



Safety Rules



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Employee Responsibility



Each year millions of workers suffer workplace injuries that are largely preventable. Accident Prevention has always been an important part of a districts safety program. We ask you to follow safety procedures, use common sense, and report any unsafe conditions to your supervisor. The district places a high priority on providing a safe environment for staff, students, and visitors. Employees must also take responsibility for performing their duties in a safe manner.

Taking responsibility means being accountable for your actions. Safe workers keep machines in good repair, clean up (or report) spills and debris, keep walkways free of obstacles, and avoid unsafe acts.

We would like to remind you that the district is self-insured for Workers' Compensation. This means that the district pays directly for medical or disability costs due to job related accidents. This requires each of us to perform our job duties in a safe and prudent manner.

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Avoiding Falls



You might begin this safety talk by asking your workers if they know what single thing causes more injuries than anything else. The answer is "falls." It is only right that we spend a little more time working to eliminate falls since they are one of our biggest problems. Let's look first at the causes of falls and then at ways to prevent them.

Question: What are some of the more common causes of falls?

1. Climbing around on stacked material. Such stacks are not meant to be climbed on.
2. Carrying a load you can't see over. You and anyone you bump into could easily fall down.
3. Scrap materials and tools left lying around become tripping hazards.
4. Using a defective ladder or using a good ladder the wrong way. (Hold the ladder with both hands going up or down.)
5. Using boxes, blocks or other substitutes for ladders.
6. Using scaffolds which are not firmly based, nor have proper guardrails, work surface, etc.
7. Slick places caused by spilled oil, mud, gravel, ice, water, etc.
8. Cluttered stairways and other areas that are not generally well lighted.
9. Open elevator shafts. Nobody ever knows who took the guardrail down and forgot to put it back.
10. Running, jumping or horseplay on the job. This is always dangerous.
11. Lifting while standing on an unsecured surface. Feet must be firmly planted and not in danger of slipping before attempting the lift.
12. Floor opening, holes, perimeter edges.
13. Pant cuffs that are too long.
14. Defective shoes that can catch on things and cause you to trip.

Question: What are the main things that we need to do to avoid falls?

1. Have adequate lighting.
2. Eliminate slipper places.
3. Guard floor openings and holes.
4. Keep scrap material cleaned up.
5. Use only safe ladders and scaffolds.
6. Wear good, serviceable work shoes.

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Extension Cords



If you leave an extension cord on the floor long enough, one of several things will happen to it. It's either going to be stolen, tripped over or damaged.

Extension cords are designed to be conveniences, not hazards. But too often the people who use them convert them into hazards. So for a few minutes, let's go over some of the ways these safety hazards are formed.

- Extension cords are often placed in areas where people aren't used to having them around and a tripping hazard results. This type of hazard is one of the more common ones; so when you use an extension cord, try to keep it out of aisles and other places where pedestrians might trip over it.
- Sometimes hanging the cord overhead can eliminate the tripping hazard. Ample clearance should be allowed. However, the fasteners used should be a type that won't damage the cord. Or if the cord is on the floor, a board can be placed on each side of the cord to protect it. Better yet, use a rubber floor cord protector. Extension cords are designed to be used as temporary wiring sources. If the wiring is meant to be permanent, then it should be wired as permanent, i.e., in conduit with adequate overload protection.
- When someone trips over a cord, there's not only a chance of injury, but the plug may be jerked to the extent that it's damaged, making it an electrical hazard.

But maybe I'm getting a little ahead of the story. Selecting the right extension cord for the job can eliminate many hazards to start with.

- All cords should be UL listed, properly grounded and meet other applicable electrical code specifications. If you're using portable electrical equipment, the equipment should be properly grounded.
- Extension cords for portable lamps are items that may be subject to damage. It is best to use automatic take-up reels for long cords to take up slack, prevent kinking and excessive bending of the cord.
- Appropriate cords with ground fault circuit interrupters should be used with portable electric tools or portable lamps to be used to boilers, tanks and other grounded enclosures.

It should also be noted that portable lamps are sometimes used under conditions where a 120-volt shock could be fatal, so cords should always be kept in excellent condition. Portable lamps with brass shell sockets should not be used. Porcelain, composition or rubber sockets are recommended. Handles of portable lamps should be made of non-conductive material, and there should be no metallic connection between the lamp guard and socket shell.

- Plastic covers some of type are recommended for extension cords that are used around solvents or oils. Be careful not to twist or kink cords and always protect them from sharp objects.
- If moisture, heat or chemicals are present, be sure your cord is the proper type to withstand the conditions.
- A word of caution. If you make a good connection with a live wire carrying even 110 volts, it can be fatal. Wet or sweaty hands conduct electricity well when any part of your body is in contact with a good ground like a wet floor, a steam or water pipe, or any other electrical conductor.

Actually, a lot of the strains on current-carrying parts of extension cords can be prevented by use of heavy-duty plugs that are clamped to the cord. This is particularly helpful in cases where the cord is accidentally pulled or jerked.

You've probably noticed that several times I've mentioned the dangers of pulling and jerking on cords. This is the type of torture they often receive but aren't built for. That's why it's important to inspect extension cords often and replace them if damaged.

Not too many of us qualify as electricians with enough know-how to wire a building safely, but we do not hesitate to plug in extension cords all over the place, connecting connect them to just about anything. This frequently results in overloading electrical circuits.

So try to remember what extension cords really are. They're a convenience designed for a specific purpose. Handle them with care and use them safely. They aren't the answer to every electrical need, but they're a lot of help when used correctly.

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Preventing Injury in the Classroom

Safety is a very important topic for all employees including teachers. Accidents are expensive. Personal injuries not only cost the district for the injured employee, it also is very difficult to replace a good teacher.

The most common factor in the cause of these type injuries is human error (unsafe acts). Many unsafe acts occur when employees pay little attention to what they are doing or get in a hurry!

1. Set an example for students and other employees by following safe work habits.
2. Follow safe lifting procedures. Lift with your legs, not your back. Call for help with heavy objects.
3. Don't stand on chairs or desks to reach high objects or decorate your classroom. Call for a proper step ladder or help from maintenance.
4. Use sharp equipment (scissors, staplers, paper cutter) cautiously and only for the purpose they are designed.
5. Inspect all electrical equipment (cords).
6. Be careful when plugging or unplugging electrical equipment.
7. Do not overload wall outlets.
8. Do not tip any chair backwards on two legs while seated.
9. Keep floors, halls, and stairways clear of loose objects, extension cords, wastebaskets or other tripping hazards.
10. If you see a tripping hazard, report it or take care of it immediately.
11. While working with special education children, remember always to pay attention. Be aware of their actions.

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Preventing Back Injury in the Classroom

Safety is a very important topic of all school employees, including teachers. Most accidents can be prevented.

Back injuries or strains are usually the result of carelessness. Strains usually occur in the lower back. Strains are caused by using incorrect methods for lifting, over reaching, twisting while lifting, and slips and falls. Follow these rules to help prevent back injury from strains in the classroom:

1. Use proper lifting methods:
 - Think: Can I lift the load? Get help if needed!
 - Keep your back straight. Get a good grip on the load (both hands).
 - Lift slowly with your legs (not your back).
 - Hold the object close to your body.
 - Turn with your feet. Don't twist your back.
 - Set the object down smoothly. Keep your back as straight as possible.
2. Don't over reach for objects on high shelves.
3. Don't use substitutes such as chairs, desk or boxes to reach high shelves. Only use approved ladder or step stools.
4. If possible, avoid walking on freshly mopped or wet floors.
5. Be aware of tripping hazards on the floor including pencils, bottles, wastebaskets, power cords and extension cords.
6. Do not tip any chair backwards on two legs while seated.

Use extreme care while decorating your classroom during the various seasons.

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Safety Shortstops

physical 501 Shelley Drive, 75701 ■ Tyler, Texas ■ direct 903.509.8484 ■ toll free 800.765.2412 ■ fax 903.509.1888 ■ web www.cas-services.com

Professional/Admin Handbook



PROFESSIONAL/ADMINISTRATIVE STAFF SAFETY RULES

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

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



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Professional/Admin Handbook



PHYSICAL SCIENCE SAFETY RULES

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

1. Know the location of the fire extinguisher, fire blanket and first aid kit and how to use each in case of an emergency.
2. In the event that clothing should catch fire, **DO NOT RUN!** Drop to the floor and roll. Observers should help extinguish the flames with a blanket or wet towel.
3. Always wear proper protective equipment when working with chemicals.
4. Flammable liquids should not be stored near an open flame. They should be stored in a Flammable Liquid Storage Cabinet.
5. When diluting acids always pour the acid into the water. Never pour water into acid.
6. Jewelry, neckties, and loose clothing should not be worn when working in the laboratory. Long hair should also be tied back.
7. All water, gas, and electrical outlets should be turned off when not in use.
8. Safe laboratory practices should be followed during all experiments.
9. All protective equipment should be checked and maintained at each use.
10. A physical inspection of each chemical should be done to ensure against defective containers and improper labeling.
11. Storage and disposal of excess chemical and empty containers must be in accordance with the label.
12. A list of hazardous chemicals found in the laboratory and classroom must be compiled and maintained.
13. Maintain the most current Material Safety Data Sheet for each hazardous chemical. These sheets should be made readily available to students and employees.
14. Report the purchase of all chemicals to the proper authorities so that an MSDS can be obtained.
15. Chemical containers should not be used to store anything other than the original contents; nor should chemicals be stored in unmarked containers.



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Professional/Admin Handbook



SPECIAL NEEDS CLASSROOMS SAFETY RULES

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



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