, won't protect you if you don't keep it in good condition. Always follow instructions for proper use, cleaning, and storage of PPE.

Types of Personal Protective Equipment

Head

Hard Hat
Bump Caps
Hearing Protection
Safety Glasses
Face Shield
Respirator



Body

Coveralls
Aprons
Fire Resistant Clothing



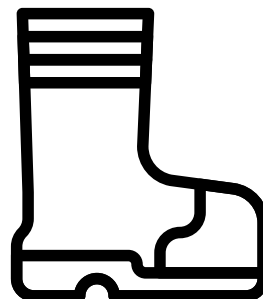
Hands

Chemically Resistant Gloves
Cut Resistant Gloves
Welding Gloves
Oven Mitts and Pads



Feet

Steel Toed Shoes
Slip Resistant Shoes



Equipment Safety

Machinery, tools, and other equipment can save time and effort. But they can also be dangerous if not properly guarded or used incorrectly. For this reason the following items must be adhered to:

- All equipment with belts, pulleys, chains, or any exposed rotating parts shall be guarded. Guards shall not be removed, unless being serviced, after which time the guards shall be replaced. Never operate machinery or equipment with guards or other safety devices removed or damaged.
- If you have any doubts about how to operate a piece of equipment, don't use it. Make sure you are properly trained and completely familiar with it's operation.
- Know how to recognize the symptoms of an equipment problem. Never make repairs or perform maintenance on equipment yourself unless you have been trained and authorized to do so.

1. Power and hand tools, although they may seem less hazardous, may also pose a significant threat to your personal safety. Always remember the following when using hand tools:

- Use hand tools only for the purposes for which they are designed.
- Always return tools to proper storage when not in use. Tools on the ground may cause falls. Tools left on overhead work areas may fall, striking persons who are standing below.
- Report to your supervisor any damaged or worn tools so they may be repaired or replaced.

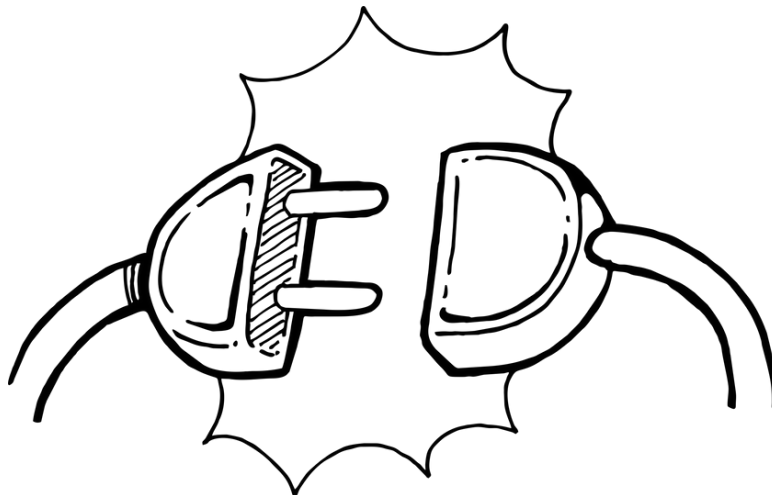
Equipment Safety Cont.

2. Be properly groomed for safe power machine operation.

- Clothing, jewelry, and hair styles should be appropriate for safety.
- Protective wear (gloves, goggles, face shields, etc.) should be used when appropriate.

3. Be thoroughly familiar with the safe operation of electric and gas powered tools and other machinery.

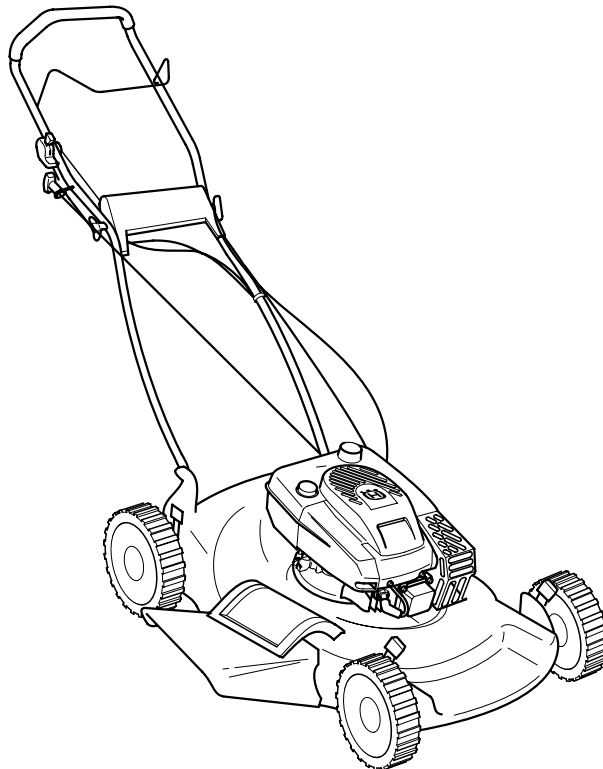
- Have safety guards in place prior to and during machine operation.
- Turn off and unplug machines when they are not attended.
- Report to your supervisor any unsafe or defective equipment.
- Make certain that engine power is shut off and electrical sources unplugged before making any adjustments, cleanings, or realignments to equipment.
- Properly store power machinery when not in use.



Equipment Safety Cont.

4. Operate mowers, trimmers, and other similar gas powered tools with caution.

- Never allow passengers on riding mowers.
- Do not lift a running mower.
- Shut engine off before changing mower heights.
- Remove any stones, branches, or other debris from the lawn or worksite prior to mowing.
- Take caution not to overturn a mower when mowing slopes or when making turns.
- Avoid low hanging branches, electrical wires, or other obstacles.
- Refuel only cool engines; always refuel outdoors.
- Mow and trim at safe distances from other persons.



Bloodborne Pathogens

Bloodborne pathogens are viruses that are easily transmitted through contact with infected blood. They generally consist of Hepatitis strains and Human Immunodeficiency Virus. The probability of contracting an illness increases when you are in direct contact with bodily fluids such as as:

- Blood
- Saliva
- Vomit

The simplest way to avoid contact with these types of body fluids is through the use of universal precautions. Universal precautions require that all body fluids be treated as if they were contaminated. The most important aspect of this is always wearing gloves when cleaning up body fluids.

Always use spill kits and appropriate PPE when there is any possibility that you may contact blood or other bodily fluids.

Dispose of all infected materials properly. If the items are saturated with blood or body fluids they must be disposed of in a red biological hazard bag. If the materials are not infected, they may be disposed in the normal trash. All needles or sharps should be disposed of in a labeled sharps container.

Always wash hands after performing any activity that may have resulted in contact with blood or body fluids.

Hand Safety

Many disabling workplace injuries involve your hands. To protect your hands there are a few easy things to remember.

1. Never put your hands in places you cannot see.
2. Always think about what you are doing before you do it.
3. Do not depend on your reflexes to get your hands out of the way in time.

Machine Guards

All machines with moving parts that may injure your hands should be guarded. DO NOT remove the guards or attempt to operate machines that have had the guards removed.

Tools

Tools are a great alternative to allowing our hands to be injured. Tools do not have feelings and may always be replaced. Tools must be substantial enough and capable of doing what we want. It is extremely important to always use the right tool for the job.

Gloves

Make sure gloves are appropriate for the job and in good condition. DO NOT wear gloves if they may be caught in equipment. DO NOT wear any other types of jewelry, clothes, or hair that may be caught in equipment.

When using gloves make sure they fit well, are not damaged, and will protect you from the known hazards. Chemical resistant gloves are most common and should be checked to verify that they protect against the chemicals you are working with. They should be inspected to make sure they are not cracked or torn.

Removing gloves should be done in a way so that the bare hands do not touch the outside of the glove.

Proper Handwashing Technique

Hand washing is the single most effective way to prevent the spread of infection. Wash your hands often and thoroughly, paying special attention to the areas around and under your fingernails.

Wash hands:

- When arriving at work
- Before and after eating
- After using the restroom
- After removing gloves
- Before going home at the end of the day



Gloves are not a substitute for routine handwashing, rather an added precaution.

Electrical Safety

There are three factors which determine the extent of harm from electrical shock.

1. The amount of current that flows through the body. This is called the amperage.
2. The path of the current through the body.
3. The length of time that the current flows.

The amount of current that may kill a person is small, it is a tiny fraction of one ampere, even as little as 50 milliamperes (ma)(1 milliampere = 1/1000 ampere). For comparison, a 20 watt bulb draws 200 milliamperes, whereas a one quarter horsepower drill draws about 4 amperes.

If the amount of current is high, 1 ampere or more, the effect may be to immobilize the heart and breathing muscles. Heavy currents produce deep burns, as the heat is being generated by the resistance of the flesh to the passage of the current, rather than merely by the arc at the surface of the skin. The severity of the internal burns and heart damage also depends on the length of time that the body is in the circuit. One or two seconds of exposure can harm the heart.

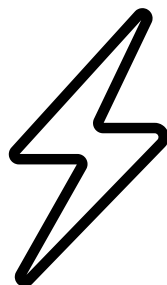
Table 1. Physical Effects at Selected Currents^{14,15}

Current (mA)	Response
0.2-2	"Electrical" sensation
1-2+	Painful shock
3-5	Let-go threshold for children
6-10	Minimum let-go threshold for adults
22	99% of adults cannot let go
10-20	Tetany (contact area)
20-50	Tetany (respiratory muscles)
50-100	Ventricular fibrillation

Electrical Safety Cont.

Current which passes from one arm to the opposite leg or from one arm to the other can endanger breathing or heart action, especially when the current is over 50 milliamperes. The danger lies in the possibility that another part of the body may become involved in the current, thus allowing the current to affect the vital portions of the body. Due to this the following shall be observed:

- Grounds provided on electrical equipment shall not be disconnected or broken off if the electrical equipment is to be used. The grounding wires and prongs are for your protection.
- Shock, no matter how slight, is a warning something is wrong. Tag the equipment “Danger, Do Not Use” and have it checked before reusing.
- All electrical hand tools, power tools, and equipment shall be inspected on a regular basis for damage and operational usage.
- If you find sparking or smoking motors on electrical equipment, turn off power and report this condition to your supervisor immediately.
- Never stand in water or work near wet locations with any type of electrical equipment unless you have approved electrical protective equipment.



Electrical Safety Cont.

The most misused piece of electrical equipment in a school district is the extension cord. Extension cords cause more trip and fall hazards, fire hazards, and electrical shock hazards than any other piece of equipment. The National Electrical Code specifically prohibits the use of extension cords in the following instances:

- As a substitute for the fixed wiring of a structure.
- Where run through holes in walls, ceilings, or floors.
- Where run through doorways, windows, or similar openings.
- Where attached to building surfaces.
- Where concealed behind building walls, ceiling, or floors.

Remember, you should always use extension cords in the manner which they were intended, as temporary wiring. Also keep the following in mind:

- Treat all electrical wires as live wires.
- Pull the plug instead of pulling the cord.
- Keep cords clean. Never allow an extension cord to lay in water, oil, grease, or any solvent. Wipe clean before use.
- Excessive scraping, kinking, and scratching will cause damage to power cords, resulting in premature failure and possible electrical shocks or fire hazards. Remove all frayed and damaged extension cords from service immediately.

Motor Vehicle Operations

Motor vehicle operation represents perhaps the single largest loss exposure to the school district. If you operate a district vehicle you are required, as a condition of your employment, to engage in safe driving practices which have been developed for the protection of yourself, your fellow employees, and the citizens of your surrounding community. The lives of people and the reputation of the district are at stake every time a vehicle is operated.

If you drive a district vehicle, or use your personal vehicle in pursuit of district business, you shall comply with all applicable laws of the state as well as the following:

- You shall carry your valid state driver's license with you at all times when operating a motor vehicle. Suspension or loss of driving privileges by a law enforcement agency should be immediately reported to your supervisor.
- Seat belts are to be worn at all times.
- You should inspect your vehicle prior to daily operation. You should check fluid levels, lights, mechanical equipment, tires, and the general condition of the vehicle. Any and all deficiencies uncorrectable by yourself should be immediately reported to your supervisor.
- Riding on the sides, tailgate, roof or any other part of a vehicle not designed for seating is strictly prohibited.
- The municipal law enforcement agency shall be called to investigate and prepare a report on all accidents within their jurisdiction, involving district vehicles, regardless of the severity.

Safe Worker Agreement

This School District has attempted to make your workplace as safe as reasonably possible. Our safety program needs your involvement to make it successful. By signing below, you will agree to work in a safe manner, follow all safety rules, report all unsafe conditions and report all injuries, not matter how minor, to your supervisor.

Employee Signature _____

Date _____

Human Resources Signature _____

Date _____

