

## 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, do not 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; do not 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.

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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.

## 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.

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- 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.

## 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.
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.

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*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.

## **VEHICLE MAINTENANCE SAFETY RULES**

1. Wear proper work clothes, with no open shirt cuffs or shirttails left hanging out. Roll up your sleeves and avoid loose clothing.
2. Remove rings, watches, necklaces, and ID chains with metal bands, especially when working on engines or when testing electrical circuits and parts.
3. Wear rubber boots with nonskid treads in the wash rack area.
4. Do not put sharp, pointed tools in pockets.
5. Always use the right tool for the job.
6. Keep tools off the floor.
7. Do not leave creepers on the floor.
8. Do not lay tools on operating machines.
9. Always return special tools and testing machines and battery charger to their specified place.
10. Always wind up the droplight when you are finished with it.
11. Do not point an air blowgun at others. Never use compressed air to spin bearings or to blow dust or dirt off clothes. The maximum pressure allowable at the nozzle is 30 PSI
12. Do not throw tools.
13. Do not use any electrical power tools when your feet are wet.
14. Be extremely careful when using a 1/2 inch electrical drill. Always have a firm grasp. Be sure the drill switch requires constant pressure and stops if released.
15. Do not cut, weld, or use the torch unless authorized.
16. Avoid using refrigerants, aerosols, adhesives, propellants, or any toxic or flammable liquids or gases in a tight or closed area.
17. Do not smoke near and keep flames and sparks away from "flammable liquids."
18. Be sure to wash hands after handling acids or batteries to avoid getting chemicals on your skin, mouth, or into eyes.
19. Always store gasoline in safety cans; this means the type which has a spring-loaded vented cap. Never carry flammable liquids in open containers.
20. Keep all chemicals, solvents, etc., properly sealed and labeled.
21. Do not run an engine in a closed room. Provide a means to vent the exhaust to the outside.
22. When spray painting, in the absence of a rated paint booth, always paint in a well-ventilated area and use goggles and proper respiration.

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23. Prevent flash fires by avoiding sparks around the battery charging areas.
24. Always turn the power switch off before removing battery charger cables. When using cables, make the last connection to a part of the vehicle far away from the battery to avoid explosion if a spark occurs.
25. Always wipe up spills, oil, or grease off floor immediately and wipe the area dry. Dispose of oil absorbent material properly.
26. Always place oiling rags, oily waste materials, or solvent soaked rags in closed metal containers with tight fitting covers to prevent spontaneous combustions.
27. When working on fuel lines or fuel pumps, clean up spills immediately and dispose of the rags properly.
28. Always keep the work area clean, especially bench tops and underneath benches.
29. Before starting the engine, make sure the vehicle is out of gear.
30. Do not stand in front of a car when it is being started.
31. Use a tire safety cage when inflating tires with split rims. Use good lock rings and double check the fit of the ring before inflating. Only authorized persons should work on tires with split rims.
32. Stand to one side when inflating *any* tire. Do not inflate a split rim tire if it is on a vehicle; remove it first and have it repaired.
33. When removing a battery, always disconnect the ground cable first.
34. Always carry a battery with a carrier strap or handle.
35. Keep legs under a vehicle when working under it.
36. Never lift or lower a vehicle with someone under it.
37. Turn off ignition and remove key before working on an engine.
38. Always disconnect battery ground cable before starting work on an engine.
39. Be careful when removing a radiator cap from a hot radiator. Use a heavy cloth or let the radiator cool down.
40. Remove gas or fuel tanks and drain the gasoline before welding near them. Do not repair any tanks that have held any fuel or oil unless it has been thoroughly steamed and tested with an "explosimeter."
41. Do not pour gasoline into a carburetor while the engine is being turned over. Do not use your hand to cover a carburetor to choke it.
42. Keep hands away from moving parts.
43. Do not get under raised objects on a chain hoist.
44. Do not jump start any vehicle without proper safety instructions and/or authorization. Report defective equipment in time so that it can be maintained to avoid the need for jump starting.
45. Always use mechanical handling or lifting devices wherever possible and get help when pushing vehicles.
46. Always position the jack handle to its highest point. Never allow a jack handle to stick out from under a vehicle.
47. Use protective goggles and face shields when drilling, using wire, brushes, bench grinders, brake drum lathers, valve grinders, or when using caustics. Also use protective eye equipment when cutting off mufflers or tailpieces or while working under a vehicle.
48. Handle brake fluid carefully so that it does not splash in the eyes.
49. Be sure to place safety jack stands under the vehicle after it has been raised. Never overload a lift, hoist, or jack.
50. Keep hands out of doorjambs.

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51. Get help by having someone give you signals when backing up. Never stand directly behind the vehicle when giving signals, stand to one side.
52. Post a list of emergency phone numbers near the phone.
53. Use a good step stool with non-slip treat bearing surface to gain access to high vehicles. Use stools with a wide base. Do not climb on bumpers or fenders with grease or oil on your shoes.
54. Use ladders properly.
55. Keep all traffic lanes, parking stalls, zones, and aisles properly marked.
56. Sound horn before passing through the entrance or exit doors.

## 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: \_\_\_\_\_