# Safety and Accident Prevention

## Section I: Workman’s Comp Procedures

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident Reports</td>
<td>2</td>
</tr>
<tr>
<td>Employee Notification of Medical Provider Letter</td>
<td>2</td>
</tr>
<tr>
<td>Claims Management Guide</td>
<td>3</td>
</tr>
</tbody>
</table>

## Section II: Accident Investigation

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident Investigation Procedures</td>
<td>4</td>
</tr>
</tbody>
</table>

## Section III: Emergency Procedures

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Page</th>
</tr>
</thead>
</table>

## Section IV. Safety Rules, Policies, and Procedures

<table>
<thead>
<tr>
<th>Category</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Employees</td>
<td>4</td>
</tr>
<tr>
<td>Prevent Slips and Falls</td>
<td>5</td>
</tr>
<tr>
<td>Lifting Procedures</td>
<td>5</td>
</tr>
<tr>
<td>Housekeeping</td>
<td>5</td>
</tr>
<tr>
<td>Ladders and Step Ladders</td>
<td>5</td>
</tr>
<tr>
<td>Electrical</td>
<td>6</td>
</tr>
<tr>
<td>Stairs</td>
<td>6</td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>6</td>
</tr>
<tr>
<td>Inclement Weather</td>
<td>7</td>
</tr>
<tr>
<td>Office/Classroom Safety</td>
<td>9</td>
</tr>
<tr>
<td>Research Science/Lab Safety</td>
<td>9</td>
</tr>
<tr>
<td>Nutrition Services</td>
<td>10</td>
</tr>
<tr>
<td>Transportation</td>
<td>10</td>
</tr>
<tr>
<td>Maintenance/Custodial</td>
<td>11</td>
</tr>
</tbody>
</table>

## Section V: Safety and Health Training

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety and Health Orientation</td>
<td>14</td>
</tr>
<tr>
<td>Job-Specific Training</td>
<td>14</td>
</tr>
<tr>
<td>Periodic Retraining of Employees</td>
<td>14</td>
</tr>
<tr>
<td>Universal Precautions</td>
<td>14</td>
</tr>
</tbody>
</table>

### Should universal precautions be applied to all workplaces?

- Yes
- No

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Protective Equipment (PPE)</td>
<td>15</td>
</tr>
<tr>
<td>Engineering Controls</td>
<td>15</td>
</tr>
<tr>
<td>Work Practice Controls</td>
<td>15</td>
</tr>
</tbody>
</table>

---

Human Resources Department  
Revised August 2012  

James Irwin Charter Schools  
Character Development and Academic Excellence
Section I: Workman's Comp Procedures
The JICS Business Manager is the primary contact for safety-related matters. The safety of employees and the public is of chief importance to the James Irwin Charter Schools (JICS). The prevention of accidents and injuries takes precedence over expedience.

Employees will attend a safety orientation upon hire. Our goal is to prevent needless accidents from happening; and to minimize all other kinds of accidents. To that end, it is mandatory for JICS employees to comply with applicable safety rules and procedures as identified and discussed in the Employee Safety and Accident Prevention Handbook. JICS employees are required to bring any unsafe conditions or practices to the attention of their immediate supervisor who will in turn inform the Business Manager. It is important that every employee understands that safety violations are treated seriously and are cause for disciplinary action.

Employer Responsibilities:
- Provide a safe workplace
- Provide safety and health education and training
- Annually review and update workplace safety rules

Employee Responsibilities:
- Immediately report all unsafe conditions to your supervisor
- Immediately report all work-related injuries but no later than 24 hours of the injury
- Wear any required personal protective equipment
- Abide by the organization’s safety rules at all times

Accident Reports
Accident report forms must be submitted to the Business Manager AS SOON AS POSSIBLE; but no later than 24 hours from the accident. FAILURE TO REPORT AN INJURY WITHIN 24 HOURS WILL RESULT IN DISCIPLINARY ACTION.

Please use the accident report form found in the forms folder in the K drive.

Employee Notification of Medical Provider Letter
Effective immediately, all employees must obtain treatment of work-related injuries and illnesses from EmergiCare Medical Clinics. There are 3 sample locations to better serve you.

1. EmergiCare Medical Clinic-Austin Bluffs Pkwy
   4083 Austin Bluffs Pkwy
   Colorado Springs, CO 80918
   Phone: 719-594-0046
   Fax: 719-594-0472

2. EmergiCare Medical Clinic-Academy Blvd
   3002 S. Academy Blvd
   Colorado Springs, CO 80916
   Phone: 719-390-7017
   Fax: 791-390-7554
3. EmergiCare Medical Clinic-Garden of the Gods  
   402 E Garden of the Gods  
   Colorado Springs, CO 80907  
   Phone: 719-590-1701  
   Fax: 719-590-1703

In the event of a life-or-limb-threatening emergency, the insured employee will be sent to the nearest emergency medical facility; however, the medical provider designated above must provide all follow-up care.

In the event of a non-emergency, after hour’s injury, a provider from the above list should be called to access information or treatment instructions.

If an unauthorized medical provider treats an employee, the employee will be responsible for payment of said treatment.

**Claims Management Guide**

1. All employees are covered with Workman’s Compensation Insurance for work related injuries.
2. In the event of a work-related injury or illness, the injured employee must report the occurrence to their supervisor or the business manager as soon as possible, but within 24 hours. Please see the employee handbook on page 8.
3. If the injury is an emergency, a non JICS personnel or ambulance will be called.
4. If the injury is not an emergency, the injured employee should make an appointment with one of the designated medical providers as soon as possible.
5. The business manager will report the claim to Pinnacol Assurance with 24 hours of the accident.
6. An accident investigation will be conducted on work-related injuries. The supervisor or Business Manager will be responsible for interviewing the injured employee and all witnesses.
7. If the incident involved an employee death or a catastrophe (three or more employees admitted to the hospital) OSHA must be notified within eight hours, along with the Colorado Division of Workers Compensation.
8. The Business Manager will use information from the accident investigation to identify changes that may help prevent future incidents.
9. For lost time claims, the business manager or supervisor will contact the injured employee at least once a week to answer questions, keep the injured employee informed of organization activities and discuss return to work options.
10. The business manager will communicate with the medical provider to keep current on the employees work status, medical progress.
11. Modified duty procedures will be as follows:
   a. If the medical provider authorizes an employee to return to work with medical restrictions the employee supervisor will do their best to accommodate this modification.
   b. If the job cannot be modified, the supervisor will evaluate other tasks or positions the employee may be able to perform until the medical restrictions are lifted.
   c. If the employee is unable to return safely to a modified position, the medical restrictions will be re-evaluated after each doctor's visit to ensure the employee is returned to work as soon as possible.
12. Accurate records will be kept for all workers' compensation claims. This file will document communications regarding the claim and records from the medical providers and Pinnacol Assurance.
13. In the event a person is injured on the job, JICS has the right to request that drug testing be administered. In the event the drug test is positive, workman comp benefits may be denied or reduced.
Section II: Accident Investigation

Accident Investigation Procedures
The supervisor at the location where the accident occurred will perform an accident investigation.

PLEASE NOTE THIS IS DIFFERENT FROM THE ACCIDENT REPORT FORM.

The Business Manager is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures: Implement temporary control measures to prevent any further injuries to employees.

- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.

Section III: Emergency Procedures
Advance planning for emergencies and disasters is essential for the safety of the students and staff. Therefore, the safety committee shall be responsible for developing plans that meet state and local requirements for preparedness in case of fire, civil emergencies, tornadoes and other natural disasters. These plans are covered in the EMERGENCY RESPONSE PLAN, which is located in each school and a copy of which was included in your Staff Manual Notebook.

Section IV. Safety Rules, Policies, and Procedures
The safety rules contained in this section have been prepared to protect you in your daily work. Employees are required to abide by these rules, review them regularly and use good common sense in carrying out assigned duties. The safety rules in this section are general in nature and apply to all employees. More specific safety rules may exist for various buildings or departments. Employees must be aware of all safety rules that apply to their employment.

All Employees
1. Being impaired by, or under the influence of, alcohol or illegal drugs while at work, is strictly prohibited. If taking prescription drugs, please follow physicians’ recommendations and notify management if medications make you drowsy, etc.
2. Fighting, horseplay, practical jokes or other disorderly conduct is strictly prohibited.
3. Threatening, intimidating, or using abusive language to other employees is strictly prohibited.
4. Whenever employees are driving, or a passenger in a district vehicle/or personally owned vehicle, during the course and scope of employment, they shall wear seat belts.
5. Employees must immediately report all injuries, no matter how minor, to their supervisor. Failure to report an injury within 24 hours will be cause for disciplinary action and may jeopardize your Workers' Compensation benefits.
6. Employees shall report any safety hazards/conditions immediately to management.
Prevent Slips and Falls
1. Wear appropriate footwear on snow and ice. If necessary, bring a change of shoes for inside the building.
2. Report slippery surfaces to management immediately.
3. Clean up spills immediately. If immediate cleanup is not possible, use traffic cones or other warning signs to mark spills or slippery surfaces.
4. Do not take short cuts. Only walk on sidewalks that have been cleared of snow and ice.
5. Use handrails on stairways.
6. Use extra caution when carrying objects on ice and snow.
7. Walk like a penguin. Arms close to your body and tiny steps when in snow or ice.

Lifting Procedures
1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. Maximum weight limit for one person is 50 lbs. If you need help with a lesser weight ask for help.
4. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
5. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
6. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
7. Face the load.
8. Bend at the knees, not at the back.
9. Keep your back straight.
10. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
11. Hold the object as close to your body as possible.
12. While keeping the weight of the load in your legs, stand to an erect position.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. 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.
15. Set down objects in the same manner as you picked them up, except in reverse.
16. 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.
17. Never lift anything if your hands are greasy or wet.
18. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Housekeeping
1. Do not place materials such as boxes or trash in walkways and passageways.
2. Mop up water around drinking fountains and drink dispensing machines immediately. Report larger spills to the custodians immediately.
3. Do not store or leave items on stairways.
4. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
5. Straighten or remove rugs and mats that do not lie flat on the floor.
6. Return tools to their storage places after using them.
7. Do not use gasoline for cleaning purposes.
8. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Ladders and Step Ladders
1. Read and follow the manufacturer’s instruction label affixed to the ladder. Place the ladder feet 1/4 of the ladder’s working length away from the base of the structure (e.g. if the ladder measures 8 feet between its base
and its support point at the top of the wall, there should be 2 feet between the base of the ladder and the foot of the wall).

2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber footpads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. 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.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
10. Do not stand on the top two rungs of any ladder.
11. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
12. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
13. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
14. Do not move a rolling ladder while someone is on it.
15. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
16. Do not carry items in your hands while climbing up or down a ladder.
17. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
18. Do not use a ladder as a horizontal platform.
19. Do not stand on a chair or a desk to reach something. Ask someone for help or ask for a step stool or ladder.

**Electrical**

1. Do not use frayed, cut or cracked electrical cords.
2. Do not plug multiple electrical cords into a single outlet.
3. Do not use extension or power cords that have the ground prong removed or broken off.
4. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
5. Turn the power switch to "Off" and unplug office machines before adjusting, lubricating or cleaning them.
6. Use lockout tag out procedure when working on equipment.
7. Use appropriate personal protection equipment (safety glasses, gloves, boots, etc.)
8. District policy is to purchase and use UL rated/listed equipment at all times.
9. Do not exceed the rated capacity of any extension cord used. Do not connect two extension cords together. Do not use extension cords as a substitute for permanent wiring.

**Stairs**

1. Use the handrails when ascending or descending stairs or ramps.
2. Do not store or leave items on stairways.
3. Do not run on stairs or take more than one step at a time.

**Hazardous Materials**

1. Know the location of Material Safety Data Sheet (MSDS) and follow the instructions on the label and in the corresponding MSDS for each chemical product you will be using in your workplace to include using the recommended personal protective clothing and storage guidelines.
2. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible signs of damage.
4. Do not use chemicals from unlabeled containers or unmarked cylinders.
5. Do not perform "hot work", such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible".
6. Do not drag containers labeled "Flammable".
7. All chemical containers must be labeled. If any unlabeled containers are found, they must be removed and turned into maintenance personnel.

**Inclement Weather**

**Driving**
1. Reduce speeds. Remember that the posted speed limit is for ideal travel conditions.
2. Allow for extra travel time or consider delaying trips if the weather is inclement.
3. Always use headlights during inclement weather.
4. Make sure windshield wipers, batteries, tires and defrosters are working and in good condition.
5. Carry blankets, flares and other equipment that would be helpful in an emergency.
7. Be courteous to other drivers.
8. Keep to the right except to pass, using turn signals to alert other drivers of your intentions.
9. Always buckle seatbelts.

**Wind-chill**
1. Hypothermia (low body temperature)
2. Warning Signs- uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness and apparent exhaustion.
3. Detection- take the person's body temperature. If it is below 95, seek medical attention.
Wind speeds above 40 mph have little additional chilling effect.

In using the table above, values of wind chill below -10°F are considered bitterly cold. Values of wind chill below -20°F are extremely cold. Human flesh will begin to freeze within one minute!

**Walk Defensively**
1. Slippery sidewalks, parking lots, streets and entryways pose extra dangers.
2. Use crosswalks.

**Avoid Overloading**
1. Keep your balance.
2. Keep your packages together.
3. Don't block your vision.

**Parking Lot Safety**
1. Watch your footing when getting out of your vehicle.
2. It takes a vehicle much longer to stop on ice and snow.

**Choose Proper Footwear**
1. Wear footwear with maximum traction.
2. Winter Boots.
3. Non-slip soles or overshoes.

Human Resources Department
Revised August
2012
Office/Classroom Safety

General Rules
1. Do not stand on furniture to reach high places. Use the ladder or step stool to retrieve or store items that are located above your head.
2. Do not jump from ladders or step stools.
3. Do not block your view by carrying large or bulky items; use the dolly or hand truck or get assistance from a fellow employee.
4. Do not throw matches, cigarettes or other smoking materials into trash baskets.
5. Do not tilt the chair you are sitting in. Keep all chair legs on the floor.
6. Do not burn candles in classrooms. Open flames are only allowed in controlled environments such as science experiments.
7. Do not use space heaters. They considered a fire hazard.

Files
1. Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.
2. Put heavy files in the bottom drawers of file cabinets.
3. Use the handle when closing drawers and files.

Sharp Objects
1. Store sharp objects, such as pens, pencils, letter openers and scissors in drawers or with the tips pointing down in a container.
2. Carry pencils, scissors and other sharp objects with the tips pointing down.

Paper Cutter/Shredder
1. Position hands and fingers on the handle of the paper cutter before pressing down on the blade.
2. Keep the paper cutter handle in the closed or locked position when it is not being used.
3. Do not use paper-cutting devices if the finger guard is missing.
4. Do not place your fingers in or near the feed of a paper shredder.
5. Students are not allowed to use paper cutters or shredders.

Staplers
1. Point the ejector slot away from yourself and bystanders when refilling staplers.
2. Keep fingers away from the ejector slot when loading or testing stapling devices.
3. Use a staple remover, not your fingers, for removing staples.

Research Science/Lab Safety

General Rules
1. Do not store reagents on the lab bench.
2. Do not eat, drink, or chew gum in a science laboratory or storage area. Do not store food or beverages in the refrigerator located in the lab.
3. Safety glasses must be worn at all times in the lab area.
4. Wash your hands before and after working in the lab, and after spill cleanups.
5. Wear your lab smock when working in the lab.
6. Never leave gas burners, hot plates, heating mantles, or other heat sources unattended when they are on.
7. Do not lean into fume hoods when the hood is on and open containers of chemicals have been placed under the hood.
8. Do not use fume hoods for storage.
9. Obtain and read material safety data sheets (MSDS) for each chemical you will be using before beginning any experiment. Read and follow the safety instructions and use the stated personal protective equipment.
10. Never store chemicals in unlabeled containers.
11. Do not mix chemicals in the sink drain.
12. Do not block access to the laboratory eyewash, safety showers, fire extinguisher, or fire alarm pull station.
13. Wear shoes or boots that cover your feet completely; do not wear open toed shoes or sandals.
14. Do not block escape routes from the lab.
15. Never block fire doors open.
16. Never store materials in lab or storage area aisles.
17. Ensure chemicals are properly labeled and stored in accordance with MSDS.

**Nutrition Services**

**General Rules**

1. Employees shall not operate any machinery or equipment they are not authorized to use.
2. Keep work areas clean. Clean up dropped food, spilled liquids and grease immediately.
3. When mopping or cleaning wet spills or leaks, always place a "Wet Floor" warning sign.
4. Employees shall not stand on chairs, buckets, etc., to access elevated items. Ladders or step stools shall be provided and will be used.
5. Aisles and walkways shall be kept free of any inventory, debris, and trip hazards.
6. Employees shall wear appropriate, slip resistant footwear. No sandals or high-heels.
7. Broken glass shall be cleaned up with a broom and dustpan. Don't use bare hands. Broken glass should be disposed of in separate waste receptacle marked "Broken Glass".
8. Never place hands into garbage disposals unless power is disconnected!
9. Never place glassware in a sink used for washing metal pots and pans.
10. All dangling jewelry shall be removed before starting the work shift. Only one ring per hand is allowed.
11. Long hair shall be tied back tucked under a cap or hair net, or otherwise restrained.

**Kitchen Rules**

1. Always follow the equipment manufacturer's instructions for proper maintenance and operating procedures.
2. Only authorized employees shall operate kitchen equipment.
3. All electrical equipment and appliances must be grounded with a 3-prong plug or separate ground wire.
4. Be sure hands are dry and feet are not in contact with any liquids when operating electrical equipment and appliances.
5. Never use electrical equipment with cut or frayed wires or defective plugs.
6. Never place hands or utensils into powered mixing or cutting equipment while it's in operation.
7. Turn the unit off first then proceed.
8. When carrying hot items, warn other personnel so that they can get out of the way.
9. Avoid pouring hot liquids from a large container, into a small container you're holding. Instead, place the small container on a counter or work surface.
10. Keep combustible materials away from heat sources.
11. Follow all smoking rules.
12. Always use potholders or oven mitts when handling hot items.

**Transportation**

**Fueling Vehicles**

1. Turn the vehicle off before fueling it.
2. Do not smoke while fueling a vehicle.
3. Wash your hands, using soap and water, if you spill gasoline on them.
4. All personnel must be off the bus before refueling.

Driving Rules
1. Shut your door and fasten your seatbelt before moving the vehicle.
2. Obey all traffic patterns and signs at all times.
3. Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.
4. Do not mount or dismount a moving vehicle.
5. Set the parking brake before leaving the vehicle.
6. Do not coast with the clutch disengaged or with the automatic transmission in neutral.
7. Do not tailgate other vehicles. Maintain a safe following distance.
8. Always shut the motor off, remove the key, and set the parking brake before leaving.

Maintenance/Custodial

General Guidelines
1. Any personal protective equipment (PPE) should meet standards that are specified in OH&S legislation such as ANSI (American National Standards Institute.) You should consult your OH&S legislation to determine applicable standard.
2. Hard hats- wear ANSI approved hard hats when working on or near construction projects, trimming trees, and doing any work that has potential for head injury.
3. Safety glasses and goggles- wear ANSI approved safety glasses/goggles that are appropriate for protecting the eyes from extremely bright light and ultraviolet radiation (UV rays), flying objects, and very hot, poisonous, and irritating liquids.
4. Ear plugs or muffs- wear appropriate ear protection to protect ears from excessive noise exposure.
5. Respirators- wear respirators as required while working in an environment where there is danger of breathing air contaminated with toxic gases, vapors, fumes and dusts.
6. Safety footwear- wear safety footwear with metal box toe and puncture resistant sole while doing grounds keeping or maintenance work.
7. Gloves- wear appropriate type of gloves when working with chemicals, solvents, or toxic substances as well, to protect hands from flying objects and from contact with vibrating machines.

Electric Power Tools
1. Do not use power equipment or tools you have no experience with until you have been trained by a qualified operator.
2. Keep power cords away from the path of drills, grinders, and presses.
3. Do not carry plugged in equipment or tools with your finger on the switch.
4. Do not carry equipment or tools by the cord.
5. Disconnect the tool from the outlet by pulling on the plug, not the cord.
6. Turn the tool off before plugging or unplugging it.
7. Do not leave power tools "ON" that are unattended.
8. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
9. Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled "Flammable".
10. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
11. Do not remove the ground prong from electrical cords. Do not use cords with ground prongs removed.
12. Do not use an adapter such as a cheater plug that eliminates the ground.
13. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
14. Do not drive over, drag, step on or place objects on a cord.

Human Resources Department
Revised August
2012
15. Do not use a power hand tool to cut wet or water soaked building materials or to repair pipe leaks.
17. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.
18. Visually inspect all tools before use. Do not use broken or damaged tools.

**Machine Guarding/Machine Safety**

1. Replace the guards, before starting machines and after making adjustments or repairs to the machine.
2. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
3. Read and obey safety warnings posted on or near any machinery.

**Hand Tool Safety**

1. Carry all sharp tools in sheath or holsters.
2. Tag worn, damaged or defective tools "Out of Service" and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
5. Do not carry sharp or pointed hand tools such as probes or knives in your pocket unless the tool or your pocket is sheathed.
6. Do not perform "make-shift" repairs to tools.
7. Do not throw tools from one location to another or from one employee to another.
8. Transport hand tools only in toolboxes or tool belts.

**Tool Boxes/Chests/Cabinets**

1. Use the handle when opening and closing a drawer or door of a toolbox, chest, or cabinet.
2. Tape over or file off sharp edges on toolboxes, chests or cabinets.
3. Do not stand on toolboxes, chests or cabinets to gain extra height.
4. Lock the wheels on large toolboxes, chests or cabinets to prevent them from rolling.
5. Push large chests, cabinets and toolboxes; do not pull them.
6. Do not open more than one drawer of a toolbox at a time.
7. Close and lock all drawers and doors before moving the tool chest to a new location.
8. Do not use a toolbox or chest as a workbench.
9. Do not move a toolbox, chest or cabinet if it has loose tools or parts on the top.

**Carts**

1. Do not exceed the rated load capacity noted on the manufacturer's label on the cart.
2. Ask a spotter to help guide carts around corners and through narrow aisles.
3. Do not stand on a cart or float or use it as a work platform.

**Hand Truck Operations**

1. When loading hand trucks, keep your feet clear of the wheels.
2. Do not exceed the manufacturer’s rated load capacity. Read the capacity plate on the hand truck if you are unsure.
3. Place the load so that it will not slip, shift or fall. Use the straps, if they are provided, to secure the load.
4. For extremely bulky or pressurized items, strap or chain the items to the hand truck.
5. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
6. Push the tongue of the hand truck all the way under the load that is to be moved.
7. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
8. Push the load so that the axle and not the handles will carry the weight.
9. If your view is obstructed, ask a spotter to assist in guiding the load.
10. Do not walk backward with the hand truck, unless going up stairs or ramps.
11. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
12. Move hand trucks at a walking pace.
13. Store hand trucks with the tongue under a pallet, shelf, or table.

Compressed Gas Cylinders Storage and Handling
1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all compressed gas cylinders in the upright position.
3. Keep all cylinders not in use capped and secured with safety chain.
4. Do not lift compressed gas 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. Place cylinders on the cradle, sling board, pallet or compressed gas cylinder basket to hoist them.
7. Do not place compressed gas cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
8. Do not hoist or transport cylinders by means of magnets or choker slings.
9. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.

Use of Compressed Gas Cylinders
1. Do not use dented, cracked or other visibly damaged cylinders.
2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
3. Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.
4. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
5. Stand to the side of the regulator when opening the valve.
6. 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.
7. Do not use compressed gas to clean yourself, equipment or your work area.
8. Do not remove the valve wrench from acetylene cylinders while the cylinder is being used.
9. Open cylinder valves slowly. Open the valve fully when the compressed gas cylinder is being used, in order to eliminate possible leakage around the cylinder valve stem.

Vehicle/Driving Safety
1. Only employer authorized personnel may operate any company vehicle.
2. Do not operate a vehicle if you are ill or fatigued.
3. Do not operate a vehicle if you are taking medication whose container label indicates that the medication may cause drowsiness or other side effects.
4. Shut all doors and fasten seat belt before moving the vehicle. All passengers must wear seatbelts.
5. Obey all traffic pattern and signs at all times.
6. Do not drive on the road shoulder.
7. Use side and rearview mirrors before making lane changes, turns and sudden stops.
8. Turn the vehicle off before fueling.
9. Do not smoke while fueling a vehicle.
10. Wash hands with soap and water if you spill gasoline on your hands.
11. No smoking in district vehicles.
12. Limit cell phone use and use hands free cell phone equipment when available.

Human Resources Department
Revised August
2012
Section V: Safety and Health Training

Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies and procedures pertaining to his or her job. Their supervisors will instruct all employees that compliance with the safety rules described in the workplace safety manual is required. All Employees must sign an Acknowledgement of receipt and understanding.

Job-Specific Training

1. Supervisors will initially train employees on how to perform assigned job tasks safely.
2. Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
3. Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
4. Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
5. All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
6. Supervisors will review safe work practices with employees before permitting the performance of a new, non-routine, or specialized procedures.

Periodic Retraining of Employees

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees may be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

Universal Precautions

What are universal precautions? Universal precautions are infection control guidelines designed to protect workers from exposure to disease spread by blood and certain body fluids. The Laboratory Centre for Disease Control, Health Canada and the U.S. Centers for Disease Control have developed the strategy of "Universal Precautions" to prevent contact with patient blood and body fluids. Universal precautions stress that all patients should be assumed to be infectious for blood-borne diseases such as AIDS and hepatitis B.

Should universal precautions be applied to all workplaces?

In the workplace, universal precautions should be followed when workers are exposed to blood and certain other body fluids, including semen, vaginal secretions, synovial fluid, cerebrospinal fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid.

Universal precautions do not apply to: feces, nasal secretions, sputum, sweat, tears, urine, vomitus, saliva (except in the dental setting, where saliva is likely to be contaminated with blood). Universal precautions should be applied to all body fluids when it is difficult to identify the specific body fluid or when the body fluids are visibly contaminated with blood.

How can workers prevent exposure to blood and body fluids?
Barriers are used for protection against occupational exposure to blood and certain body fluids. These barriers consist of: Personal protective equipment (PPE), Engineering controls, Work practice controls.

**Personal Protective Equipment (PPE)**
PPE includes gloves, lab coats, gowns, shoe covers, goggles, glasses (with side shields), masks, and resuscitation bags. The purpose of PPE is to prevent blood and body fluids from reaching the workers’ skin, mucous membranes, or personal clothing. It must create an effective barrier between the exposed worker and any blood or other body fluids.

**Engineering Controls**
Engineering controls refer to methods of isolating or removing hazards from the workplace. Examples of engineering controls include: sharps disposal containers, laser scalpels, and ventilation including the use of ventilated biological cabinets (laboratory fume hoods).

**Work Practice Controls**
Work practice controls refer to practical techniques that reduce the likelihood of exposure by changing the way a task is performed. Examples of activities requiring specific attention to work practice controls include: hand washing, handling of used needles and other sharps and contaminated reusable sharps, collecting and transporting fluids and tissues according to approved safe practices.