

## ***Employee safety rules and recommendations for working safely during Excel 9-12.***

NOTE: Please heed these safety rules and lifting techniques to protect yourself and fellow employees; otherwise your quality of life or someone else's may change "in a moment."

### **GENERAL SAFETY:**

- ✓ Make safety the first consideration in every situation.
- ✓ When picking up a load, evaluate whether or not you need help or special equipment. Do not lift a load alone if you have any doubt of your ability to lift it. Use proper lifting techniques to prevent injury. "See Safe Lifting Rules" on the next page.
- ✓ Do not try to pack all of your boxes at once. Plan and pack a little each day.
- ✓ Keep your work area clean and free of loose objects, stumbling (includes office equipment wires) or slipping hazards, rubbish, etc.
- ✓ Be aware of walking surfaces and their condition. Extra care may be required to prevent an accident.
- ✓ Do not reach too high for something that may fall on you. Use a small set of steps, a ladder, or ask for help if you need it. Create a "buddy" system for difficult tasks. If a ladder is used, be sure it is well secured and use the 3 points of contact method while using the ladder.
- ✓ Never leave an unsafe condition unguarded or unmarked condition, even if it is a temporary situation.
- ✓ Learn location of fire extinguishers and know how to use them.
- ✓ Always post "wet floor" signs when using a liquid floor cleaning method.
- ✓ Learn the evacuation routes for the building where you are located.
- ✓ Before using any chemical make sure you have read the (MSDS), material safety data sheets and know how to use, store and safely dispose of the chemical.
- ✓ Never store chemicals in an unlabeled or incorrectly labeled container.
- ✓ Always check hand and power tools and electrical cords before using. Never use a tool or cord that is damaged or defective.
- ✓ Never leave tools or equipment lying on the floor in walk paths or exits.
- ✓ All District-owned tools should be cleaned, and in good working condition before stored or used.
- ✓ Get first aid for every scratch, cut, burn, no matter how small. Untreated minor injuries may develop into serious injuries.

- ✓ Every accident or injury, no matter how small, must be reported to your supervisor immediately. Or use the 1-877-441-3845 to call in your accident or injury. Always follow this contact by filling out an accident report.
- ✓ Do not attempt to operate equipment you do not understand.
- ✓ Wear adequate shoes with full protection of the heel and toes and slip-resistant soles. Never wear shoes with worn heels or shoes that are open.
- ✓ When backing a vehicle into a confined area, always have another adult as a guide.
- ✓ Before operating a District vehicle, perform the pre-operation safety inspection.
- ✓ Seat belts must be worn while operating any vehicle.
- ✓ Make sure that you verify the location of fire extinguishers and that they are fully operational.
- ✓ Emergency exits must be kept clear at all times.
- ✓ Never park or stack anything in front of fire extinguishers, electrical panel, and or fire doors.
- ✓ Use a proper ladder or stepping stool (not a box, desk or chair) to reach high places and avoid, if possible, carrying material up or down ladders. Put light items on higher shelves.
- ✓ Dispose of all flammable waste rags in metal containers with lids and in an approved area.
- ✓ Never pour flammable liquids down drains or sewers.
- ✓ Change your clothing immediately should they become soaked with any flammable liquid.
- ✓ Always wear comfortable and adequate clothing on the job. This includes not only well fitting clothing, but adequate shoes to protect your feet from hazardous materials.
- ✓ Protective gear should be worn at all times, in all areas, indoor or outdoors in hazardous jobs.

### **SAFE LIFTING RULES:**

- ✚ Size up the load; do not attempt to lift a load alone if you have any doubt of your ability to lift it.
- ✚ Always make sure your footing is secure.
- ✚ Place feet close to the base of the object to be lifted.
- ✚ Get a good grip on the load.
- ✚ Bend your knees; keep your back straight.
- ✚ Keep the load close to the body.
- ✚ Be sure you can see past the load.
- ✚ In team lifting, cooperate with your partner if carrying a long object; with a two-person carry, both should carry from the same side, be it right or left.
- ✚ When putting down a load, take care and reverse the lifting procedures.
- ✚ Before moving a load, make sure your intended pathway is clear.
- ✚ Be aware of other potential problems such as class changes, lunch periods, etc.

- ✚ When carrying, turn your whole body, including your feet. Never twist your shoulders and hips before your feet.

### **LADDER SAFETY:**

- All types of ladders are available on the job site for your use. There is no excuse for using a make-shift means of access to a work area.
- Plan for the use of a ladder. Contact the Custodial staff and schedule the use of a ladder.
- Broken or damaged ladders must be disposed of and tagged “DO NOT USE.”
- Never splice together short ladders to make a longer ladder.
- All straight ladders must be tied off at the top during use.
- Ladders should not be placed against moveable objects.
- The base of the ladder must be set back a safe distance from the vertical – “approximately one-fourth of the working length of the ladder.”
- Ladders used for access to a floor or platform must extend at least three (3) feet above the landing.
- The areas around the top and base of ladders must be free of tripping hazards such as loose materials, trash, and electrical cords.
- Ladders which project into passageways or doorways, where they could be struck by personnel, moving equipment or materials being handled, must be protected by barricades or guards.
- You must face the ladder at all times when ascending or descending.
- Be sure your shoes are free of mud, grease, or other substances which could cause a slip or fall.
- Do not carry materials up a ladder. Use a hand line.
- Always move the ladder to avoid over-reaching.
- Fully open stepladders to permit the spreader to lock.
- Metal ladders must not be used for electrical work or in areas where they could contact energized wiring.

### **ELECTRICAL SAFETY:**

- ❖ Always check electrical cords, tools or equipment carefully before using. Damaged or defective equipment should be removed from service and repaired immediately.
- ❖ Never work on an outlet or switch connected to a live circuit. Always use the tag out / lock out method.
- ❖ All outlets within 5 feet of a water source must be equipped with a ground fault circuit interrupter. Never work on electrical problems in a wet environment.
- ❖ Avoid wearing excess jewelry (rings, bracelets, etc.) when performing electrical tasks.
- ❖ Only identified competent employees are permitted to work on any electrical components at District locations.
- ❖ Breakers should never be taped in the “ON” positions. This prevents them from operating correctly.

- ❖ Breakers should be tripped manually on occasion. This helps to ensure their safe working order.
- ❖ Main service panel rooms or areas must be kept free of storage of any materials.

### **EQUIPMENT AND MOTORS:**

- All electrical systems for the building should conform to the National Electrical Code Standards.
- All electrical equipment used in the building should have the Underwriter Laboratories (U.L.) label and should have a 3-wire grounded cord and plugs or be otherwise properly insulated.
- Only heavy duty grounded extension cords should be used as temporary wiring.
- All circuit breakers should be numbered and identified as to the location / appliance served. Circuit breaker switches should not be taped in the “on” position. The main electrical equipment rooms should be kept locked at all times with access by authorized personnel only. All electrical boxes outside the secured area should be kept locked.
- There should be not storage of any materials in “electrical rooms.” Access to all electrical panels must be kept free of any obstructions.
- Motors should be kept free of dust, dirt and oily deposits.
- Power cords should be kept in good condition; never worn, broken, improperly repaired or patched.
- Any equipment that sparks, stalls or runs hot should be repaired or replaced.

### **FIRE PREVENTION:**

It is important to use the right type of fire extinguisher. Familiarize yourself with the different types of fire extinguishers and their symbols.

**Class A fire extinguishers** will put out fires in ordinary combustibles, such as wood and paper. The numerical rating for this class of fire extinguisher refers to the amount of water the fire extinguisher holds and the amount of fire it will extinguish.

**Class B fire extinguishers** should be used on fires involving flammable liquids, such as grease, gasoline, oil, etc. The numerical rating for this class of fire extinguisher states the approximate number of square feet of a flammable liquid fire that a non-expert person can expect to extinguish.

**Class C extinguishers** are suitable for use on eclectically energized fires. This class of fire extinguisher does not have a numerical rating. The presence of the letter “C” indicates that the extinguishing agent is non-conductive.

**Class D extinguishers** are designed for use on flammable metals and are often specific for the type of metal in question. There is no picture designator for Class D extinguishers. *These extinguishers generally have no rating nor are they given a multi-purpose rating for use on other type of fires. This fire extinguisher is*

*designed for use on certain materials or metals such as: sodium, potassium, magnesium, etc. The background color of this symbol is either metallic or yellow. Very rarely will you need a Class D fire extinguisher, especially for offices and homes. This type of fire extinguisher contains a special dry powder.*

### **FALL SAFETY:**

- Falls are one of the most common kinds of accidents. Preventing a fall and injury is your responsibility.
- When it is necessary to climb, “use a ladder,” not a chair, stool desk or box.
- Wear good shoes with non-slip soles that are in good condition.
- Use care when working on stairways. Keep your balance.
- Use caution when working so as not to trip over your equipment, mop, bucket, vacuum cleaner, and other tools.

### **EMPLOYEE RESPONSIBILITY:**

- ❖ Accept the responsibility for your own safety!
- ❖ Managers, Supervisors, Directors should encourage employees to be safety conscious!
- ❖ Abide by all safety regulations and policies!
- ❖ Read and understand the Accident Illness Prevention Program Manual!
- ❖ Use protective clothing and devices when needed!
- ❖ Use machines, equipment or tools that are in good, safe working condition!
- ❖ Do not distract other workers performing a hazardous job!
- ❖ Refrain from all forms of pranks or horseplay!
- ❖ Report all unsafe practices or working conditions to your immediate supervisor!
- ❖ Report all accidents and near misses to your immediate supervisor!
- ❖ Seek medical assistance or first aid after being injured!
- ❖