**Statement of Safety Policy:**

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

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

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

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

The complete cooperation of all personnel concerning this program is required.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Superintendent) (Date)

**Roles & Responsibilities**

**The Superintendent will ensure that:**

* Effective procedures and guidelines for employee health and safety are in place and in accordance with all state and federal standards;
* Principals and supervisors receive training in relevant procedures and guidelines;
* Principals and Directors implement this policy and related health and safety

programs in their site(s)/departments

**Directors, Supervisors and Principals will ensure that:**

* Employees under their supervision follow this policy and related procedures as

defined in the board safety policy;

* Staff use safe work practices and receive training to protect their health and

Safety;

* Equipment and their site(s) are safe, to the extent of their authority and ability to

do so;

* There is effective cooperation with the workplace Safety Committee or the Site Health and Safety Representative and employees to create a healthy and safe working environment;
* This cooperation will extend to others such as contractors, owners, officers, etc.

**Safety committee will:**

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

**Non-supervisory Staff:**

* All employees of the Board are required to follow this policy and related

procedures.

* Report concerns and unsafe conditions to Supervision or a member of the safety committee

***GENERAL SAFETY RULES***

These general safety rules apply to employees, visitors, and contractors in all of our facilities. Additional rules may apply to different or special situations. The following are general in nature and intended to illustrate our general expectation for safety and hazard compliance. They should not be considered as the only safety rules to be followed.

**Not all safety rules will apply to all departments/board employees.**

1. All employees should know and observe all safety rules applicable to their work environment.
2. All accidents and near misses must be reported to management regardless of severity. If an accident results in an injury, an accident report must be completed.
3. The following are strictly prohibited and will not be allowed: horseplay, practical jokes, fighting, throwing of objects, running except in extreme emergencies, alcohol, unauthorized use of drugs, firearms, tampering with equipment, use of equipment without authorization or proper training.
4. Equipment shall not be operated unless all guards and safety devices are in place. Guards should never be removed or altered in any manner. Anyone found tampering with an equipment guard, or rendering it inoperable in any manner, may be subject to disciplinary action.
5. Smoking is prohibited in all buildings.
6. All personal protective equipment must be worn when and where required, including safety glasses, hard hats, safety vests, shoes, gloves, etc. Any violations of the personal protective equipment policy may result in disciplinary action.
7. Lock out and tag out procedures must be followed at all times on all pieces of equipment.
8. Flammable and/or corrosive liquids or materials must be contained and transported in approved containers. All such liquids or materials should be stored only in locations designated for this purpose.
9. Forklifts may be driven only by trained, qualified, and authorized forklift drivers. Forklifts must be driven at a slow, safe speed (maximum 5 MPH) and heavy loads carried low to the ground.
10. Emergency equipment or exits shall not be blocked for any reason.
11. Good housekeeping practices must be maintained at all times. All spills should be cleaned immediately.
12. All unsafe acts and conditions must be corrected promptly and reported to management.
13. All containers of hazardous substances must be clearly identified with the name of the material and Hazcom /GHS label.
14. Established safety procedures must be followed at all times.
15. Incidents that result in weakened or damaged equipment must be reported to management at once.
16. Only authorized, qualified personnel may perform maintenance or repair work.
17. Any person present in, or passing, an area must observe the rules of that area.
18. Employees must familiarize themselves with the emergency evacuation routes in their respective buildings.
19. Jewelry, such as rings, bracelets, necklaces and loose clothing, are not to be worn when working around electrical equipment or moving machinery.
20. Broken or defective hand tools shall be removed immediately from service and reported to management.
21. All employees with long hair must have their hair in a hair net or tied up so as not to fall below the nape of the neck when working with powered equipment.
22. If an unsafe condition exists, notify your supervisor immediately.
23. Always turn off and unplug any equipment when cleaning. (Follow proper lock out procedure for exposure to unprotected energy sources.)
24. Approved protective goggles of proper shade or color must be worn when welding or working close to a welding operation.
25. Keep hand tools in proper condition. If worn out or damaged, repair or replace them immediately.
26. No employee may operate any piece of equipment unless authorized.
27. Do not use compressed air to clean yourself or your clothing.
28. Anyone making repairs on a motor driven machine or other power activated equipment shall ensure that switches, valves and starting devices are turned off, locked and tagged out.
29. Any and all safeguards removed during repairs or maintenance must be properly replaced before the machine is put back into operation.
30. Oily rags or open cans of flammable liquids shall not be left at work stations.
31. Know where fire extinguishers are located and how to use them. Tampering with fire extinguishers is cause for disciplinary action.
32. Do not look into any welding area when welding is being done. Serious eye damage may result.
33. When lifting heavy loads, use the strength of your legs and not your back.
34. Never use any power equipment unless there is a ground plug. Report any loose wiring to management immediately.
35. Drive at a slow, safe speed in the parking lot. Maximum speed - 5 MPH.
36. Keep objects away from electrical switch boxes. These areas must remain clear in case an emergency shut-off is required. Never block fire extinguishers, fire hose, aisles, or exits with material or other objects.
37. Be attentive when operating machinery.
38. All aisles must be kept clear at all times.
39. Ladders must be in good condition and equipped with safety feet. Do not use any “makeshift” scaffolding, rigging or staging.
40. No one is allowed to operate a lift truck or pallet jack unless trained, qualified and authorized.
41. Do not lift personnel on forks or makeshift platforms. Use only a secured safety platform.
42. Make sure area is clear and no person is in the vicinity of a load or lift truck while the operator is lifting, lowering or repositioning a load.
43. Only approved dock plates should be used. Secure all transport vehicles by means of wheel chocks.

**Fleet Safety Rules**

1. Anyone who operates a licensed vehicle owned or controlled by the School Board must maintain a current driver’s license as required by federal and/or state regulations.
2. Transportation of non-employee passengers is prohibited. Use of board vehicles by non-employees or unqualified employees is prohibited, unless permission has been given by an authorized official.
3. All drivers are required to inspect their vehicles at the beginning of each work day. A vehicle checklist may be provided. Vehicles must be kept clean.
4. Obey all traffic laws. All fines are the responsibility of the driver. Traffic citations should be reported to your supervisor in writing. Repeated violations are cause for disciplinary action, which may include suspension and/or dismissal.
5. Seat belts shall be worn by all occupants and at all times.
6. Unattended vehicles shall have the keys removed, brakes set, windows rolled up, and the doors locked.
7. Consumption of alcohol or non-prescribed drugs is grounds for immediate dismissal whether reporting for work or while on the job. Anyone taking prescribed medication which may affect the ability to safely perform his/her duties must notify the supervisor when reporting to work.
8. All incidents involving damage to company property, property of others, personal injury of employee or others must be reported to the Safety Coordinator or Human Resources Manager immediately. Failure to report any accident involving a company vehicle is grounds for termination.
9. Unauthorized radar equipment will not be permitted in any company vehicle.
10. Courtesy should be extended to other motorists.
11. All drivers should use good defensive driving techniques while operating company vehicles.
12. Any employee in charge of a vehicle is also responsible for all tools and equipment assigned to that vehicle.
13. Vehicles will be equipped with an appropriate fire extinguisher and first aid kit as determined by supervisors.
14. Smoking is prohibited in all Board vehicles.
15. Texting and/or cell phone usage is strictly forbidden while driving.
16. If a phone call must be made, stop the vehicle in a safe place to do so.

**Custodial Safety**

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

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

Custodial closets must also meet the safety guidelines below:

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

**Wet Mop and Mop Bucket with Wringer**

* Wear shoes with non-slip soles when working on wet floors
* Mark the area to be mopped with appropriate "Wet Area" warning signs before beginning work
* Have a rubber, non-slip handgrip on the bucket wringer handle
* Leave the mop bucket in a place where it can be seen. Do not leave it in a hidden or potentially dangerous place (e.g., behind furniture or doors, around corners, or at the top or bottom of stairs)
* When rinsing a mop in the mop bucket, avoid splashing dirty water or chemical solutions on clothes, hands, or in eyes
* Goggles, safety glasses with side shields, or full-face masks should be worn
* Use a lightweight mop, if possible, and hold the handle in such a way that the back is fairly straight and free from strain. Take an extra step to avoid overreaching.
* Rinse the mop and bucket thoroughly after mopping any type of chemical spill. This should be done only after the chemical has been identified. If the chemical cannot be identified, contact your supervisor before proceeding with a clean-up.

**Push Broom or Dust Mop**

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

**Vacuum Cleaners**

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

**EZ Rider Scrubbers**

* Follow recommended safety precautions outlined in manufacturer’s manual
* Scrubbers shall not be operated by untrained or unauthorized personnel
* Perform daily maintenance and inspection of machines
* After 200 hours, check batteries for loose connections, clean batteries’ tops, terminals, cable clamps and level of electrolyte in the cells
* Always use distilled water for batteries
* Plug machine into charger after each use; make sure charger is unplugged from wall before plugging connector into machine. Then plug into the wall outlet.
* Always empty all water from holding tanks and leave lid off to air dry
* Check squeegee for damage; report damage to supervisor immediately
* Check brushes or pads for wear or damage; report to supervisor immediately
* When in use, make sure safety signs are posted at all times
* Be aware of surroundings at all times (no head phones at any time)
* Stay six (6) inches away from all hallway walls
* Before transporting, remove squeegee and pad plates
* When storing, follow these instructions: empty the tanks, charge the batteries, wipe down the main body of the machine. Wipe down squeegee and check pads or brushes.

**Machinery**

**Buffer:**

* Before using the buffer, ensure that the drive plate and buffing pad are securely attached.
* Unplug the buffer before setting the handle, drive plate, or pad.
* Always return the buffer to an upright position before plugging it in.
* Never leave the buffer with the handle in a horizontal position. Store the buffer in an upright position, with the drive plate and buffing pad removed.
* Control the buffer by using both hands to avoid damage to walls, furniture, and personnel.
* Keep buffing pads clean for easy control and prevention of floor damage. Use caution when operating under desks, chairs, etc., where the buffer can get caught.
* When buffing a floor, walk on the area that has already been scrubbed, if possible.

**Cleaning Solutions**

* Know the nature of the chemicals being used. If you have any questions, talk to your supervisor or refer to the Safety Data Sheets (SDS) for chemicals.
* Read and know what the warnings on chemical containers stand for and follow the precautions associated with each warning.
  + Danger
  + Warning
  + Caution
  + Hazard
* Wear protective gear such as goggles and gloves when working with chemicals.
* Store all chemicals in an approved, clearly labeled, properly sealed container at or below eye level.
* Dispose of chemicals in accordance with required procedure. Triple rinse all chemical containers before disposal.
* If a chemical is found and the contents are uncertain, leave it alone. If it has spilled or is unsealed, do not clean it up, do not put a lid on it, and do not touch it until it has been accurately identified. Leave the area immediately and contact your Supervisor.
* If suspicious smells are noticed, clear the area and report the potential hazard to your Supervisor immediately.

**Trash Removal**

* If trash looks suspicious, do not reach into a trash container. Empty the whole liner into the trash cart. Do not place glass in trash containers.
* Use caution climbing steps to trash bins or working around the bin. Rain, snow, and ice make the area very slippery.
* Secure the door latch on the trash bin when finished. Report any dumpsters in need of repair to your Supervisor.
* Place bags of trash in the proper areas.
* If you see anything suspicious or hazardous in the trash bins, report it immediately.
* Do not overstuff large trash bags.
* Limit bag contents to no more than 35 gallons (half-full on a 70 gallon bag).

**Moving Furniture (Heavy Objects)**

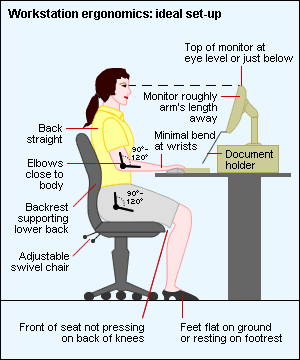
* To avoid back injuries, always follow correct lifting procedures
* Consider how heavy an object is and any abnormal shape or weight distribution of the object that would make it particularly difficult to lift, move, and/or carry
* Get help to lift these items

**Cleaning Stairs**

* Be especially careful when mopping stairs due to the slick surface, coupled with the eminent danger of the stairway.
* Stand on the stair below or two down from the stair on which work is being performed.
* Mark the top and bottom of the stairway with a "wet floor" sign to alert others of the danger.

**Teachers /Administration**

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

[](http://www.ergonomics-info.com/image-files/desk_ergonomics.jpg)

**Employee Education and Training**

Safety training is recommended:

1. For all new employees
2. When new equipment, procedures, or processes have been introduced
3. When employee safety performance needs improvement
4. As state and federal laws require

Instructions should be given to all employees. An overall safety and accident prevention program, including group and individual training, should also be included for specific employee work assignments. When appropriate and possible, allow employees to engage in hands-on training.

Subjects to consider for training:

* Board Safety Policy
* Safety Rules
* Job Orientation
* Hazard Communication
* Emergency Response
* Fleet Safety
* Unique Operations or Activities
* Specific Employee Work Assignments

The "Employee Safety Orientation Checklist" will be used as part of this Safety Program.

**Safety Meetings**

Safety meetings are an effective way to supplement your Safety Program. During safety meetings, board policies, procedures, rules, and regulations can be communicated to employees. These safety meetings should be documented and signed by all employees attending the session. A file should be kept on all safety activity that is communicated to the employees by the methods mentioned above.

A **Safety Meeting Sign-Up Sheet** is provided for Supervisors as part of this Safety Program.

**EMPLOYEE SAFETY ORIENTATION CHECKLIST**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Employee Initials & Date

1. Safety Manual \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Safety Rules \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Job Orientation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Accident Reporting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Employee Suggestion System \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***TOOLS, MACHINERY, EQUIPMENT, AND PROCESSES***

Managers are required to conduct "hands on" demonstration on the safe use of tools, machinery, equipment, and processes to be used by the employee. Special instruction and emphasis will be placed on safety devices. Identify equipment and/or processes (including use of PPE) on which the employee was trained below. (Examples include backhoes, tractors, mowers, weed-eaters, etc.)

Tools/Equipment & Process Employee Initials & Date Supervisor Initials & Date

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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Date Safety Orientation Completed (per Supervisor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Facility Safety Inspection form**

|  |  |  |
| --- | --- | --- |
| Housekeeping Adequate | Yes or No |  |
| Emergency Action Plan Posted | Yes or No |  |
| Portable Fire Extinguishers Fully Charged & Readily Accessible | Yes or No |  |
| Fire Extinguishers Serviced Annually | Yes or No |  |
| Smoke Detectors Battery Replaced Annually | Yes or No |  |
| First Aid Cabinet Properly Stocked | Yes or No |  |
| Adequate Lighting Provided | Yes or No |  |
| Electric Cords in Good Condition with No Defects | Yes or No |  |
| Exits Properly Marked | Yes or No |  |
| Tools & Supplies Stored Properly | Yes or No |  |
| Parking Lot Adequately Maintained | Yes or No |  |
| Walkways Around Building Clear and in Good Condition | Yes or No |  |
| Exterior Walking Surfaces Adequately Maintained | Yes or No |  |
| Grates Placed on Openings in Walkway | Yes or No |  |
| Exterior Locks Working Properly | Yes or No |  |
| Emergency Lighting in Place & Working Properly | Yes or No |  |
| Smoke Detectors in Place & Tested Quarterly | Yes or No |  |

**Corrective Action Policy**

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

Any employee who violates or disregards any portion of the board safety policy may be subject to disciplinary action. Such action may include a verbal warning, written warning, suspension with or without pay, and/or termination of employment.

**Policy Receipt**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that on this \_\_\_\_\_day of \_\_\_\_\_ 20\_\_\_, I have read, fully understand and agree to comply with all requirements set forth by the **TYPE BOARD NAME** safety policy. I understand that my failure to comply with this policy may result in disciplinary action, including termination of employment.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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