

HUTCHINSON PUBLIC SCHOOLS
HUTCHINSON, KANSAS

Employee Safety Manual

2019-20

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INTRODUCTION

PURPOSE

The Employee Safety Manual provides useful safety information. 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 district employees and other personnel under direct district supervision or control.

WORKERS COMPENSATION INSURANCE

All employees are covered by Workers' Compensation insurance provided by the school district. This insurance coverage is for employees who sustain work-related injuries arising out of or in the course of their employment.

RESPONSIBILITY

Preventing accidents is everyone's responsibility. Every employee is considered a member of the school district's safety program and is responsible for reporting and/or correcting any/all unsafe conditions and acts.

Everybody is responsible for creating and promoting a culture of safety throughout the school district.

SAFETY REMINDERS

- Nearly all accidents are preventable.
- Safety is your personal responsibility.
- No job is so important or urgent that we can't allow time to perform work safely.

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GENERAL SAFETY RULES

- It's your personal 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.
- Fighting and horseplay can result in serious injury.
- Always use hand rails on stairways or any elevated location.
- Observe common sense, health and sanitation rules for the welfare and consideration of other employees.
- Always use proper body mechanics when moving materials and equipment.
- Always use a ladder to access any surface area above arms reach.
- Do not use extension cords as a substitute for proper wiring.
- Compliance with all safety rules and regulations is a mandatory condition of employment.

FIRE PREVENTION AND EXTINGUISHERS

- All flammable liquids will be stored according to proper regulatory guidelines.
- Adequate emergency firefighting equipment will be provided in all appropriate locations and will be clearly marked as such.
- Fire extinguishers will be submitted for servicing/maintenance immediately following their use.
- Know the location of fire extinguishers and how to use them.
- Know how to activate a fire alarm.
- Keep all work areas clean ... do not create an opportunity for a fire to start.
- Keep all fire doors, fire extinguishers, sprinklers and designated exits clear and accessible 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 by designated staff. Never operate machinery or equipment without proper guarding/safety devices in place. Report all instances where guards are not installed, are inoperative, or need replacement or repair to a supervisor immediately. All school district equipment and machinery will be used in accordance with established formal safety requirements, training, and departmental procedures.

Tags used to "tag out" unsafe/inoperable equipment can never be removed by anyone other than authorized personnel.

Only authorized personnel may enter any area that is clearly roped-off or barricaded.

Obey all workplace safety instructions/signs.

Appropriate personal protective equipment (PPE) will be worn if/when required.

OPERATION HAZARDS

All 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.

All tools, equipment and machinery should be regularly inspected for damage and defects. Defective equipment shall be tagged "DANGER DO NOT USE" and removed from service immediately.

Only authorized/designated staff members are allowed to perform electrical repairs.

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 an office environment. Slips and falls, collisions with desks and chairs, strains and sprains resulting from moving furniture and other similar incidents are all too common. Large and/or bulky supplies (i.e., copy paper, etc.) and other materials will be moved/transferred carefully and properly in order to avoid an injury.

Never attempt to lift any large/heavy objects on your own. Heavy office furniture, equipment or similar items are only moved by properly trained/qualified personnel.

FILING CABINETS

- Avoid overloading filing cabinets.
- Place heavier objects/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 tip and/or fall forward.

TRIPS AND FALLS

- Keep all filing containers/drawers and desk drawers closed when not in use.
- Walk only in clear aisles; wastebaskets, boxes and extension cords can be trip and fall hazards.
- Keep all floors, including those in store rooms clean.
- Watch your step. Do not obstruct your view of aisles or walkways.
- Wipe up all spills immediately.
- Never stand on chairs, desks or other furniture; never climb on shelving to access heights.

OFFICE MACHINES/EQUIPMENT

- Read instructions thoroughly first; never use machines you cannot operate properly/safely.
- When applicable, all mechanical guards should be in place before operating machines/equipment.
- Be aware of electrical hazards. If a machine overheats, smokes, sparks or you feel a slight shock, turn the machine off immediately and call maintenance personnel.
- Loose sleeves, ties, belts, jewelry or long hair can be dangerous around machines/equipment.
- Make sure all machines/equipment are on a solid, firm surface.

COMPUTER MONITORS

A number of different discomforts or injuries can occur at your workstation over time:

- Your chair should be at a comfortable working height with your upper legs and lower arms positioned parallel to each other while you are sitting in your chair.
- Your keyboard height should be horizontally level with your forearms, wrists and hands.
- The top of the computer monitor should be no at or slightly below eye level; the distance between the monitor screen and your eyes should be approximately 18 – 23 inches.
- Your feet should rest flat on the floor, supporting the weight of your legs.
- Document holders should be at the same height as the monitor screen (positioned next to it).
- Never rest/cradle the phone receiver against your head/neck/shoulder while keyboarding.
- Take occasional stretch breaks to avoid muscle tension and eye fatigue.

MANUAL MATERIAL HANDLING TASKS

GENERAL

A variety of materials are handled on a day-to-day basis. It is a job every employee performs as part of regular work, either manually or with mechanical assistance. The most common injuries that can occur are strains, sprains, and bruises. These injuries are usually caused by unsafe work practices, improper bending, lifting, pushing, pulling and carrying techniques. Other causes include failure to observe floor and head clearances, failure to wear protective equipment and rushing to complete a task.

SAFETY PRACTICES

Manual material handling can be safe if proper body mechanics are used in combination with assist devices (i.e., dollies, carts, etc.). Disregarding safety practices can result in serious injuries.

MANUAL MATERIAL HANDLING TASK PROCEDURES

- Lift any/all objects by keeping your back as straight as possible, bending at the knees, and lifting with the leg muscles; body motions should be smooth and steady.
- Never attempt to lift objects that are (or appear to be) too heavy; get help or divide the load.
- Use portable carts, skids, hand trucks, hoists or power lift trucks to move larger/heavy objects.
- Use work gloves when handling rough objects; wear foot protection when necessary.
- Whenever possible, push rather than pull when moving items on hand trucks, carts or dollies.
- Never stand underneath any load that is suspended by ropes, chains, or cables; stand clear when ropes, cables and chains are being used to move objects.

CHEMICAL SAFETY

HANDLING CHEMICALS

- Read and follow **all** safety instructions on chemical container labels and on corresponding safety data sheets (SDS) before using, handling, or applying chemicals.
- Wash your hands after stocking bags labeled “fertilizers” and “insecticides”.
- **Never** use chemicals in any unlabeled container or unmarked cylinder; these items should be marked as unusable and disposed of properly.
- Special attention must be given to any chemicals labeled as “flammable”, including storage and movement (in order to avoid potential ignition).

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 any protective clothing or equipment with split seams, holes, cuts, tears, or other visible signs of damage.
- Each time you use gloves, wash them before removing using cold tap water and normal hand washing motion; always wash your hands after removing gloves.
- If you come into contact with hazardous materials such as fertilizers, insecticides, or paint products, flush any/all exposed areas with water immediately.
- If a product is spilled onto your clothes, change the clothing as soon as possible.
- Dispose of used rags, debris and other waste exposed to chemicals in sealed bags or a controlled-access container (especially flammable chemicals/liquids).

CUSTODIAL/MAINTENANCE

GENERAL

- Always remember to maintain your own safety, as well as the safety of others.
- Mops, brushes and/or pails should never be left unattended.
- Floors should be cleaned when foot traffic is lighter; wet small areas, then dry mop; mark off slippery areas with signs; complete one side of a hallway at a time so a dry area is always accessible.
- Wear gloves to protect your hands when moving furniture or handling sharp/rough 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 electrical 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/lacerate hands and arms by reaching into waste containers.
- Pick up broken glass with a brush and pan; do not use bare hands for this task.
- To avoid trips and falls, always keep a clear walkway through your area.

LADDERS

- Use only a step ladder/ladder rather than a chair, desk or drawer or other object for accessing any surface above arm's length; never use shelving or other furniture as a make-shift ladder.
- Always face the front of the ladder when ascending and descending.
- Move the ladder to meet the task rather than reaching out to the side of the ladder.
- Never stand on the top two steps/rungs of a ladder.
- At a minimum, keep one hand free; large items can never be carried safely up and down a ladder.
- Be sure ladder legs are fully opened and secured; the ladder should always be on level ground.
- There are ladders in your building ... be sure to use them.

MACHINE SHOPS

GENERAL

- Be thoroughly familiar with the safe operation of any machinery you use; safety guards must be in place at all times.
- Keep the floors around machines clean; keep items organized in order to eliminate trip hazards.
- Never leave machines running unattended.
- Wear clothing that will protect your body from the arc rays and from metal sparks when welding.
- Do not wear loose clothing around moving machinery or equipment.
- Your welding hood must be firmly in place before you strike an arc, and at all times while welding.
- Welding assistants must also follow the same safety protocol when in the immediate work area.

EYE PROTECTION

- Wear suitable safety glasses, goggles, or face shield when tasks may create exposure for eye injuries.
- Keep eye protection in a sanitary and serviceable condition and replace it when it becomes warped, scratched, pitted or damaged.

MOWERS/TRIMMERS

- Read operating instructions carefully. Be familiar with all controls in order to stop the motor or disengage the clutch quickly in an emergency.
- Learn and know both the capabilities and limitations of each piece of equipment.
- Plan each job thoroughly. Anticipate hazards; plan emergency action.
- Wear safety goggles; avoid loose clothing; wear safety shoes or high-top shoes.
- Maintain firm footing when starting a motor/engine; keep hands and feet away from moving parts.
- Shut off power, wait for the machine to stop, and lock out the starting switch (and/or disconnect the electrical plug or spark plug wire) before adjusting or clearing jammed objects.
- Do not operate mowers without guards. Replace guards immediately when removed to adjust, clean, or grease the mower.
- Never leave a 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; always refuel outdoors; never smoke when refueling.
- Mow only when there is sufficient daylight.
- Inspect the lawn ahead of the mower and remove stones, branches, etc. from the mower's path.
- Never manually lift a running mower; do not pull a mower toward you.
- Maintain firm footing, balance, and control of the mower on any/all sloped elevations.
- Use extreme caution when operating mowers on steep slopes and when making turns.
- Never allow anyone to ride with you on any piece of riding mower equipment.
- Watch out for low hanging branches and wires.
- Do not operate mowers or trimmers when children are in close proximity; extreme caution should be used when mowing around or near parked vehicles; mower discharge should be directed away from any/all 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 ... they can cause a slip/trip hazard.
- Do not leave tools on or around overhead work areas as they can fall and cause an injury.
- Do not carry any edged or pointed tool in your pocket unless the point or edge is protected.
- Only use screwdrivers that are in good condition; always use a screwdriver that properly fits the screw; never use a screwdriver as a punch, pry bar or chisel.

MOTOR VEHICLE OPERATION

School district vehicle drivers are solely responsible for operating vehicles in a safe manner and complying with all state, county and local city driving rules, regulations, including any safe driving practices prescribed by supervisors. Drivers **shall not** use a cell phone while operating a district vehicle (see administrative regulation GAT).

- Do not operate any school district vehicle unless all persons inside the vehicle are wearing safety belts.
- 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.
- Common courtesy while driving helps to reduce the potential for accidents; school district drivers have a great opportunity to provide a favorable impression using their safe driving skills.
- 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.
- Non-employees may operate district vehicles after following approved procedures.

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 a potential fire.
- Do not keep gasoline in open containers in any shop; **never** use gasoline as a cleaner.
- Dispose of or store oily rags and other debris in properly designed metal containers. Maintain easy access to all fire extinguishers and electrical panels at all times.
- Stop all vehicles at the threshold of any/all doors before entering or leaving shop area.
- Do not rely on hydraulic jacks and hoists to keep a vehicle elevated; 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 and other airborne fumes.
- Maintain adequate lighting at and around 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.
- Never use milk crates, chairs, tables, or carts as a ladder or step stool.
- Store all mops and brooms away from high traffic areas.
- “Caution” or “Wet Floor” signs are always used when floors have been mopped.
- Carts or dollies are used at all times to move heavy/irregular items or hot pans.
- Push all rolling/wheeled equipment ... do not pull.
- Use proper body mechanics to reduce the potential for strains and sprains.

PREVENT BURNS

- Dry, heat resistant mitts or gloves are used when moving hot pans, using steam equipment or removing items from an oven.
- Cover all hot foods or liquids before they are moved/transported.
- A cart is always used to move/transport hot foods or liquids.
- Use verbal cues/alerts for others when moving/transporting hot foods.
- Wear closed-toe, full coverage, slip-resistant leather or synthetic leather shoes.
- Regulate hot water at a proper temperature in sinks to prevent scalding.

PREVENT CHEMICAL ACCIDENTS

- All employees have access to Safety Data Sheets (SDS).
- All bottles must be labeled properly in order to be used.
- Cleaning chemicals are always stored in a separate area from food.

PREVENT CUTS

- Extra caution is required when using knives or other sharp objects.
- Knives should be kept sharp at all times; knife handles should be secure.
- Store all knives in a knife rack or special drawer.
- Place knives to be washed on a drain board; used knives should never be dropped into a sink.
- Only use a retractable blade box cutter to open boxes.
- Machines must have proper guards in place at all times.
- Keeps hands as dry as possible when using knives.
- Broken glass should never be picked up using 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, at Walk-In Care. If the employee is unable to get to Walk-In Care, the supervisor or his/her designee will transport the injured employee to a designated medical provider. If necessary, an ambulance will be called. When possible, an appointment can be scheduled within Dr. Janzen's practice to eliminate an unnecessary wait time. Call human resources at 620-515-4032 to make arrangements.

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 in as much detail as possible.
- Human Resources will submit accident report to the insurance carrier.

Once evaluated, an injured employee may be released to return to his/her regular job, sent home for a specific period of time or given work restrictions determined by the authorized medical provider (see procedures for placing on light duty.)

The injured employee will communicate his/her supervisor and human resources whenever new information is available.

PLACING AN INJURED EMPLOYEE ON LIGHT DUTY

Options for the injured employee are as follows:

1. Immediate return to work
2. No work status until the authorized medical provider releases the employee to return to work
3. Release to work with physical work restrictions (light or modified duty).

If the authorized medical provider releases the employee for light/modified duty, the employee's supervisor will consult with human resources to determine what the injured employee can do. Any questions concerning whether the employee can do light/modified duty will be referred to Dr. Janzen. Dr. Janzen may allow an employee to work a reduced schedule on light/modified duty.

The school district's goal is to return the injured employee back to his/her regular job as soon as possible.

SAFETY COMMITTEE

The safety committee is an important element of the school district's safety program; the safety committee provides an opportunity for active participation and cooperation by various departments within in Hutchinson Public Schools.

The safety 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 members' 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.