

Principals, Directors, Teachers, and Office Staff Safety Manual

INTRODUCTION/OVERVIEW

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice that he or she may observe.

Each supervisor is responsible for prevention of accidents to employees working under his/her supervision. It is the supervisor's responsibility to train these employees to enable them to work safely and efficiently.

GENERAL SAFETY RULES

The following are some important general safety rules that each employee is required to follow, regardless of work assignments.

1. Lifting improperly is a major factor of the tremendous number of claims for back injuries. The following procedures should be followed:
 - a. Size up the load; make sure it is stable and balanced. Test the weight to ensure you can lift it yourself.
 - b. Plan the job. Ensure that your path of travel is clear and that you have identified the location where you will place the load.
 - c. Establish a good base of support. Use a wide balanced stance with one foot ahead of the other.
 - d. Bend your knees and get as close to the object as possible. Lift with your legs and not your back.
 - e. Get a good grip on the object to be lifted. Make sure you can maintain your hold throughout the lift and won't have to adjust your hands later.
 - f. Lift gradually, don't jerk, but use a slow steady movement.
 - g. Keep the load close while carrying; this prevents you from arching your back and adding additional stress to your back.
 - h. Pivot; don't twist when you need to change directions. Move your feet in the direction of the lift. Twisting is especially harmful for your back.
 - i. If the load is too heavy, either enlist another helper or use a mechanical device.
2. Good housekeeping is an aid to safety. All employees shall keep tools, equipment, and work areas clean and orderly.
3. Keep aisles, stairways, and exits clear of boxes and other tripping hazards. Do not obstruct exits.
4. Clean spills immediately. Mark the spill if you must leave to retrieve assistance or additional supplies.
5. Each employee should know the location of fire extinguishers in their work area. The area in front of a fire extinguisher should be kept clear for ready access. (There should be a 36 inch clearance around fire extinguishers.) Employees should not fight fires that are beyond their fire training and limitations of the available firefighting equipment. When in doubt, call professional help and evacuate to a safe area.
6. Gasoline will not be used as a washing or cleaning fluid. When cleaning solvent is required, use an approved cleaning solvent.
7. Material will be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved Flammable Storage Cabinet.
8. Any employee, while on duty or on district property, who possesses, sells, or receives any illegal drug or who is under the influence of drugs or alcohol, will be discharged and, in appropriate situations, referred to law enforcement authorities.

Principals, Directors, Teachers, and Office Staff Safety Manual

9. Tobacco products will not be allowed at any facility or in a school vehicle. (Texas State Law: Local School Board Policy “GKD.”)
10. Use caution when opening doors which serve two-way pedestrian traffic.
11. Use a step ladder or a step stool for reaching above shoulder height. Never stand on the cap of a ladder.
12. While in a district vehicle, seat belts are required to be worn at all times. Do not disable airbags unless you have written permission from your supervisor.
13. Do not operate machinery that you are not familiar with and have not been trained to use.
14. Inspect all tools and equipment prior to use to ensure they are in working order and do not present a hazard.
15. After use, put all tools/or equipment back in their proper place.
16. Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed, remove it from service.
17. Use handrails when using the stairways. Never take more than one stair at a time.
18. Only qualified, designated employees should work on electrical wiring and equipment.
19. Horseplay or practical jokes will not be tolerated.
20. Material Safety Data Sheets must be available, at the point of use, to any person who requests this information.
21. Report all unsafe or broken tools and equipment to your supervisor. Mark the tool or equipment so that no one else will use.
22. Observe all warning signs, safety bulletins, and posters.
23. Do not do any job that appears unsafe; ask your supervisor for guidance.
24. Report all accidents to your supervisor.

Principals, Directors, Teachers, and Office Staff Safety Manual

PRINCIPALS, DIRECTORS, TEACHERS, AND OFFICE STAFF SAFETY RULES

The following are some important general professional and administrative staff safety rules that each employee is required to follow:

1. Furniture, desks, chairs, file cabinets, etc., should be kept in safe condition and positioned so drawers do not open into walkways or halls.
2. Items such as pens, pencils, and scissors stored on top of the desk should be placed with the pointed ends facing down.
3. Desk and file cabinet drawers should not be left open.
4. File cabinet drawers should be opened one at a time, and lower drawers should hold the heaviest load.
5. Furniture should never be used as stools or ladders.
6. Walkways, aisles, halls, and stairways should be kept clear of obstructions.
7. Never carry a load that is so high it blocks your view while walking.
8. When climbing or descending stairs stay to the right, always use the handrail to maintain balance, and do not carry any materials that obstruct your view.
9. Do not attempt to move heavy objects. Get assistance from other personnel or a mechanical device.
10. Office machines should be double insulated or grounded with ground wires or three-prong plugs.
11. Do not attempt to make any electrical repairs on equipment or electrical cords. If electrical cords are frayed or wires are exposed, remove them from service.
12. Electrical extension cords should be three-wire, ground type. Ensure they are not placed where they may cause a tripping hazard. Extension cords should only be used as a temporary electrical solution.
13. Store supplies in an orderly fashion. Heavier items should be stored waist high or lower. Light items can be stored on upper shelves.
14. Never burn candles.
15. Flammable liquids should be stored in approved Flammable Liquid Storage Cabinets.
16. Room doors which open into hallways should be opened slowly.
17. Personnel operating office equipment should be trained before operating equipment.
18. Employees should be trained in how to use portable fire extinguishers and should be familiar with building evacuation procedures. (See fire controls and emergency preparedness and evacuation plan.)
19. All employees should know the location of the nearest first aid kit.

Principals, Directors, Teachers, and Office Staff Safety Manual

AG SHOP SAFETY RULES

Working in AG Shops involves extensive contact with tools and machinery. These precautions will help make the AG Shop workplace a safer place:

1. Install all electrical devices according to National Electric Code.
2. Install all machinery according to the manufacturers specifications.
3. Keep all tools and equipment adjusted or fitted according to specifications.
4. Use tools and equipment skillfully.
5. Provide proper storage for tools, materials, fuels, chemicals, and waste material.
6. Keep moving parts properly guarded.
7. Avoid area where objects may fall.
8. Avoid the flight path of objects that could be discharged from machinery.
9. Protect eyes, face, feet, and hands with the use of approved personal protective at all times.
10. Use caution to avoid creating hazards for others.
11. Read all precautions.
12. Report unsafe conditions immediately to your supervisor.

ERGONOMICS

Maintaining a workstation in a manner that eliminates awkward positions is important for employee health.

1. Workstations should be arranged so that the most frequently used items can be accessed without stretch reach.
2. Phone headsets are recommended for personnel who use the phone extensively.
3. Computer monitors should be arranged with the top of the monitor at eye level.
4. Desk chairs should provide lumbar support and be adjustable so that the employee's feet can touch the ground or foot rest for adequate support.
5. Computer keyboards should be located so that bending of the wrist is not required to access the keys. A wrist rest may be necessary if the edge of the keyboard tray or desk is sharp and places pressure on the wrist.
6. If working at a computer workstation for long periods of time, periodically stop and stretch the muscles in your back, neck, shoulders, arms, and hands.
7. Keep the area under your desk free from cords, purses, and other storage; these can be a tripping hazard.

LADDERS

1. Completely inspect all ladder hardware and fittings before each use.
2. Inspect all ropes and cables and replace them if defective.
3. Do not use defective ladders; report them immediately to your supervisor.
4. Portable ladders are designed as one-man working ladders based on a 200 pound load. Do not load a ladder more than the rated limits.
5. Do not use metal ladders while working near electrical wires or electrical equipment. Use a wood or fiberglass ladder.

Principals, Directors, Teachers, and Office Staff Safety Manual

6. Be sure your shoes are free of any material which could cause you to slip while climbing.
7. Set the ladder base firmly on the ground or floor. Ladders must not be placed on boxes, barrels, or other unstable bases.
8. Maintain three-point contact by keeping two hands and one foot, or two feet and one hand on the ladder at all times.
9. Do not climb a ladder if you are ill or afraid of heights.
10. Do not paint wooden ladders; this hides possible cracks. Use linseed oil instead.
11. Do not store wooden ladders where they will be exposed to the elements; store them where there is good ventilation.
12. Do not use a ladder which has been tagged “Dangerous — Do Not Use.”
13. Do not climb a ladder behind an unlocked door, doorway, or without someone standing guard.

The following rules apply to straight extension ladders.

1. Never stand above the top three rungs.
2. Secure the ladder to prevent it from slipping or falling by tying it off to a fixed object at the top at both rails or to a proper sized single support attachment. Choose a ladder equipped with non-slip safety feet. Since the ladder usually must be climbed to secure the top, someone should stand at the bottom and hold the ladder while this is being done. If the job is of short duration, it may not be feasible to tie the top. If this is the case, the ladder should be held by another person until the job is completed and the person is safely on the ground. Only when the top is secured should someone work from the ladder alone. When ladders with no safety feet are used on hard, slick surfaces, a foot ladder board or cleat should be used against the base.
3. Do not reach out from a ladder, even when it is being held. Move the ladder instead.
4. Keep your shoes and the ladder rungs free from grease, mud, ice, etc. Clean oily or greasy ladders with a safety solvent, or steam clean.
5. Do not use ladders or ladder sections upside down. Always use right side up. The extension ladder should always be erected so that the upper section is resting on the bottom section.
6. When working from a position on the ladder, always brace your knees against the side rails near the end of the ladder rungs to increase stability.
7. Do not climb ladders when wearing high heels, sandals, or thongs.
8. Position straight ladders so that the base of the ladder is a distance equal to one-fourth the vertical height (one foot out for every four feet of height) away from the wall. If the ladder is too close, it can tip backwards. If it is too far away, the ladder may break or slide downwards.
9. Ladders must be 3½ feet taller than the building top.

The following safety rules pertain to step ladders.

1. Select a step ladder tall enough to reach the work. Never stand on the top two steps or on the bucket shelf.
2. Be sure the step ladder is fully spread and the spreaders are locked; be sure that the spreader is not bent or loose.
3. The bracing on the back legs of a step ladder is designed for stability and not for climbing.
4. Always have someone hold your step ladder if you are climbing higher than four feet.

Principals, Directors, Teachers, and Office Staff Safety Manual

MOTOR VEHICLE SAFETY RULES

The following are some important, general motor-vehicle-operation safety rules that each employee is required to follow:

1. Concentrate on driving. A good driver dismisses all worries or anger when operating a vehicle.
2. Never press for the right of way. Always yield to avoid an accident.
3. Always limit vehicle speed so there is clear space and time for an emergency stop. Remember that at high speed, drivers have less time to think and react in an emergency and a far greater distance is required to stop.
4. Slow down in heavy traffic or densely populated areas.
5. Adjust speed for low visibility or adverse weather conditions.
6. Slow down at intersections or curves. Use appropriate signals well in advance of any action.
7. When driving in city traffic, be alert for mistakes or unexpected actions of others, drive more slowly, and keep alert for pedestrians and cross traffic.
8. Before stopping or changing directions, plan ahead of time, signal early, and slow down gradually to give drivers following a chance to change pace and react accordingly.
9. Avoid “tailgating.” Use a safe following distance.
10. Use extra caution and slow vehicle when approaching children at play or when passing through school zones.
11. Keep alert at railroad crossings. Make sure you have a clear view of the tracks. School buses must stop at all railroad crossings.
12. When driving at night, keep the windshield clean, keep to the right, avoid looking into the headlights of oncoming vehicles, and use lower beam.
13. Drive at speeds which permit stopping within visibility range of your headlights.
14. Keep headlight beams depressed to reduce the reflected glare caused by fog, rain, or wet pavement.
15. Vehicles should be parked off the traveled way where they will not interfere with normal flow of traffic and will not obstruct the view of other drivers.
16. When parking, put transmission in lowest gear or in park, set parking brake firmly, turn the front wheels toward the curb.
17. Engines are to be stopped, ignition keys removed, and the doors locked when the operator leaves the vehicle unattended.
18. All persons riding inside a vehicle shall use seat belts, when provided and required by law.
19. Perform a pre-trip inspection. This includes checking the following:
 - a. Directional signals.
 - b. Lights and warning reflectors.
 - c. Safety belts.
 - d. Tires, including spare, if provided.
 - e. Windshield wipers.
 - f. Heater and defroster.
 - g. Horn.
 - h. Fire extinguisher, if provided.

Principals, Directors, Teachers, and Office Staff Safety Manual

- i. Rear view mirrors. Inside and outside.
 - j. Safety equipment, flares, flags, chock blocks, chains.
 - k. Brakes and related equipment.
 - l. Steering mechanism.
 - m. Muffler and exhaust system.
20. When a vehicle is returned to the facility, a post trip inspection is required.
 21. Always consider proper loading and proper load distribution as factors in safe driving.
 22. Tools and equipment placed in cars or truck cabs shall be stored in such a manner as not to interfere with vision or in any way interferes with the proper operation of the vehicle. Any equipment or materials being transported in the bed of the truck should be secured.
 23. Nothing shall be stored on the rear window ledge of any vehicle.
 24. When entering, exiting, or dismounting from a vehicle, watch footing to avoid slipping or falling. Never attempt to enter, exit, or dismount from a vehicle while it is moving.
 25. Trailer, tool boxes, and trailer mounted machinery should be hitched to the towing truck with safety chains, in addition to the towing eye fastening.
 26. No person shall be permitted to ride in or on trailer mounted equipment while it is being towed.
 27. Trailer mounted equipment shall be towed at a speed reasonable under the conditions and with due regard for safety.
 28. When backing a trailer, someone must be behind the trailer providing directions.
 29. Slow moving vehicle signs (inverted triangle) must be used on tractors, slow moving vehicles, and equipment (maximum speed 25 miles per hour).
 30. No one shall drive a vehicle or operate a piece of equipment that is defective.
 31. If involved in an injury accident, your first duty is to provide safety for students. Do not attempt anything beyond making the injured comfortable and providing emergency first aid. Send someone for medical help.
 32. In the event of an accident, all employees must contact their supervisor immediately. Any driver involved in an accident may be subject to a drug and alcohol test.
 33. Never take drugs or strong medications before driving. Remember that drugs, illness, or extreme fatigue may affect your ability to judge distances, speed, and driving conditions, and slow your reaction time.
 34. Do not hang items from the rear view mirror of vehicles.
 35. Ear protection is required for heavy equipment operators when there is a noise hazard to the ear.
 36. Emergency/hazard warning lights should be used when vehicles are operating (or parking) under conditions that might interfere with other vehicle traffic.
 37. Do not operate, nor instruct other employees to operate, an unsafe vehicle or equipment.
 38. Drivers of vehicles transporting loose materials such as dirt, sand, gravel, sludge, or other material that can blow (or spill) off the vehicle shall cover the material with canvas or otherwise secure it as appropriate.

Principals, Directors, Teachers, and Office Staff Safety Manual

PHYSICAL SCIENCE SAFETY RULES

The following are some important general physical science lab personnel safety rules that each employee is required to follow:

1. Know the location of the fire extinguisher, fire blanket, and first aid kit, and how to use each in case of an emergency.
2. In the event that clothing should catch fire, **DO NOT RUN!** Drop to the floor and roll. Observers should help extinguish the flames with a blanket or wet towel.
3. Always wear proper protective equipment when working with chemicals.
4. Flammable liquids should not be stored near an open flame. They should be stored in a Flammable Liquid Storage Cabinet.
5. When diluting acids, always pour the acid into the water. Never pour water into acid.
6. Jewelry, neckties, and loose clothing should not be worn when working in the laboratory. Long hair should also be tied back.
7. All water, gas, and electrical outlets should be turned off when not in use.
8. Safe laboratory practices should be followed during all experiments.
9. All protective equipment should be checked and maintained at each use.
10. A physical inspection of each chemical should be done to ensure against defective containers and improper labeling.
11. Storage and disposal of excess chemical and empty containers must be in accordance with the label.
12. A list of hazardous chemicals found in the laboratory and classroom must be compiled and maintained.
13. Maintain the most current Material Safety Data Sheet for each hazardous chemical. These sheets should be made readily available to students and employees.
14. Report the purchase of all chemicals to the proper authorities so that an MSDS can be obtained.
15. Chemical containers should not be used to store anything other than the original contents; nor should chemicals be stored in unmarked containers.

SPECIAL NEEDS CLASSROOMS SAFETY RULES

1. Follow all Crisis Prevention Intervention (CPI) Training.
2. Furniture, desks, chairs, etc. should be kept in safe working condition.
3. Do not attempt to lift students from the floor without help.
4. Never turn your attention away from a known hostile student.
5. Always have at least two staff members in all special needs classrooms; whenever possible.
6. Get help when attempting a manual student transfer.
7. Always use a gait belt when making student transfers.
8. Use proper lifting devices whenever the transfer is too complicated for the two-person lift.
9. Size up the task at hand, if too big for one person, **GET HELP.**
10. Always use universal precautions when assisting a student to the restroom.

Principals, Directors, Teachers, and Office Staff Safety Manual

GISD Safety Manual Acknowledgement

Employee Name: _____
(print name)

Campus/Department: _____

I have received, reviewed, and understand the contents of this safety manual and will observe the safe work practices as outlined. I understand that the safe work practices outlined are not an all-inclusive listing and there are other rules and procedures that I will be required to follow (i.e., Blood borne Pathogens, fire, job specific, etc.).

I also understand that I am responsible for performing my duties in a safe manner so as not to bring harm to myself or others. I am expected to correct any unsafe act or condition. If I cannot correct the unsafe act or condition myself, I will consult my supervisor.

If I am injured during the course and scope of my duties, I will immediately report the injury to my supervisor.

Employee Signature: _____

Date: _____