

**HUTCHINSON PUBLIC SCHOOLS
HUTCHINSON, KANSAS**

Employee Safety Manual

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INTRODUCTION

PURPOSE

The Hutchinson USD 308 School District Safety Manual provides useful safety information for all School District employees. This manual incorporates minimum safety requirements to follow for the avoidance of injury, loss of time from work, loss of equipment and property damage.

The Safety Manual applies to all School district employees and other personnel under direct School District supervision or control.

WORKERS COMPENSATION INSURANCE

All employees of Unified School District 308 are covered by Workers' Compensation insurance provided by the school district. The insurance coverage is provided for employee regardless of assignment, and/or industrial diseases arising out of, or in the course of employment.

RESPONSIBILITY

The prevention of accidents is everyone's responsibility, no matter what position he or she occupies. Every employee is considered a member of the USD 308 District employees' Safety program and must be constantly alert in reporting and correcting unsafe conditions and acts.

A part of everyone's job is to teach safety to others. Unsafe conditions usually affect more than one person.

SAFETY POINTS TO REMEMBER

Accidents are caused and can be prevented.

Safety is a personal responsibility.

No job is so important or urgent that we cannot take time to perform our work safely.

SAFETY MISSION STATEMENT:
Provide a safe environment for all

SLOGAN:
Committed to safety for all

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GENERAL SAFETY RULES

- It is the employee's responsibility to know and adhere to safety requirements, rules and regulations that apply to the area in which you are working or may be visiting.
- Report all accidents, near misses and unsafe work conditions to your supervisor immediately.
- Actions, such as fighting and horseplay can result in serious injury.
- Use hand rails on stairs and in other elevated places.
- Common sense, health and sanitation rules must be observed for the welfare and consideration of other employees.
- Use proper lifting and carrying positions when moving materials/equipment.
- Always use a ladder.
- Do not use extension cords as a substitute for required wiring.
- Compliance with Safety Rules and Regulations is a condition of employment.

FIRE PREVENTION AND EXTINGUISHERS

- Store flammable liquids according to accepted guidelines for each liquid.
- Provide adequate emergency fire fighting equipment in appropriate locations and have it adequately marked.
- Ensure any fire extinguisher used is immediately serviced.
- Know where the fire extinguishers are located and how to use them, know how to sound the alarm.
- Keep your work area clean. Do not give fire a place to start.
- Keep fire doors, extinguishers, sprinklers and exits clear for instant use at all times.

PROTECTIVE GUARDS AND OTHER SAFETY DEVICES

All equipment and machinery with belts, pulleys, chains, or other exposed rotating parts must be equipped with guards. Guards installed on any piece of school district machinery or equipment shall not be removed unless being serviced. Never operate machinery or equipment with guards or other safety devices removed or damaged. Report all instances where guards are not installed, are inoperative, or need replacement or repair to the supervisor immediately. All school district equipment and machinery shall be used in accordance with established safety requirements, training, and departmental procedures.

Tags used to "Tag Out" unsafe equipment shall not be removed by anyone other than authorized personnel.

Only authorized personnel will enter roped off or barricaded work or danger areas.

All workplace safety instruction signs shall be adhered to and appropriate personal protective equipment shall be worn if required.

OPERATION HAZARDS

Walkways, storage areas, aisles and work areas shall be kept clean, organized and free of obstructions.

Only authorized and trained personnel shall operate school district machinery or equipment.

Inspect all tools, equipment and machinery for damage and defects. All defective equipment shall be tagged "DANGER DO NOT USE" and removed from service immediately.

Only authorized personnel may perform any electrical repairs or related additions to school district equipment or property. Never use an electrical tool unless you know it is in good condition.

OFFICE SAFETY

GENERAL

Office work is generally considered to be one of the safest of all district activities, but little thought is given to the hazards that are present in most of our offices. Slips and falls on waxed floors, collisions with desks and chairs, strains from furniture moving, and other similar accidents are common to offices. Special machines and equipment in office work also add to accident potential. Bulky office supplies and materials must be lifted properly to avoid muscle strains.

Employees will not attempt to lift heavy objects at any time. Heavy office furniture and equipment will be moved only by properly trained and physically qualified personnel.

FILING HAZARDS

- Avoid overloading the top drawer of a filing cabinet. Place the heaviest materials in the bottom drawer.
- Never open more than one file drawer at a time. Opening more than one drawer may cause the entire cabinet to fall forward.

FALLING ACCIDENTS

- Keep all file and desk drawers closed when not in use.
- Use walk aisles. Wastebaskets, boxes and extension cords are a trip hazard.
- Keep floors and store rooms clean.
- Watch your step. Do not obstruct your view of aisles or walkways.
- Wipe up all spills immediately.
- Use a step ladder, not a chair, desk or drawer, to give you reliable footing. Never climb on shelving as a make shift ladder.

OFFICE MACHINES

- Know how to operate your office equipment. Read instructions and never use machines you do not know how to operate.
- Be sure mechanical guards are in place. If you remove a guard temporarily, be sure to replace it before you turn on the switch.
- Turn machines off while adjusting or when not in use.
- Be alert to electrical hazards. If a machine overheats, smokes, sparks or you feel a slight shock, turn the machine off and call the maintenance personnel immediately.
- Watch your clothing - loose sleeves, ties, belts or jewelry are dangerous around office machinery.
- Make sure all office equipment is on a firm surface.

COMPUTER MONITORS

Back, neck and shoulder discomfort, wrist injury and eye strain are the most frequent complaints associated with computer monitors.

- The chair should be at a comfortable working height so you do not feel pressure on your legs from the edge of the seat. The backrest should fit comfortably at the small of your back and shoulders.
- The keyboard should be at a comfortable height. Wrist rests may be used to support the wrists and hands.
- The top of the screen should be no higher than eye level. The face of the screen should be tilted back about 10 to 20 degrees so that overhead lighting glare is reduced. The screen should be 18 inches from your eyes. When working at a computer screen for long periods of time you may not blink your eyes as frequently as you should which results in dry, scratchy feeling eyes. Look up and away from the computer screen every few minutes to rest your eyes.

HANDLING AND LIFTING

GENERAL

Materials are handled throughout all district operations. It is a job every employee performs as part of regular work, either manually or with mechanical assistance. The most common injuries are strains, sprains, and bruises. They are primarily caused by unsafe work practices, improper lifting, carrying heavy loads, incorrect gripping, failure to observe floor and head clearance and failure to wear protective equipment.

SAFETY PRACTICES

Manual handling of materials is relatively safe if proper lifting and carrying positions are used. Disregard for accepted safety practices can result in serious injuries.

LIFTING PROCEDURES

The primary factor in safely lifting is the adequate training of employees.

- Lift heavy objects by keeping your back as straight as possible, bending at the knees, and lifting with the leg muscles. The motion should be smooth and steady.
- Do not attempt to lift objects you believe are too heavy. Get help or divide the load.
- Use portable cranes, skids, hand trucks, hoists or power lift trucks to move heavy objects.
- Wear work gloves when handling heavy or rough objects. Wear foot protection where there may be a hazard to the feet.
- Push rather than pull whenever possible when moving material on hand trucks or dollies.
- Do not stand under loads that are suspended by ropes, chains, or cables. Stand clear when ropes, cables and chains are under tension

CHEMICAL HANDLING

HANDLING CHEMICALS

- Read and follow the safety instructions on the chemical container label and on corresponding Material Safety Data Sheets before using, handling, or applying the chemicals in your work place.
- Wash your hands after stocking bags labeled “fertilizers” and “insecticides”.
- Do not use chemicals from unlabeled containers and unmarked cylinders. These chemicals should be identified and marked or disposed of properly.
- Do not drag containers labeled “Flammable”.

CHEMICAL SPILLS

- Wear neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear when cleaning spills from containers labeled “Flammable”, “Corrosive”, “Caustic” or “Poisonous”.
- Do not use protective clothing or equipment that has split seams, holes, cuts, tears, or other visible signs of damage.
- 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.
- If you come into contact with hazardous materials such as fertilizers, insecticides, or paint products, wash the exposed area with water.
- If a product is spilled onto your clothes, change clothes as soon as possible.
- Dispose of used rags, debris and other waste in sealed bags or other closed containers after cleaning up a hazardous spill.

CUSTODIAL/MAINTENANCE

GENERAL

- Remember you are concerned with your own safety and others using the building.
- Mops, brushes or pails should not be left where someone can trip over them.
- Clean floors when traffic is lighter and wet only a small area, then dry mop. Rope off slippery areas. Do one side of a hallway at a time so a dry area is always clear for traffic.
- Wear gloves to protect your hands when moving furniture or handling sharp materials.
- When mixing or using cleaning chemicals, keep your hands out of the mixture or wear rubber gloves. Always read warning/caution labels before using or mixing cleaners.
- Make sure cords on sweepers, scrubbers or polishers are in good condition.
- Keep cords or vacuum cleaner hoses near the wall to avoid a trip hazard.
- Empty wastebaskets by turning them upside down. (Broken glass or other sharp objects can cut your hands if you reach into the basket.)
- Pick up broken glass with a brush and pan; not with bare hands.
- To avoid trips and falls, always keep a clear walkway through your area.

LADDERS

- Use a step ladder not a chair, desk or drawer to give you reliable footing. Never climb on shelving as a makeshift ladder.
- Always face the front when going up and down a ladder.
- Move the ladder rather than reaching out to the side.
- Do not stand on the top two steps of the ladder.
- Keep one hand free; big items cannot be carried safely.
- Be sure the spreaders are open and secured; the ladder should also be on level ground.
- There are safety ladders in your building; be sure to use them.

MACHINE SHOPS

GENERAL

- Be thoroughly familiar with the safe operation of any machinery used and have safety guards in place at all times
- Keep the floors around machines clean and keep items on the floor organized to prevent tripping hazards.
- Do not leave machines running unattended.
- Wear clothing that will protect all the body from the rays of the arc and from metal sparks when welding. Wearing loose clothing around moving machinery or equipment can lead to injury.
- Have welding hood in place before you strike an arc and at all times while welding. Ensure welders helpers are protected in the same manner when in the immediate work area.

EYE PROTECTION

- Wear suitable safety glasses, goggles, or face shield when work may result in hazardous exposure to your eyes.
- Keep eye protection in a sanitary and serviceable condition and replace it when it becomes warped, scratched, or pitted.

MOWERS/TRIMMERS

- Read operating instructions carefully. Know the controls so you can stop the motor or disengage the clutch quickly in an emergency.
- Learn and know the capacity and limitation of the equipment.
- Plan each job thoroughly. Anticipate hazards; plan emergency action.
- Wear safety goggles. Avoid wearing loose clothing. Wear safety shoes or high top shoes.
- Stand clear when starting the motor. Have a firm footing and keep hands and feet clear.
- Shut off power, wait for the machine to stop, and lock out the starting switch (disconnect the electrical plug or spark plug wire) before making adjustments or clearing jammed objects.
- Do not operate mowers without guards. Replace guards immediately when removed to adjust, clean, or grease the mower.
- Do not leave mower running while unattended.
- Inspect the equipment periodically for loose connections, broken or badly worn parts, and make sure cutting knives or blades are tight, sharp and in good condition.
- Do not refuel a running or hot engine. Refuel outdoors. Do not smoke when refueling.
- Mow only when there is sufficient daylight.
- Inspect the lawn ahead of the mower and remove stones, branches, etc.
- Do not lift a running mower. Do not pull a mower toward you.
- Be sure of your footing, balance, and control of the mower on slopes.
- Use extreme caution to avoid overturning on steep slopes and when making turns.
- Do not permit others to ride with you on riding mowers.
- Watch out for low hanging branches and wires.
- Do not operate mowers or trimmers when children are in close proximity. Extreme caution should be taken when mowing in an area of parked vehicles. Mower discharge should be directed away from vehicles.

HAND TOOLS

- Use hand tools only for the purpose for which they are designed.
- Do not use tools with burrs, cracks, mushroomed heads, loose or splintered handles.
- Return tools to tool boxes. Do not leave tools lying around; someone may trip over them.
- Do not leave tools on overhead work areas. They may fall and strike someone below.
- Do not carry an edged or pointed tool in pockets or belts unless the point or edge is protected.
- Keep screwdrivers in good condition to avoid slipping. Always use the screwdriver that properly fits the screw. Do not use a screwdriver as a punch, pry bar or chisel.

MOTOR VEHICLE OPERATION

Drivers of any district vehicle are solely responsible for operating it in a safe manner and complying with all state, county and local city driving rules, regulations, including any safe driving practices prescribed by your supervisor.

- Do not operate any school district vehicle unless all persons inside the vehicle are wearing safety belts.
- Do not permit any person not employed by the school district to operate district owned vehicles/equipment.
- If you are involved in an accident, you are required to notify authorities and complete the required reports. Always notify your supervisor of any accident you are involved in, no matter how minor or who is at fault.
- Courtesy while driving will do much to avoid accidents. District drivers have a great opportunity to impress the public favorably.
- Do not allow anyone to ride in or on trailer mounted equipment while it is being towed.
- Riding on the sides, tailgate, roof or any part of the vehicle not designed for seating is strictly prohibited.

GARAGES/SHOP AREAS

- Keep floors in all shop areas free of grease and oil spots, drop lights, air hoses and parts to prevent injury from slipping or stumbling and to prevent fires.
- Do not keep gasoline in open containers in any shop. Don't use gasoline to clean hands or parts.
- Dispose of or store oily rags and other debris in covered metal containers.
- Ensure access to all fire extinguishers and electrical panels at all times.
- Stop all vehicles at the doors before entering or leaving shop area.
- Do not depend on hydraulic jacks and hoists only; block the vehicle up.
- Properly ground all electrical tools. Report all defective equipment to your supervisor immediately.
- Keep shops adequately ventilated to protect against exposure to hazardous concentrations of carbon monoxide gas.
- Work with adequate lighting at work benches, lubrication pits and other work areas.
- Always wear personal protective equipment such as goggles, aprons, and safety shoes.

KITCHEN SAFETY

PREVENT FALLS AND LIFTING INJURIES

- Spills and anything dropped on the floor is cleaned up immediately.
- Milk crates or chairs are never used as ladders
- Mops and brooms are stored away from high traffic areas.
- The "Caution" or "Wet Floor" sign are always used when floors have been mopped.
- Carts or dollies are used at all times to move heavy loads or hot pans.
- Rolling equipment is pushed rather than pulled.
- Use proper lifting techniques.

PREVENT BURNS

- Dry, heat resistant mitts or gloves are used when moving hot pans, using steam equipment or removing food from an oven.
- Hot foods or liquids are covered before they are moved.
- Hot foods or liquids are moved using a cart.
- Employees should use verbal warnings when transporting hot foods.
- Employees should wear closed-toe, full coverage skid resistant leather or synthetic leather shoes.
- Hot water in sinks is regulated at the proper temperature to prevent scalding.

PREVENT CHEMICAL ACCIDENTS

- All employees have access to the Material Safety Data Sheets (MSDS).
- Bottles are correctly labeled.
- Cleaning chemicals are stored in a separate area from food.

PREVENT CUTS

- Pay attention when using knives or other sharp objects
- Knives should be kept sharp at all times and handles secure.
- Knives are stored in a knife rack or special drawer.
- Knives to be washed are left on the drain board and not dropped into the sink of soapy water.
- Boxes are to be opened using a box cutter with a retractable blade.
- Machines are to be operated with the proper guards in place.
- Keeps hands as dry as possible when using knives.
- Broken glass is to be picked up with appropriate tools, not bare hands.

PROCEDURE FOR REPORTING ACCIDENTS

Report all accidents to your immediate supervisor as soon as possible.

- Employees requiring medical attention are to be referred to Dr. Verlin Janzen, 2101 N Waldron, in Same Day Care. If the employee is unable to get to Same Day Care, the supervisor or his/her designee will transport the injured worker. If the nature of the injury warrants it, an ambulance will be called. When possible an appointment can be scheduled within Dr. Janzen's practice to eliminate unnecessary waiting for the injured employee.

The following reporting procedures must be followed.

- The injured employee must complete the "Accident Report by Employee-Supervisor" and submit it to his/her supervisor.
- If the nature of the injury is so severe that the employee cannot complete the "Accident Report by Employee-Supervisor", the supervisor should complete the accident report to the best of his/her ability.
- Human Resources will submit an Employer's Report of Accident to the insurance company.

The injured employee may be released to return to his/her regular job, sent home for a period or put on light duty as determined by the doctor. (See procedures for placing on light duty.)

The supervisor and Human Resources will keep each other informed of the progress of the injured employee when new information is available.

PLACING AN INJURED EMPLOYEE ON LIGHT DUTY

Three decisions are possible for an injured employee.

1. May return to work immediately.
2. May be removed from work until the doctor releases the employee to return to work
3. May be released to return to work on light duty.

If the doctor releases the employee for light duty, the supervisor will consult with the Human Resources Director in determining what the injured employee can do. Any questions concerning whether the employee can do the light duty job will be referred to Dr. Janzen. Dr. Janzen may allow an employee to work reduced schedule on light duty.

The goal must always be to get the employee back to the regular job as soon as possible.

SAFETY COMMITTEE

Safety committees can be invaluable to our safety program by providing for active participation and cooperation by the various departments in the Hutchinson Public Schools.

The committee will consist of representatives from each of the following:

- Director of Public Information, serves as Safety Coordinator
- Support Services employee
- Secretarial employee
- Custodial employee
- School Nurse
- Director of Support Services
- Director of Nutrition Services
- Director of Human Resources

- School Resource Officer
- Director of Career and Technical Education
- Principals as appropriate

The committee member's functions are as follows:

- Keep the committee informed of safety hazards.
- Advise supervisors and employees on matters of safety pertaining to operations.
- Assist in employee education and training as appropriate.
- Review all accidents reported during the month.
- Investigate and follow up on accident trends.
- Promote safety awareness with all employees.
- Maintain current crisis plans.
- Other duties as identified by the committee.

Any concerns and/or suggestions regarding safety related issues may be discussed with any member of the safety committee.