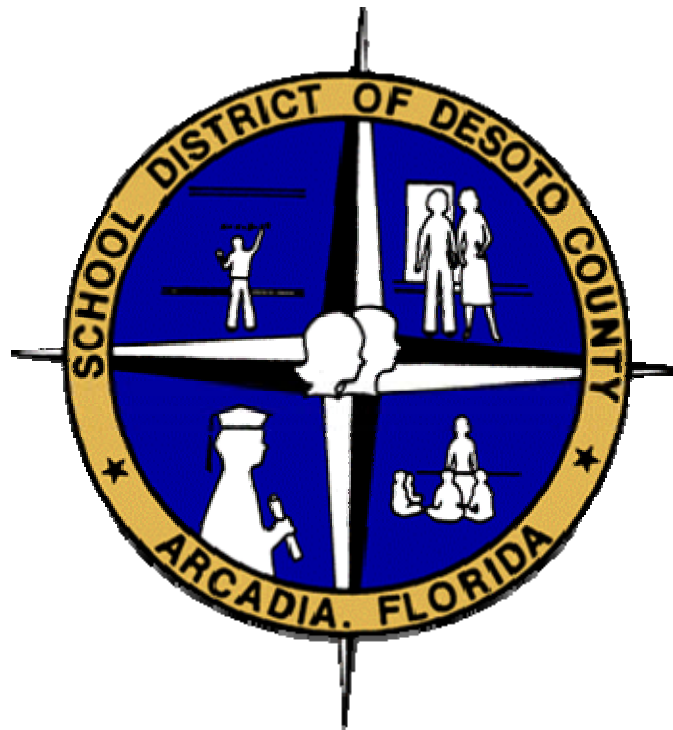


School District of DeSoto County

Safety Program



Adrian H. Cline
Superintendent

EMERGENCY TELEPHONE NUMBERS

Hospital – Name – DeSoto Memorial Hospital
Address - 900 N Robert Ave.
Phone No. – 494-3535

Ambulance Service – 911

The School District of DeSoto County

Superintendent – 494-4222 ext. 110
Security Coordinator – 494-4222 ext. 327

Sheriffs Department – 993-4700

Arcadia Police – 993-4660

Arcadia Fire Department – 494-3229

Approved Treatment Center (to be used for minor injuries) –

Name – Center for Family Health
Address – 888 N. Robert Ave.
Phone No. – 494-8401

Poison Control Center – 1-800-282-3171

THE SCHOOL DISTRICT OF DESOTO COUNTY SAFETY MANUAL
GENERAL POLICY

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MANAGEMENT POLICY STATEMENT

The management of DeSoto County School Board is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

DeSoto County School Board places a high value on the safety of its employees and the school district is committed to providing a safe workplace for all employees. This program has been designed for injury prevention and involves management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

Remember, that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our program will include

- Promoting employee participation;
- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

I. EMPLOYEE SAFETY TRAINING

New Employee Orientation

The safety coordinator, or his designee, will talk to each new employee and present the safety program. This will include a presentation dealing with the basic safety rules and regulations.

1. The new employee is told that any work-related injury, no matter how minor, must be reported to a supervisor immediately.
2. Personal Protective Equipment-- Employees will be instructed on the use of safety equipment.

The time during which employees are participating in training and education activities shall be considered as hours worked for purposes of wages, benefits, and other terms and conditions of employment. The training and education shall be provided at no cost to the employees. Members of the Safety/Health Committee will be allowed reasonable time to exercise the rights of the committee without any loss of pay or benefits.

Safety Training

Supervisors are responsible for providing proper safety procedures to all employees. The following is a listing of the required training:

1. School(s) Safety Policy
2. School(s) Safety Rules
3. On-the-Job Training
4. Personal Protective Equipment as required

On-Going Training

Safety training is offered to cover the safety program and safety hazards and processes specific to DeSoto County School Board. All employees are required to participate in appropriate training meetings. Training meetings are administered by the Safety Director, Risk Manager or the location manager. Training may include the use of safety videos, safety meeting tip sheets, or safety booklets. All employees are required to sign attendance rosters. These records are maintained in this manual.

Training

Each department has the responsibility of providing on-the-job training to each employee on the topics that will enable the employee to do his job safely and efficiently. This training shall include:

1. Orientation to departmental and overall School District safety.
2. Procedures for reporting on-the-job injuries and accidents.
3. Procedures for processing hospital/medical bills related to job-related injuries.
4. Workers' Compensation claims process.

5. Requirements of use of vehicles.
6. Reporting of unsafe conditions.
7. Use of hazardous chemicals in the workplace.

In addition, specialized training must be offered in the use of tools and equipment in order to maximize the capabilities of the equipment as well as to prolong its usable life and to prevent accidents.

All employees are expected to request instruction in those tasks or for any equipment with which they are not familiar.

II. TRAINING AND EDUCATION

Training is an essential part of our plan to provide a safe work place at the School District of DeSoto County. To insure that all employees are trained before they start a task that requires training, we have a Job Supervisor. The Job Supervisor is responsible to verify that each employee has received an initial orientation (plus retraining whenever new hazards, chemicals, tasks or PPE are introduced) and has received any training needed to do the job. The Safety specialist will make sure that an outline and materials list is available for each provided and that written compliance plans are in place and current, as follows:

Course	Who should attend
Basic Orientation	All employees (given by the employee's supervisor)
Safe Lifting	Any employee who lifts more than 20 pounds
Chemical Hazards (General)	All employees
Chemical Hazards (Specific)	An employee who uses or is exposed to a particular chemical
Fire extinguisher safety	All employees
Respirator Training	Employees who use a respirator
Forklift Training	Employees who operate a forklift
Lockout Training (Awareness)	All employees
Lockout Training (Advanced)	Employees who service/repair equipment/machinery
Welding	Safety Employees who operate the arc welder
PPE Training	Employees who use PPE (Personal Protective Equipment) e.g., safety glasses, safety-toe shoes
Confined Space (Awareness)	Employees involved in confined space entry
Confined Space (Advanced)	Employees involved in confined space entry
Hearing Conservation (noise)	Employees exposed to >85 decibels (anything below 85 decibels is normal)
Electrical Safe Work Practices	Employees who work on energized (live) circuits/equipment
Chemical Hygiene Plan	Employees who work in laboratories
Blood Borne Pathogens	Employees potentially exposed to BBP (Blood born pathogens) medical staff, and emergency responders

Process Safety Management	All employees
Excavation/Trenching	Employees involved with this work
Florida Fire Prevention (2004 ed.)	All employees
Evacuation/Mean of Egress	All employees
Ladder Safety	Employees who use ladders
Machine Guarding	Employees who use machinery
Accident/Incident Investigation	Safety Committee, Supervisors
Hazard Identification/Surveys	Safety Committee, Supervisors
Rights/Responsibilities	Safety Committee, Supervisors, Principals/Directors
Recordkeeping	Safety Committee, Supervisors, Principals/Directors
Common on-the-job accidents	Safety Committee, Supervisors
Common safety violations	Safety Committee, Supervisors

Employee Safety Meetings

All employees are required to attend safety meetings held at each work/school site. These meetings are to help identify safety problems, develop solutions, review incident reports, provide training and evaluate the effectiveness of the safety program.

III. SAFETY COMMITTEE

DeSoto County School Board will do its part by devoting the resources necessary to form a safety committee composed of administrative, instructional and non-instructional support staff. The safety committee is responsible for the development, organization, coordination, and implementation of safety programs and safety education. *Responsibilities also include work-site inspections, hazard reduction and/or elimination, accident/injury investigation, and reporting and management. The School District of DeSoto County will develop a system for identifying and correcting hazards and a plan for foreseeable emergencies. Management will provide initial and ongoing training for employees and supervisors. The school Board has established a disciplinary action to insure that school safety procedures are followed.

The Safety Committee will advise the School District Management of unsafe conditions, problems related to accident prevention, and recommendations for loss control. Once each month a safety committee meeting will be held with all management. The safety coordinator/risk manager will discuss the following at the meeting:

1. Accidents occurring since the previous meeting, to evaluate preventative measures, and follow-up on their implementation.
2. Education as to accident causes general and specific hazards as they relate to facility operations.
3. Periodic review of the school’s prevention program to update priorities and bring problems to the supervisor’s attention.
4. Review property inspection reports for completeness and accuracy.
5. Any new problems brought up.

Minutes and notes from the safety committee are maintained in the safety manual under this section. These minutes are kept for 1 year.

Safety Responsibilities – Safety is a team effort!!

Principal/Director Responsibilities

The Principal/Director is responsible for the fulfillment of school or departmental goals and objectives as well as the health and welfare of each employee in the department. In the adopted safety policy, the highest priority has been placed on employee safety which becomes the responsibility of the respective school/department head. It is normal practice for the Job Supervisor to be delegated the authority to carry out safety programs in their departments, but the responsibility for meeting objectives and the protection of employees in the performance of their assignments cannot be transferred.

1. Insure that district wide safety committee is formed and carrying out responsibilities as described in this program.
2. Insure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
3. Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
4. Insure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
5. Insure that a record of injuries and illnesses is maintained and posted as described in this program.
6. Set a good example by following established safety rules and attending required training.
7. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

Supervisor Responsibilities (Assistant Directors, Associate Directors, Assistant Principals, Head Custodians, Cafeteria Managers):

Supervisors will assume the responsibility of thoroughly instructing their personnel in the safe practices to be observed in their work situations. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. Supervisors will act positively to identify (Attachment 1 is to be used in identifying hazards) and eliminate any potential hazards within the activities under their jurisdiction and they will set the example of good safety practices in all areas of their endeavors. Safety records shall be measured along with other phases of supervisory performance. Therefore, it is absolutely essential that such records are complete and accurate and that all accidents be fully reported. Attachment 2 is to be used by employee and supervisors to report accidents to the Safety Committee. Attachment 3 is an Affidavit for the employee to sign that they have read and understand the safety manual and the requirements. The principal duties of supervisors in discharging responsibilities for safety are as follows:

1. Enforce all safety regulations in effect and make employees aware that violations of

safety rules will not be tolerated.

2. Insure that each employee you supervise has received an initial orientation before beginning work.
3. Insure that each employee you supervise is competent or receives on-the-job training on safe operation of equipment or tasks before starting work on that equipment, project, or any new work assignment.
4. Insure that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE, and that he/she is trained on any new PPE.
5. Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find.
6. Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
7. Set a good example for employees by following safety rules and attending required training.
8. Investigate all incidents in your area and report your findings to management.
9. Inform other employers/subcontractors of our safety program requirements prior to commencing work.
10. Inform the appropriate safety committee representative whenever outside contractors will have employees on site.
11. Talk to management about changes to work practices or equipment that will improve employee safety.
12. Give full support to all safety procedures, activities, and programs.

Employee Responsibilities

Each employee, as a part of the comprehensive LOSS CONTROL MANAGEMENT PROGRAM, is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing other daily tasks. Each employee's safety commitment must include, but is not limited to, the following:

1. Follow safety rules described in this program, OSHA safety standards and training you receive.
2. Report unsafe conditions or actions to your supervisor or safety committee representative promptly.
3. Report all injuries to your supervisor promptly regardless of how serious.
4. Report all near-miss incidents to your supervisor promptly.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your words and example to use safe work practices on the job.
8. Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.
9. Using the safety equipment which has been provided for use in performing daily work assignments.

10. Wearing the prescribed uniform as required.
11. Not operating equipment for which training or orientation has not been received.
12. Warning co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident.
13. Reporting defective equipment immediately to a supervisor.
14. Reporting to his Supervisor and Safety Coordinator or School District Manager any dangerous or unsafe conditions that exist in the workplace
15. Reporting of all injuries and accidents regardless of severity.
16. Taking care not to abuse tools and equipment, so that these items will be in usable condition for as long as possible as well as to ensure that they are in the best possible condition while being used.
17. Please follow the instructions on Attachment 3 and return it to your supervisor within fourteen (14) days after receiving this Safety Manual.

Safety Committee

DeSoto County School District will form a Safety Committees to help employees and administration work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of the safety program in accordance with school board policy §153.01 The Safety Specialist shall facilitate the selection process and all committee activities.

The Safety Committee shall, within reasonable limits and in a reasonable manner, exercise the following rights:

1. Review the safety program upon establishment and yearly thereafter.
2. Review incidents involving work-related injuries/illnesses, near-miss incidents and safety/health complaints.
3. Review work/school site work injury/illness records (other than personally identifiable medical information), and other reports/documents relating to occupational health/safety.
4. Conduct inspections at least quarterly and in response to employee/committee complaints.
5. Conduct interviews with employees during inspections.
6. Conduct meetings at least quarterly and keep written minutes.
7. Observe the measurement of employee exposure to toxic materials and harmful physical agents.
8. Make recommendations on behalf of the committee, and in making recommendations, permit any member(s) of the committee to submit separate views to management for improving the program. (e-mail the Director of Facilities)

A non-administrative committee member will be designated to keep minutes of all meetings. A copy of the minutes will be distributed to the committee members and posted on the District Web site and a copy forwarded to the Superintendent. After being posted for one month, the minutes will be kept on file for two years at the work/school site and in the office of the safety specialist.

IV. SAFETY RULES

The safety rules contained on these pages have been prepared for your guidance and protection in your daily work. Employees are to study these rules carefully, review them often and observe these precautions and good common sense in carrying out their duties.

A. ALL EMPLOYEES

Specific Prohibited Actions:

1. Use of Headset Radios, Tape Players and Cell phones by Employees

As a general policy, the use of personal headset radios, tape players or cell phones by employees shall not be permitted on the job.

2. Alcoholic Beverages

Under no circumstances shall an employee report to work anytime during normal working hours under the influence of alcoholic beverages. Failure to observe this rule will result in disciplinary action.

3. Drug Abuse

The use of non-prescribed prescription drugs and the abuse of prescribed drugs are prohibited.

- a. The employee will not drive or operate heavy machinery or equipment while using a prescribed drug that would affect his or her skills.
- b. Employee shall inform their supervisor when taking a prescribed drug known to impair judgment or cause drowsiness.

General Rules

1. Straighten or remove rugs and mats that do not lie flat on the floor.
2. Use caution signs or cones to barricade slippery areas such as freshly mopped or greasy floors.
3. Upon discovery of wet or greasy floors, take short steps when walking on them.
4. Use a ladder or step stool to retrieve or store items that are located above your head.
5. Use handrails when ascending or descending stairs or ramps.
6. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.

Office/Classroom Safety

1. Use office/classroom furniture and equipment only for the purposes for which it was intended and designed.
2. Be sure to keep fingers in the clear when closing safes, vaults, bookcases, drawers, doors, and file cabinets. Always grasp the handles or doorknobs and keep fingers away from the edge of drawers or doors. Keep doors and drawers closed when not in use.
3. Do not reach above your head to remove heavy objects from shelves. Use only approved ladders or step stools to reach items on high shelves.
4. Heavy material should be filed in the lower drawers of file cabinets with lighter materials in the upper drawers. However, the lower drawers should be filed first. Every precaution

should be taken to see that only one drawer of a cabinet is open at a time. There may be no locking device on inexpensive or older models.

5. Articles on desks or cabinets should not project beyond the edges of such surfaces.
6. "Good housekeeping" throughout the office is of extreme importance. A clean and orderly office makes a safe and desirable place in which to work.
7. Aisles should be kept clear of stumbling hazards. Electrical or telephone cords, bottles, lunch boxes, umbrellas, etc., should not be placed in the aisles.
8. Lunch papers and other refuse should be deposited in the designated containers. No food should be left overnight in desks. Store food in sealed containers in designated areas.
9. Every employee shall be responsible to ensure that his own desk, floor, and work area is clean and orderly. Pick up items such as pencils or paper clips that are strewn around.
10. Haste when walking between desks results in bruises, falls, slipping, or tripping. Hazards such as torn or loose floor covering should be brought to the attention of your supervisor. Be extra cautious when you come to a door that can be opened in your direction. Take it easy when pushing open such a door and slow down when coming to a "blind" corner.
11. In areas with raised floors make sure tiles are always in place. Check chair mats for cracks, broken, or upturned corners. Never bypass or ignore obvious hazardous conditions. Correct or report them as soon as observed.
12. Only authorized employees are permitted to operate or repair electrical equipment or office machines and then only in accordance with safe procedures. Be sure all electrical equipment is grounded and the cord is in good shape. If a machine gives you a shock or starts smoking, **UNPLUG** it, and report the defective device immediately to your supervisor.
13. Machines should be placed firmly on the desk or stand provided for that purpose and not to be placed on the side leaf or allowed to project over the edge of a desk or table.
14. Only approved paper cutting devices should be used for cutting. Keep the blades of paper-cutters closed when not in use.
15. Don't overload electrical outlets. Only School District-supplied and installed multi-plug outlets are to be used.
16. Report burned out or flickering lights to your supervisor.
17. Only School District-supplied and installed supplemental heating and/or cooling outlets are to be used.
18. Avoid loose clothing and jewelry which could get caught in typewriters, printers, or on corners of furniture. Avoid wearing high heels when working in an area with grates or slotted, slippery, or uneven floors.
19. Be considerate of others, avoid excessive perfumes and fragrances.
20. Don't eat or drink around office equipment.
21. Keep volume low on radios so as not to disturb others.
22. Use caution when operating electrical equipment and telephones during electrical storms.
23. When cleaning electrical equipment such as typewriters and computers turn the equipment off and unplug.
24. Office tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, loose wheels, etc.

Computer Safety

1. When using a computer in the workplace follow these general rules:
 - a. Do not work on the computer for more than two continuous hours without a break.
 - b. Keep forearms level with the keyboard so your wrists aren't bent. Keep keyboard flat on the work surface.

Eye strain

1. Adjust brightness and contrast of monitor/terminal.
2. Obtain document holders. The distance between the keys and the key board or the eyes and the paper text should be the same to avoid excessive eye movement. Paper text should be on the same level as the monitor or terminal.
3. Adjust the angle of the monitor or terminal to eliminate glare and veiled images.
4. Arrange the monitor or terminal so the background lighting is not greater than the screen, or control the background light with window treatments.

Seating

If you are sitting at a desk or work table for extended periods of time, the adjustment of your chair is very important in order to avoid back and arm pain. Every person requires a different setting to suit their height, build, and task. Basically, the chair should be adjusted for three different settings:

1. Height - Knees should be slightly higher than the hips.
2. Seat Back Depth and Height - Back should make firm contact with the lumbar (lower) part of the back.
3. Back Tilt - Seat and Back - Be sure stops and springs are adjusted to prevent tipping over and wheels and swivels move easily.

Desks

Work surfaces for typing or keyboard use should be between 23" and 28" depending on your height. This should allow you to type with your arms and wrists in a level straight line position with an approximately 90° bend at your elbow. Use a higher desk height for handwriting and other desk work. Move your chair close to your desk to avoid bending over at your lower back.

Lifting Procedures

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use a carrying aid such as a hand truck or get assistance from a coworker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.

5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees and keep your back straight.
8. Get a firm grip on the object with your hands and fingers. Use handles when present.
9. Never lift anything if your hands are greasy or wet.
10. Wear protective gloves when lifting objects with sharp corners or jagged edges.
11. Hold objects as close to your body as possible.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

B. PARTS WAREHOUSE PERSONNEL

General Rules

1. When manually stocking shelves, position the materials to be shelved slightly in front of you so you do not have to twist when lifting and stacking materials.
2. Do not let items overhang from shelves into walkways.
3. Move slowly when approaching blind corners in the warehouse.
4. Place heavier loads on the lower or middle shelves.
5. Remove one object at a time from shelves.
6. Place items on shelves so that they lie flat and do not lean against each other.
7. Follow the safe handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom.
8. Obey all safety and danger signs posted in the workplace.

C. MECHANICS (includes bus mechanics, carpenters, plumbers, electricians, and general maintenance workers)

General Rules

1. Wear safety goggles and closed-toe shoes when working in the service bay.
2. Do not use your hands or fists as hammers.
3. Do not use gasoline for degreasing or cleaning automobile engine parts.
4. Do not wear loose clothing or jewelry in the service shop.
5. Long hair must be contained under a hat.
6. Wash your hands with soap and water after working in the service shop.

Lifting Procedures

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.

3. If the load is too heavy or bulky, use a carrying aid such as a hand truck or get assistance from a coworker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees and keep your back straight.
8. Get a firm grip on the object with your hands and fingers. Use handles when present.
9. Never lift anything if your hands are greasy or wet.
10. Wear protective gloves when lifting objects with sharp corners or jagged edges.
11. Hold objects as close to your body as possible.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

Housekeeping

1. Sweep up shavings from around equipment such as lathes and sanding equipment by using a broom and a dust pan.
2. Keep air hoses and electrical extension cords coiled up and off the floor when not in use.
3. Return tools to their storage places after use.
4. Use caution signs or cones to barricade slippery areas such as oily, greasy or freshly mopped floors.

Lift Equipment

1. Wear eye protection when working under vehicles to block dirt, debris and parts from entering your eyes.
2. Watch the clearance of the top of the vehicle so that the vehicle does not hit the ceiling fixtures when using a lift.
3. Use and never by-pass the safety latches on the hydraulic lift contact pads.

Shop Machines

1. Replace the guards before starting machines and after making adjustments or repairs.
2. Do not remove, alter or bypass any safety guards or devices when operating any piece of shop machinery.
3. Read and obey safety warnings posted on or near any drill press, lathe or other shop machinery.
4. Do not try to stop a work-piece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.

Bench Grinders

1. Do not use grinding wheels that have chips, cracks or grooves.
2. Do not use the grinding wheel if it wobbles. Tag it "Out of Service".
3. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
4. Do not try to stop the wheel with your hand, even if you are wearing gloves.

Battery Handling and Storage

1. Do not lay tools or metal parts on top of a battery.
2. When lifting batteries or other heavy objects from the engine compartment of a vehicle, use the following procedures:
 - a. Press your thighs against the fender by leaning into the vehicle.
 - b. Grasp the battery with both of your hands when lifting it.
 - c. Keep the battery close to your body, with your elbows close to your body.
 - d. Turn your body using your feet, not by twisting at your waist.
 - e. Move the battery to a work bench and lower it onto the bench. Use your arms to lower it and do not bend at your waist.

Pneumatic Tools

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
2. Place an "Out of Service" tag on damaged tools to prevent usage of the tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace belt guards before use.
5. Turn the tool "Off" and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

Electrical Powered Tools

1. Do not use cords that have splices, exposed wires or cracked or frayed ends.
2. Do not carry plugged in equipment or tools with your finger on the switch.
3. Do not carry equipment or tools by the cord.
4. Turn the tool off before plugging or unplugging it.
5. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
6. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.
7. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
8. Do not use extension cords or other grounded three pronged power cords that have the ground prong removed or broken off.
9. Do not use an adapter such as a cheater plug that eliminates the ground.
10. Do not connect multiple electrical tools into a single outlet.
11. Do not run extension cords through doorways, through holes in ceilings, walls or floors.

12. Do not drive over, drag, step on or place objects on a cord.
13. Do not operate power hand tools or portable appliances while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic hand grip or other nonconductive areas designed for gripping purposes.

Handling Chemicals

1. Do not use gasoline for cleaning parts.
2. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace.
3. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons and protective eye wear when using chemicals labeled "Flammable", "Corrosive," "Caustic" or "Poisonous."
4. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears or other visible signs of damage.
5. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
6. Do not perform "hot work", such as welding, metal grinding or other spark producing operations within 50 feet of containers labeled "Flammable" or "Combustible".
7. Do not drag containers labeled "Flammable."

Ladders and Step Ladders

1. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or other visible damage.
2. Keep ladder rungs clean and free of grease.
3. Do not place a ladder at a blind corner or doorway without blocking or roping off the area and posting warning signs that will detour traffic away from your work.
4. Allow only one person on the ladder at a time.
5. Face the ladder when climbing up or down.
6. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
7. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
8. Do not stand on the top two rungs of any ladder.
9. Do not stand on a ladder that wobbles or leans.
10. Do not carry items in your hands while climbing up or down a ladder.
11. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

D. AUTOMOBILE BODY REPAIR PERSONNEL

Sanders

1. Wear gloves, an apron, a dust mask, goggles and hearing protection while using a sander.
2. When using a disk sander, sand on the downward side of the disk.

3. Do not eat or drink while using sanders.
4. After leaving the sanding area, wash your hands and the exposed skin area of your arms.

Compressed Gas Cylinders

Storage and Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive."
6. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.

Use of Cylinders

1. Do not use dented, cracked or other visually damaged cylinders.
2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
3. Do not transport cylinders without first removing regulators and replacing the valve protection caps.
4. Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.
5. Do not store oxygen cylinders near fuel gas cylinders such as acetylene, or near combustible material such as oil or grease.
6. Stand to the side of the regulator when opening the valve.
7. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

Welding

General Rules

1. Obey all signs posted in the welding area.
2. Do not leave oily rags, paper or other combustible materials in the welding, cutting or brazing area.
3. Do not wear contact lenses when welding.
4. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants and an apron.

Oxy-Fuel Welding

1. Do not remove the valve wrench from acetylene cylinders while the cylinder is in use.
2. Use the red hose for gas fuel and the green hose for oxygen.
3. Do not use worn or cracked hoses.
4. Do not use oil, grease or other lubricants on the regulator.

5. "Blow Out" hoses before attaching the torch.
6. Ignite torches with friction lighters only. Do not use a cigarette lighter.
7. Bleed oxygen and fuel lines at the end of the work shift.
8. Open compressed gas cylinder valves slowly. Open fully when in use to eliminate possible leakage around the cylinder valve stem.
9. Purge oxygen valves, regulators and lines before use.

Arc Welding

1. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
2. Insulated work gloves are required for all welders when using welding equipment.
3. Do not use the welding apparatus if the power plug is cut, frayed, split or otherwise visibly damaged or modified.
4. Do not change electrodes with your bare hands; use dry rubber gloves.

Spray Paint Operations

1. Spray painters must wear goggles, gloves, respirators, face shields, long sleeve shirts and long pants while painting vehicles.
2. Obey all "No Smoking" rules and signs. Open flames are not permitted in the spray booth or any automotive paint area.
3. Keep coating and solvent containers labeled "Flammable" tightly closed.
4. Before pouring, dispensing or transferring any liquid from a bulk container labeled "Flammable", observe the following safety procedure:
 - a. Only use red color-coded, plastic or metal containers for transferring the liquid.
 - b. Electrically ground and bond the containers as follows:
 - (1) Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a copper pipe.
 - (2) Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
 - (3) You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.
5. Read the inclined manometer before each job and replace the filters if the reading on the manometer is in the red color coded zone.
6. Press the pressure relief valve prior to releasing the pressure from the air hoses before disconnecting them.
7. Do not point a spray gun at any part of your body or at anyone else.
8. Only use brass hand tools in the spray booth.
9. Turn off and remove all portable lamps and heaters, before spraying.

Respirators

1. Shave daily to prevent facial hair from interfering with the face seal of the respirator.
2. Do not wear contact lenses when wearing a respirator.
3. Return respirators to their carrying cases or cartons and store them in your locker or in the storage area when your work is completed.
4. Only use the respirator that has been issued to you.

Operations in the Public Way

Whenever operations are taking place in streets, sidewalks, or other places where citizens or employees may be endangered, the supervisor or crew leader on the worksite is as responsible for the safety of the public in this type of operation as for getting the job done. The supervisor must spend ample time before, during, and after the work to protect employees and the public from hazards created by this work; the following procedures are to be followed:

1. If street construction or repair work is to be done, preparations will be made to assure vehicle and pedestrian before such work is allowed to begin.
2. If traffic is affected by the operation, proper signage must be used to warn in advance of the work area and traffic control signs in and around the affected area are to be correctly placed and maintained through the period when work is being performed and traffic obstructions exist. Notification should be given to the Police and Fire departments.
3. Where barricades and signs are used overnight, supervisors will examine the work area for proper placement at the end of the workday.
4. Lighted barricades will be used for overnight protection.
5. Where traffic must be periodically stopped or obstructed by workers or equipment in the traveled portion of a roadway, a flagman wearing a protective vest will be stationed.
6. All workers in or near the roadway will wear reflective safety vests on their clothing while at the worksite. (This includes all School District personnel and police.)
7. All plates used to cover holes in the street on a temporary basis are to be securely fastened in place.
8. In any case where streets are significantly obstructed or closed for any period of time, the Police Department and Fire Department will be notified of the situation and told approximately how long the closure will be in effect.

Pedestrian Safety

1. When pedestrian traffic is impeded by official School District barricades, restrictive tape, rope, or other restraint will be used to keep the public from the worksite.
2. If pedestrian traffic must be routed off sidewalks and into the street, protection will be provided by cones, barricades, and signs to guard from vehicular traffic.
3. Holes in the sidewalk, which **must** be left open, will be covered whenever possible along with perimeter protection. Every possible means of preventing accidental entry into the hole should be used. Keep in mind that darkness can complicate this situation.

4. Where an unusual situation exists that cannot be easily resolved, or when personal injury or damage to equipment or property occurs as a result of operations, contact the responsible supervisor, the Department Head, or School District Manager immediately.

E. Food Service Safety

1. To Prevent Burns:

- a. Use thick, dry potholders or mitts. Stir food with long-handled spoons or paddles.
- b. Turn on hot water faucets cautiously.
- c. Follow instructions for the use of cooking equipment.
- d. Lift cooking lids and similar equipment away from yourself to avoid burns from steam.
- e. To avoid splattering and splashing, don't fill kettles too full.
- f. Make sure that food is DRY before placing it in a fryer.
HOT OIL AND WATER DO NOT MIX.
- g. Point pan handles away from traffic, but within reach, to avoid knocking over other pans.
- h. Do not crowd cooking surfaces with hot pans.
- i. Remove cooked foods from cooking surfaces immediately.
- j. Allow oil to cool and use extreme caution when cleaning fryers.
Wear insulated gloves or mitts, and be certain no one is in the removal path.
- k. Do not wear clothing that may drape onto a hot spot and catch on fire.
- l. Do not run cords under carpeting.

2. To Prevent Cuts and Abrasions:

- a. Use the appropriate tools (not bare hands) to pick up and dispose of broken glass.
- b. Place broken glass into a separate clearly marked garbage container.
- c. Take care when cutting rolls of kitchen wrap with the cutter.
- d. Be careful with can openers and the edges of open cans.
- e. Never use a knife to open cans or to pry items loose.
- f. Use a pusher to feed food into a grinder.
- g. Turn off and unplug slicers and grinders when removing food and cleaning.
- h. Use the guards on grinders and slicers.
- i. Replace equipment blades as soon as they are cleaned.
- j. Keep knives sharp. Never leave knives or equipment blades in the bottom of a sink.
- k. Carry knives by the handle with the tip pointed away from you.
- l. **NEVER TRY AND CATCH A FALLING KNIFE.**
- m. Cut away from yourself on a cutting board.
- n. Store knives and other sharp tools in a special place when not in use.

3. To Prevent Electrical Shock:

- a. Never use equipment with frayed or damaged cords.
- b. Do not plug multiple electrical cords into a single outlet.
- c. Ensure that all electrical equipment is properly grounded.
- d. Do not use extension or power cords that have the ground prong removed.
- e. Ensure that all electrical outlets, receptacles or openings are covered.
- f. Use electrical equipment only when hands are dry.

- g. Unplug equipment before cleaning.

4. To Prevent Objects from Falling and Striking Employees (and others):

- a. Cafeteria tables, chairs, etc. must be stored so they don't create a hazard.
- b. Containers, bags stored in tiers must be stacked and blocked so they are stable and secure.
- c. Round objects need to be blocked or secured to prevent rolling.
- d. Store heavier objects on lower levels; do not overload shelving and cabinets.

5. To Prevent Fires and Protect Employees:

- a. Fire extinguishers of the appropriate size and classification must be available in all areas where fires are likely such as in areas where grills and deep fryers are operated.
- b. Fire extinguishers must be properly identified, mounted outside the area where the fire is likely to occur and readily accessible. (within 25 feet.)
- c. Employees who are required to use extinguishers must be properly trained.
- d. Fire extinguishers must be visually inspected monthly and an annual maintenance check performed and documented.
- e. Smoking is allowed only in designated areas.
- f. Employees must be familiar with evacuation routes and procedures.
- g. Avoid the accumulation of combustible materials such as boxes, crates, pallets, etc.
- h. Store flammables in a well-ventilated area away from heat sources.
- i. Investigate burning odors **immediately**.
- j. Fixed extinguishing systems must be inspected annually to ensure good operation.
- k. Filters and hoods over ovens must be cleaned to prevent grease and dust accumulation.

6. To Prevent Slips, Trips and Falls:

- a. Clean up wet spots and spills **immediately**.
- b. Let people know when floors are wet. Use signs that signal caution and prominently display them.
- c. Wear low-heeled shoes with non-slip soles.
- d. Remove boxes, trash and equipment from walkways and passageways.
- e. Keep aisles clear of obstructions, slipping and tripping hazards, etc.
- f. Ensure that rugs lie flat and are slip-resistant.
- g. Use handrails when ascending or descending stairs.
- h. **NEVER** string cords or wires across the floor.
- i. Use caution when stepping into aisles thru doors. **BE ALERT!**
- j. When using two-way doors, avoid striking other people approaching from the opposite direction. **OPEN DOORS SLOWLY!**
- k. Use a ladder or step stool to retrieve items out of reach. **NEVER STAND ON FURNITURE!**
- l. Never block your view by carrying large items. Use a hand truck or carry smaller loads.

7. To Prevent Strains:

- a. Store heavy items on lower shelves.
- b. Use dollies or carts when moving objects that are too heavy to carry.
- c. To move objects from one area to another, use carts with firm shelves and properly operating wheels or casters.
- d. Do not carry too many objects at one time. Use a cart.
- e. Do not try to lift heavy objects by yourself.

- f. Use proper lifting techniques. Remember to bend from our knees, not your back.
8. To lift an object off the ground, use the following steps:
- a. Make sure you have good footing and set your feet about 10 to 15 inches apart. It may help to put one foot in front of the other.
 - b. Assume a knee-bend or squatting position, keeping your back straight and upright.
 - c. Get a firm grip and lift the object by straightening your knees – **not your back**.
 - d. Carry the load close to your body (not on extended arms).
 - e. To turn or change your position, shift your feet, don't twist your back.
 - f. Reverse the steps to set an object on the ground.

F. Lawn Crew

Employees Must:

- Read and comply with the instructions given in the manufacturer's operating manuals.
- Operate the equipment safely and comply with all safety rules.

Equipment - Safe Work Practices

- a. Read the manufacturer's instructional manual before operating any equipment.
- b. Ensure that you are trained to use the equipment - **DO NOT** use equipment that you do not feel you are qualified to operate.
- c. Inspect all equipment prior to use to ensure that it is safe to use.
- d. Ensure that servicing or maintenance is completed per the manufacturer's recommendations.
- e. Never wear loose clothing or jewelry and keep hair tied back when operating equipment.
- f. Wear a fluorescent orange safety vest when working near streets or roadways, etc.
- g. Keep bystanders out of the work area (within 50 feet) if flying objects could strike them.
- h. If cutting limbs or trimming trees from an elevated position, block off a work zone so people cannot enter the area and be struck by falling debris.
- i. Never operate equipment when you are under the influence of drugs or alcohol or taking medication (either prescription or over-the-counter), which may make you drowsy.
- j. If you need to clear a jam or make adjustments near moving parts on any equipment, disconnect it if it is electric and if it is gasoline-powered, disconnect the spark plug wire(s).
- k. Turn off all tools if left unattended, even if only for a short time.
- l. Handle gasoline carefully, make sure equipment is off and cool before filling and wipe up spills **immediately**.

Mowers and Mulchers

- a. Remove any visible loose rocks, sticks, etc., before mowing.
- b. To remove debris from a clogged discharge chute: stop the mower, disconnect the spark plug and use a stick or piece of wood.
- c. Wear hearing protection, safety glasses or goggles and safety shoes when operating any mower.

- d. Keep the blade sharp for best performance.
- e. Never remove safety decals or by-pass safety devices such as the kill switch.
- f. Ensure that the drive clutch is disengaged when starting a self-propelled mower.
- g. On a riding mower, do not mow in reverse unless absolutely necessary and ONLY if you are certain that no one is behind you. If you must back up, disengage the blade and look at the area behind you.
- h. Avoid mowing too close to a ditch, on steep hills, or any terrain where you could lose control of the mower.
- i. **NEVER ALLOW PASSENGERS ON RIDE-ON MOWERS OR TRACTORS; OPERATORS MUST SIT IN THE SEAT UNLESS IT IS INTENDED TO BE OPERATED STANDING UP.**

Chain Saws

- a. Avoid “kickback”. Never cut with the tip of the guidebar, keep your body out of the line of cut and cut with your left arm straight and with a firm grip Use saws with an anti-kickback device mounted on the tip of the guidebar if possible.
- b. Start cutting only after you have a clear work area and secure footing.
- c. Use safety shoes, safety glasses or goggles, hearing protection and a hard hat when operating a chain saw.
- d. Wear non-slip gloves for a better grip.
- e. If operating an electric chain saw, use an extension cord for outdoor use.
- f. Ensure that the saw’s chain stops when the throttle control lever is released.
- g. Never cut above shoulder height with a chain saw.
- h. To avoid being struck when cutting limbs under tension, be alert for spring back.
- i. Always bring the saw up to speed before applying the chain to the wood - maintain a steady speed.
- j. Cut while standing slightly to the side, out of the plane of the cutting chain and guidebar, to reduce injuries due to loss of control.
- k. Do not operate a chain saw in a tree or from a ladder unless you have been trained and are properly equipped to do so.
- l. Maintain proper saw chain tension. Loose chains can come off the guidebar and strike the operator.
- m. If transporting a chain saw in a vehicle, keep the chain and bar covered with a guard and secure to prevent movement.

Leaf Blowers

- a. Wear hearing protection and safety glasses when operating.
- b. Wear a dust mask if a large quantity of dust is generated.
- c. Point away from people.
- d. Allow engine to cool before storing.

Hedge Trimmers

- a. Keep both feet on the ground when operating.
- b. Do not overreach during operation; maintain your balance.
- c. Never trim hedges higher than shoulder height.
- d. Keep fingers away from the trimmer blades; turn off before clearing trimmings

- from the blade.
- e. Wear hearing protection and safety glasses when operating.
 - f. Wear a dust mask if a large quantity of dust is generated.
 - g. Point away from people.
 - h. Allow engine to cool before storing.

Lawn Edgers

- a. Remove any rocks, branches and debris from the area you will be edging, if possible.
- b. Make sure blade is firmly attached.
- c. Watch for people in area (within 50 feet), avoid using the edger if bystanders could be hit by flying objects.
- d. Wear safety glasses and a dust mask if a large quantity of dust is generated.
- e. Keep the blade above ground when starting.
- f. If edging along roadway, keep as close to the curb as possible.
- g. Do not use on graveled surfaces.
- h. If you strike a foreign object, stop operations, disconnect the spark plug and inspect for damage.
- i. Point away from people.
- j. Allow engine to cool before storing.

String Trimmers

- a. Wear hearing protection and safety glasses when operating.
- b. Wear safety shoes, work gloves and other appropriate clothing.
- c. Keep string head below waist level.
- d. Keep a firm footing, do not overreach.
- e. Use only for weeds and grass, string trimmers are not designed for shrubbery or other greenery growing above ground level.
- f. Point away from people.

Spraying Operations

Fertilizer, Herbicides and Pesticides (Small Quantities)

- a. Employees must be trained if spraying herbicides and pesticides.
- b. School employees who apply pesticides must either:
- c. Obtain a limited certificate in structural pest control (if applying pesticides indoors), or lawn and ornamental pest control (if applying pesticides outdoors);
- d. Use only “ready-to-use” pesticides purchased over the counter at retail (not provided by wholesalers of pesticides);
- e. Operate under a fully certified pest control operator employed by the school district.
- f. Spraying equipment must be inspected prior to each use for leaks, loose parts, etc.
- g. Defective equipment needs to be tagged “OUT OF SERVICE” and not used until repairs have been made and it has been re-inspected.
- h. Inspect areas for tripping hazards and remove or identify with markings.
- i. **NEVER** transfer fertilizers into unlabeled containers.
- j. Alter the spray pattern by spraying in a left to right motion. Keep spray off feet and legs.
- k. Spray in a direction that will prevent drift from overhead spraying.

- l. **NEVER** smoke or carry smoking materials while handling or spraying from containers labeled “HERBICIDES” or “PESTICIDES”.
- m. After spraying operations, remove all work clothes and shower before going home. Wash pesticide/herbicide clothes separately from other clothing.
- n. If clothing is saturated, remove **immediately** and dispose of in metal containers labeled “PESTICIDE CLOTHING”.
- o. Do not mix fertilizers with gasoline or cleaning agents.
- p. Store fertilizers in cool, dry places designated and posted “FERTILIZER STORAGE”.
- q. Read and follow the Material Safety Data Sheet (MSDS) and instructions on the labels for fertilizers, pesticides or herbicides.
- r. Use the appropriate Personal Protective Equipment (PPE) as indicated by the MSDS.
- s. Keep containers closed when not in use.
- t. Carry fresh water and soap in service vehicles.
- u. Always wash hands and arms with soap and water after operations and before eating or drinking.
- v. Do not spray herbicides or insecticides on rainy or windy days.
- w. Replace the injector with the attached shield when not in use.
- x. Never carry herbicides or pesticides on your shoulder.
- y. Do not transport pesticide containers in the cab of a vehicle.
- z. Do not store pesticides near hot lamps, in direct sunlight or near heat.
- aa. Only mix chemicals in an area with good ventilation. The area must be posted “CHEMICAL MIXING AREA”. Rinse containers a minimum of three times with water after each use.

G. Transportation

Please refer to the Transportation Handbook

V. SAFETY INSPECTIONS

Safety inspections are performed on a monthly basis at each facility. The safety coordinator and the location manager are responsible for ensuring that these inspections are completed and sent to the safety coordinator by the 15th of each month. The attached safety inspection report will be utilized to assist in identifying potential hazards in the workplace. Deficiencies will be addressed as soon as possible.

VI. SAFETY EQUIPMENT

It is the School District's intent to provide all necessary personal protective equipment required in performing routine operations. Those items include, but are not limited to:

- Rain Gear
- Gloves
- Boots, Knee Boots, Hip Boots
- Protective Headgear

- Goggles/Eye Protection
- Visibility Vests
- Welding Clothing and Shields
- Special Application Tools
- Protective Clothing
- Hard Hats
- First Aid Kit in each vehicle
- Fire Extinguisher securely mounted in each vehicle

Mandated use of equipment shall be set at the departmental level. Departments shall document rules and regulations concerning specific issue, training and use of equipment.

Requests for equipment not immediately available should be directed to the responsible supervisor. The use of available and required personal protective equipment is the employee's responsibility and ignoring this requirement will not be tolerated.

Other protective equipment is provided in order to protect employees from unnecessary exposures. This includes barricades, cones, warning lights and many other specialty items. Consult with a supervisor for information.

VII. FIRES

Burns from fires can cause very serious injury. Avoid the accumulation of flammable material and store any material of this type in approved containers at proper locations. Know the location of fire fighting equipment and the proper use of this equipment. Safety practices with respect to fire prevention require knowledge of: the ingredients necessary for a fire; fire control methods; and fire prevention practices.

Ingredients Necessary for a Fire

The three ingredients necessary for an ordinary fire are: fuel, heat, and oxygen. Fuel can be materials as diverse as paper, wood, solvents, hydrocarbons such as oil and gasoline vapors, and gases. These flammable materials require different levels of heat in order to burn. A concentration of 15 percent oxygen in the air is generally sufficient to sustain a fire. The greater the concentration of oxygen, the brighter the blaze with more rapid combustion.

Fire Control Methods

To extinguish a fire, one need only remove one of its three necessary ingredients. Cooling involves removing or reducing the heat or temperature. Smothering requires removing oxygen. Isolation requires the controlling or removal of a fire's source of fuel.

Fire Types

Fires are classed as A-, B-, C-, or D- type according to what is burning.

Class A fires - general combustibles such as wood, cloth, paper, or rubbish - are usually controlled by cooling--as by use of water to cool the material.

Class B fires - flammable liquids such as gasoline, oil, grease, or paint - are usually smothered by oxygen control--as by use of foam, carbon dioxide, or a dry chemical.

Class C fires - electrical equipment - are usually smothered by oxygen control--use of carbon dioxide or dry-chemical extinguishers--nonconductors of electricity.

Class D fires - occur in combustible metals, such as magnesium, lithium, or sodium. These fires require special extinguishers and techniques.

VIII. FIRE PREVENTION PRACTICES

You can prevent fires by:

1. Maintaining a neat and clean work area and preventing the accumulation of rubbish.
2. Putting oil- and paint-soaked rags in covered metal containers.
3. Observing all "No Smoking" signs.
4. Keeping fire doors, exits, stairs, fire lanes, and firefighting equipment clear of obstructions.
5. Keeping all combustible materials away from furnaces or other sources of ignition.
6. Reporting any fire hazards you see that are beyond your control, especially electrical hazards which are the source of many fires.

Finally, here again are the things to remember:

1. Prevent fires by practicing good housekeeping and proper handling of flammable materials.
2. Make sure that everyone obeys "No Smoking" signs in all areas near explosive or flammable gases.
3. In case of fire, turn in the alarm immediately and make sure that the Fire Department is properly directed to the scene of the fire.
4. Action during the first few seconds of ignition generally means the difference between destruction and control. Use the available portable fire-fighting equipment to control the fire until help arrives.
5. Use the appropriate extinguisher for that fire.
6. Learn how to operate the extinguisher.

If it is necessary to evacuate the building, do not stop to get anything--just get out!

Can you prevent fires? You can if you try, so let's see what we can do to preserve our well-being. If you guard against fires, you will be protecting your lives and your community.

IX. ELECTRICAL SHOCK

Electrical shock may cause serious injury. Do not attempt to repair electrical equipment unless you know what you are doing.

X. NOISE

Loud noises from gas engines and gas or electrical blowers can cause permanent ear damage. Operators and maintenance men must wear the proper ear protection devices whenever working in noisy areas for any length of time.

XI. LIFTING

When lifting, the use of the rule "Lift with your legs, not with your back" will help eliminate back strain. Avoid accidents. Learn the right way to handle materials. Improper lifting, in one careless moment, can cause you agonizing pain. Know your physical capacity and limitations. Get help, if needed, to lift.

XII. DRIVING RULES AND REGULATIONS

All drivers of School District vehicles, and those using their personal vehicles in pursuit of School District business, will comply with all applicable laws of the state as well as any additional regulations of the School District. A valid operator's license of the class necessary for the particular type vehicle driven and necessary insurance for personal car use, shall be in the possession of the operator at all times. Emergency vehicles under pressing emergency situations are exempted from the usual motor vehicle laws to the extent permitted by law.

Parking

1. School District vehicles are not to park in "NO PARKING" zones except in emergency situations or in required performance of official duties. At those times a vehicle is parked in a "NO PARKING" zone, emergency blinkers will be turned on.
2. No School District vehicle is to be left unattended with ignition key left in the ignition.
3. Any vehicle parked on a perceptible grade or incline must set the parking brake.
4. All School District vehicles should be locked when not in use. (Note: A vehicle is considered unattended and not in use when the operator is more than 100 feet from the vehicle.)
5. Before initial use of any vehicle each day, the driver will walk around and inspect the vehicle for damage, inoperable lights, loose hardware, under-inflated tires, or any other condition which may create an unsafe situation.

6. Any deficiency encountered will be reported to a supervisor immediately. It will be the supervisor's responsibility to ensure that appropriate action is taken to correct the problem.
7. Written authorization is required for daily personal use of a School District vehicle. Verbal authorization is needed for occasional personal use of a School District vehicle when one is not assigned to the employee.

Equipment

1. Vehicle registration and insurance card shall be kept in the vehicle at all times and available in case requested by law enforcement officials.
2. Safety belts will be worn at all times by all drivers and passengers.
3. Turn signals will be utilized by all drivers at all times in ample time to warn oncoming or following vehicles of the intent to turn.
4. Drivers will ensure that the windows, headlights, taillights, and windshield wipers are clean and operational at all times.
5. Tailgates will be up and locked when vehicles so equipped are in motion. If a vehicle's function requires that the tailgate remain in the open position, red flags will be attached to the outward corners of the gate, or anything hanging out over the gate.
6. In any case, the driver of the vehicle is responsible to see that all necessary conditions are met on his vehicle before he operates it.
7. If the vehicle does not have a tailgate, but is loaded, the driver of the vehicle will ensure that the load is secure on the truck and that overhangs are properly marked in accordance with local laws.
8. When working on School District roadways, the wearing of a reflective safety vest is required.

General

1. Backing vehicles without a clear view of the area in back of the vehicle will be done only with the assistance of a guide. If a second person is in the vehicle, he will exit the vehicle and guide it back using the appropriate hand and voice signals. If the driver is alone, he will exit the vehicle and inspect the area behind before backing.
2. Passengers are not allowed to ride in the bed of pickup trucks.
3. Each employee who operates a vehicle regularly or occasionally is required to report any suspension or revocation of his license to his supervisor who will in turn advise the applicable state agency of this fact. **Failure of an employee to report a change in license status will result in disciplinary action and/or possible suspension.**
4. Riding on running boards of trucks is strictly prohibited.
5. Posted speed limits will be strictly adhered to.
6. During periods of limited visibility or anytime windshield wipers are in use, vehicle headlights will be turned on.
7. Trailers are to be fastened securely to hitches. Safety pins in pintel locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle.
8. All items to be transported either in a truck or trailer, which may move around during

transport, will be secured.

9. No more than three (3) persons will ride in the front seat of any vehicle. Where only two single seats exist, there is to be only one rider per seat. All riders shall utilize a seat belt.

XIII. PROCEDURES FOR REPORTING ACCIDENTS, DAMAGE TO, AND/OR BREAKDOWNS OF VEHICLES

In the event an operator of a School District vehicle is involved in an accident, regardless of the severity, the Police Department shall be called to the scene and required to prepare a report. If the accident occurs outside the jurisdiction of the School District then, the police department of that jurisdiction should be contacted. The operator of the municipal vehicle involved in the accident should provide all the necessary identification and insurance information to the other party involved; however, no other information or admission of liability should be made.

If a School District vehicle is disabled as the result of an accident, or if a School District vehicle breaks down and becomes inoperable, the responsible Supervisor is to be notified. Should the vehicle need to be towed, the appropriate department should be notified to arrange to tow the vehicle and return it to the School District or other locations the supervisor may authorize.

Operators of School District vehicles should be sure that whenever a serious incident occurs, whether a breakdown, traffic accident, or vandalism, the responsible supervisor should be notified immediately. .

XIV. ACCIDENT, INJURY, AND INCIDENT REPORTING

In the event of accident or injury to a School District employee, injury to a citizen by School District operations, or damage to property related to School District operations, the supervisor, or in the absence of the supervisor the School District, shall be notified immediately. Any fatalities occurring on School District property, whether an employee or not, shall require notification of the Safety Committee. This rapid notification is vital to the proper management of accidents, injuries, and incidents as well as to cause the necessary procedural steps to be taken.

XV. FIRST AID PROCEDURES

EMERGENCY PHONE NUMBERS

Safety Coordinator:

Robert Hrstka 494-4222 ext 327 cell 990-6817

Medical Facility:

DeSoto Memorial Hospital 494-3535

Emergency: 911

Workers' Compensation Carrier:

Preferred Governmental Claims Solution

Minor First Aid Treatment

First aid kits are stored in the front office and in the employee lounge. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

1. Inform your supervisor.
2. Administer first aid treatment to the injury or wound.
3. If a first aid kit is used, indicate usage on the accident investigation report.
4. Access to a first aid kit is not intended to be a substitute for medical attention.
5. Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

1. Inform your supervisor.
2. Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
3. Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

1. Call for help and seek assistance from a co-worker.
2. Request assistance and transportation to the local hospital emergency room.
3. Provide details for the completion of the accident investigation report.

REPORTING AND INVESTIGATING ACCIDENTS!! (report the same day)

A. Fatalities

The Superintendent and Safety Coordinator are notified immediately after a fatality has occurred. The safety coordinator will conduct a thorough investigation as to the circumstances surrounding the fatality. The safety coordinator must inform OSHA within 24 hours.

B. Serious Accidents

The safety coordinator receives copies of the supervisor's report of accident when the accident occurs. The foreman will be responsible of making the safety coordinator aware of the accident. The foreman and safety coordinator will investigate the accident within 24 hours, if possible. Also, the employee will be present to discuss what happened, or at a later date depending on the gravity of the injury. The purpose of the investigation will include the following:

1. The source of the accident; what actually inflicted the injury or damage.
2. Type of accident or manner in which the person was injured.

3. Unsafe condition of equipment.
4. Unsafe act or practice of the person.
5. Personal factor or reason for the person's unsafe act or practice.
6. Action required to prevent reoccurrence.

C. Minor Accidents

Accidents of this type are investigated directly by the immediate supervisor. Supervisors should pay close attention so that the injury/accident does not become a major accident.

D. Non-Industrial Illness

1. If an employee suffers from a non-industrial illness, supervisors will advise the employee if he wishes to go home or to the hospital, should the employee complain of discomfort.

XVI. ON-THE-JOB INJURY PROCEDURES

The following procedures apply to all employees, both full and part-time.

In addition to these procedures, special provisions which pertain to police personnel and are mandated by ordinance apply.

When other questions arise which are not covered herein, they should be referred to the Safety Committee.

If you have an injury at work, do the following:

1. If emergency, call 911. First aid may be administered by a qualified person.
2. Report the injury to your supervisor immediately no matter how minor the injury might be.
3. Follow the instructions of your supervisor.
4. Report injury to the School District within 24 hours, who will fill out the required workers compensation Notice of Injury.
5. After each doctor visit, to a School District approved Doctor, notify your supervisor of the results of the visit including your work status. If the doctor has returned you to a modified duty or regular duty position, you will be expected to work. If your condition worsens and you feel you are unable to work as the doctor indicated, contact your supervisor for instructions.

6. If the doctor gives you a prescription, you may have it filled. If the druggist will not accept Worker's Comp., bring the bill to your department head for processing with the School District.
7. Your department head must be contacted before taking any time off from work due to an on-the-job injury.

NOTE: Only Doctors Authorized By The School District of DeSoto County Will Be Accepted As Treating Physicians. Use Of An Unauthorized Doctor May Result In You Being Liable For Payment Of The Bill.

SUMMARY

Following is a summary of the safety precautions that have been discussed in the previous sections:

- Good design without proper safety precautions will not prevent accidents. **All personnel must be involved in a safety program and provided with frequent safety reminders.**
- Never attempt to do a job unless you have sufficient help, adequate skills, and the necessary safety equipment.
- Never use fingers to remove a manhole cover or heavy grate. Use the proper tool.
- "Lift with your legs, not your back" to prevent back strains.
- Use ladders of any kind with caution. Be certain that portable ladders are positioned so they will not slip or twist. Whenever possible, tie the top of a ladder used to enter below-grade structures. Do not use metal ladders near electrical boards or appliances.
- Wear or use safety devices such as safety glasses, and rubber gloves to prevent infections and injuries.
- Never use a tool or piece of equipment unless you are thoroughly familiar with its use or operation and know its limitations.
- When working in traffic areas, always provide:
 - Adequate advance warning to traffic by signs, flags, etc.
 - For channeling the flow of traffic around your work area by use of traffic cones, barricades, or other approved items.
 - Protection to workers by placing your vehicle between traffic and job area, and/or by use of flashing or revolving lights, or other devices.
 - Flagmen when necessary to direct and control flow of traffic.
- Before starting a job, be certain that work area is of adequate size. If not, make allowances for this. Keep all working surfaces free of material that may cause surface to be slippery.
- See to it that all guardrails and chains are properly installed and maintained.
- Provide and maintain guards on all chains, sprockets, gears, shafts, and other moving pieces of equipment that are normally accessible.

- Before working on mechanical or electrical equipment, properly turn off and/or tag breakers to prevent the accidental starting of the equipment while you are working on it. Wear rubber gloves and boots wherever you may contact "live" electrical circuits.
- These are the highlights of what has been previously discussed. Whenever in doubt about the safety of any piece of equipment, structure, operation, or procedure, contact your District Safety Coordinator.

ACCIDENTS DON'T JUST HAPPEN... THEY ARE CAUSED!!!

You can be held personally liable for injuries or damages caused by an accident as a result of your negligence.

CAN YOU AFFORD THE PRICE OF
ONE?

CAN YOU AFFORD THE LOSS OF
ONE OR MORE MEN?

CAN YOUR FAMILY AFFORD TO
LOSE YOU?

SAFETY MANUAL – Attachment 1
The School District of DeSoto County

HAZARD IDENTIFICATION ANALYSIS

Once a hazard has been recognized through regular inspection procedures or through a change in operations, new machinery or equipment, or physical plant changes, it must be determined just how to rectify the hazard. Concern about potential severity, likelihood of the loss occurring, cost of controls, and method of correcting the hazard must be addressed.

Attached is a form (Attachment 1) that will be utilized for this purpose. The analysis form will help determine what course of action is appropriate for the exposure. For instance, let us say the potential severity of a loss is classified as critical and the likelihood of a loss is classified as unlikely, it would not be prudent/practical to spend \$10,000 to correct the condition. Instead, a less costly approach to correcting the condition may be devised. On the other hand, if the potential severity of loss occurring is probable, and then the \$10,000 expenditure to correct the exposure/hazard must be spent. This form will be utilized by the Safety Inspectors and Safety Coordinator.

HAZARD IDENTIFICATION ANALYSIS
The School District of DeSoto County

Date: _____

Location: _____

Department: _____ Dept. Supervisor: _____

Name of Person Performing Survey: _____

1) Describe the hazard: (unsafe act or unsafe item)

FOR Principal/Director ONLY:

2) Loss scenario:

3) Potential severity of loss:

Catastrophic [] Critical [] Minor [] Negligible []

4) Likelihood of loss occurring:

Probable [] Reasonable [] Remote [] Unlikely []

5) Control measure to prevent loss from occurring:

a) Cost of implementing control measure:

Initial: \$500/Less [] \$501-\$5,000 [] \$5001-\$10,000 [] Over \$10,000

Annual: \$500/Less [] \$501-\$5,000 [] \$5001-\$10,000 [] Over \$10,000

7) Decision/Resolution:

Distribution: Superintendent, Principal/Director, and Safety Coordinator

Safety Manual – Attachment 2

Case No. _____
(To be completed by Safety Officer)

EMPLOYEE REPORT OF INJURY OR OCCUPATIONAL ILLNESS

Employee Identification

1. Name		2. Home Address	
3. Home Phone	4. Department	5. Work Phone	6. Length of Employment
7. Employee No.	8. Job Title	9. On Employer Property During Business Hours?	

Part 1 – Injury or Illness Information (To be completed by Employee)

12. Date of incident: _____ 13. Time: _____ A.M or P.M. 14. Date & Time reported to Supervisor: _____

15. Description of events leading to injury – where were you, what were you doing, cause of injury, etc. *(Be specific)*: _____

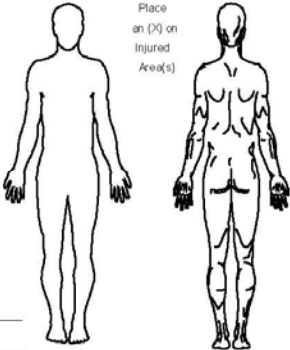
16. Witnesses: No Yes ; if yes:
 (1) Name _____ Dept. Phone _____
 (2) Name _____ Dept. Phone _____

17. Part of Body Injured

Left	Right	Left	Right	Left	Right	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Face/Teeth
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Head
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Abdomen
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Back Lower
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Back Mid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Back Upper
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Groin
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Neck (cervical)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Nose/Throat/Lungs

18. Nature of Injury

<input type="checkbox"/> Laceration	<input type="checkbox"/> Sprain	<input type="checkbox"/> Other – Show in Remarks _____
<input type="checkbox"/> Puncture	<input type="checkbox"/> Strain	
<input type="checkbox"/> Insect/Animal Bite	<input type="checkbox"/> Fracture/Dislocation _____	
<input type="checkbox"/> Burn	<input type="checkbox"/> Inhalation _____	
<input type="checkbox"/> Abrasion	<input type="checkbox"/> Foreign Matter _____	
<input type="checkbox"/> Contusion	<input type="checkbox"/> Skin Irritation _____	



Place an (X) on Injured Area(s)

In Case of Back Strain, Abdominal Regions, or Hernia, Answer Items 19 through 22:

19. Approximate weight of object handled _____ How high was it lifted? _____ Was this kind of work performed regularly? Yes No

20. Were you subject to unusual strain or circumstances? _____ No _____ Yes; if yes, explain: _____

21. Did injury appear immediately? _____ Yes _____ No; if no, explain: _____

22. Did you slip, fall, or strike yourself? _____ No _____ Yes; if yes, explain: _____

Was first aid given? <input type="checkbox"/> Yes <input type="checkbox"/> No Did you go to the Doctor? <input type="checkbox"/> Yes <input type="checkbox"/> No Did you go to hospital? <input type="checkbox"/> Urgent Care <input type="checkbox"/> If hospital/care facility, please give name and address: _____	Have you filed for Workers' Compensation before? <input type="checkbox"/> Yes <input type="checkbox"/> No; if yes, where: _____ Nature of previous claims _____ Is this injury a recurrence or aggravation of an old injury? <input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

I, the injured employee, herein certify that the information set forth above is true and correct to the best of my knowledge.

1 Original - Human Resources Department
1 Copy - Risk Manager
1 Copy - Department

Employee's Signature

Date Signed

Part II – Statement of Supervisor (To be completed as an INDEPENDENT report from Employee's Report)

Employee Name: _____ Date of Injury: _____
I personally witnessed this accident: Yes No List exact nature of injury and apparent cause of accident: _____

Answer the following questions in relation to the cause of the accident. Answer only those questions which you feel completely qualified to answer.

1. Was the employee using approved methods in performing a duty at the time of the injury? Yes No
2. Was the employee required to wear safety equipment? Yes No Was the employee using safety equipment? Yes No
3. If mechanical equipment was involved, was the employee trained in use of equipment and/or procedures related to job functions? Yes No
4. Was the equipment faulty? Yes No 5. Did the employee commit an unsafe act? Yes No
6. Was any immediate corrective action taken? No Yes; if yes, what? _____

State any inconsistencies you found while investigating employee's statements: _____

 I have investigated this incident and agree that the injury did occur while the employee was on duty and as he/she described above.
 I feel further investigation of this incident is required.

Supervisor's Signature _____ Date Injury Reported to Supervisor _____
_____ Date Report Completed _____

Part III – Statement of Witness (if applicable)

Name of Witness: _____
I Personally Witnessed The Incident Involving: (Name of Injured Employee) _____
I believe that a true description of the incident is the following:

(Signature) _____ (Date) _____

Name of Witness: _____
I Personally Witnessed The Incident Involving: (Name of Injured Employee) _____
I believe that a true description of the incident is the following:

(Signature) _____ (Date) _____

1 Original -Human Resources Department
1 Copy -Risk Manager
1 Copy - Department

SAFETY COMMITTEE MINUTES

Date of Committee Meeting: _____

Time: _____

Minutes Prepared By: _____

Location: _____

Members in Attendance

Name

Name

Name

Previous Action Items: _____

Review of Accidents since Previous Meeting: _____

Recommendations for Prevention: _____

Suggestions from Employees: _____

Recommended Updates to Safety Program: _____

Recommendations from Accident Investigation Reports: _____

Safety Training Recommendations: _____

Comments: _____

**School District of DeSoto County
ACCIDENT INVESTIGATION REPORT**

Employee Name _____ Date of Accident _____

Location of Accident _____ Time of Accident _____

Occupation of Employee _____ Injury _____

Witness _____ Reviewed by management _____

Employee's description of accident.

What acts, failures to act, and/or conditions contributed most directly to this accident?

What are the reasons for the existence of these acts and/or conditions?

What is the plan of action to prevent recurrence?

Supervisor's comments _____

Investigated by _____ Reviewed by _____

Date _____ Date _____

Safety Manual – Attachment 3
The School District of DeSoto County

AFFIDAVIT

Department or School of Employment: _____

Address: _____

I HAVE READ AND UNDERSTAND THE AFOREMENTIONED SAFETY RULES OF CONDUCT AND OPERATIONS.

I ALSO UNDERSTAND THAT FAILURE TO COMPLY WITH THESE RULES COULD RESULT IN DISCIPLINARY ACTION OR TERMINATION OF EMPLOYMENT

Position: _____

Employee's Name: _____
(Please Print Full Name)

Date: _____

Any Allergies or Other Medical Problems That Will Affect Proper Treatment Should You Be Injured?:

Employee Signature: _____

NOTE: This page is to be retained in employee's personnel file.

Personal Protective Equipment Requirements

Our organization is committed to providing employees with a safe workplace. Part of the commitment is in providing the tools necessary to do the job and to protect employees. In as much as we provide and require the personal protective equipment, it is the responsibility of the employees to properly use them. **If an injury is incurred as a result of an employee's refusal to use safety equipment provided and required by their employer shall have their workers' compensation benefits reduced by 25% - Florida Statutes 440.09**

Hand Protection:

- Employees are required to use gloves when lifting and handling sharp or abrasive work materials.

Eye Protection

- Employees must wear safety glasses when utilizing any electric or pneumatic power tools.
- Eye Protection is required when using welding and cutting torches and when using grinders.

Hearing Protection:

- Disposable earplugs are available to employees.

Traffic Control Protection:

- Traffic Control vests are available to employees.

I have read and I understand the above requirements for use of prescribed personal protective equipment and will comply with the requirements.

Name of employee

Date

NOTE: This page is to be retained in employee's personnel file.