

USD 428
EMPLOYEE SAFETY MANUAL

UNIFIED SCHOOL DISTRICT 428
Great Bend, Kansas

SAFETY STATEMENT

Unified School District 428 is committed to providing a safe work environment in order to protect human lives and to preserve properties and supplies. Employees are urged to carry out job assignments within the work place in a cautious, courteous manner in order to prevent injuries and occupational illnesses. Employee safety will be attained through a thoughtful, cooperative effort between the district and the employees.

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GENERAL SAFETY RULES FOR EMPLOYEES

1. Immediately report all accidents (minor / major / no injury) to the supervisor, and promptly provide Workers' Compensation reporting as appropriate.
2. Seek medical treatment for any injury, notifying the medical provider that the situation is Workers' Compensation related. Report all injuries immediately to the District Education Center.
3. Immediately report all unsafe work practices and equipment conditions.
4. Maintain good housekeeping habits in the work place, including keeping walkways and building exits free of storage, equipment, or other materials.
5. Become knowledgeable regarding fire extinguisher locations and emergency exits from buildings.
6. Be watchful for slippery surfaces or obstacles that could cause slips and falls.
7. Do not run in hallways on stairways; use handrails when walking up and down stairs.
8. Be watchful of other persons when opening or closing doors or entering hallways.
9. Do not stand on makeshift ladders or stools, and avoid overreaching; request necessary assistance from fellow employees having proper equipment and training.
10. Exercise proper lifting and carrying techniques when moving materials or equipment. Use strength from the legs rather than back for lifting, grasping the load firmly and keeping the back straight. Never allow the load to block forward or side view. Seek help when lifting heavy or large items.
11. Be watchful for electrical safety in order to prevent shocks and fires. Report frayed electrical cords, and do not use extension cords as substitutes for required electrical wiring.
12. Utilize protective equipment (goggles, face shields, aprons, gloves, ear plugs, etc.) when performing an activity that could cause injury or illness.
13. Routinely inspect all tools, materials, and equipment in work areas; report flaws or replace as necessary.
14. Dress and groom appropriately for the work to be done, avoiding unsafe clothing, hair, jewelry, scarves, and neckties.
15. Allow no pranks and practical jokes, since such activity could lead to injury.
16. Operate motor vehicles according to the laws of the State of Kansas. Enforce wearing of seat belts by self and passengers.
17. Comply with the district's *Exposure Control Plan for Bloodborne Pathogens* (required training as well as approved procedures).

BACK INJURY PREVENTION

1. Prior to working, warm up (exercise) muscles.
2. When objects must be moved, push (don't pull) whenever possible.
3. When lifting, use proper lifting techniques:
 - Maintain a straight posture (do not twist) as you lift.
 - Get a firm footing; contract the stomach muscles, bend your knees, and lift with your legs.
 - Keep the load close to your body.
 - Avoid lifting heavy objects above your waist.
 - Get help from co-workers for heavy items.
 - When lifting as a team, designate one person to signal when to lift, walk, and unload.
 - Avoid overexertion.
4. Do not carry objects or work while walking backward. Unnoticed objects or uneven walking surfaces pose hazards to back safety.
5. Follow recommendations from the "Slips and Falls" notes (page 4) to avoid potential back injuries.
6. As a pro-safety measure to prevent accidents and potential back injuries, conduct periodic safety inspections of buildings and grounds, as appropriate.
7. Recommend facilities improvements if inadequacies from the following are determined:
 - Well lighted stairways, hallways, and work areas.
 - Properly installed handrails along all stairways.
 - Visible strips or changes of color on steps with potential danger.
 - Secured mats and rugs.
 - Flat, unbroken sidewalks and driveway areas.
 - Even, trash-free grounds.
 - Others.

SLIPS AND FALLS

1. Promptly report to the immediate supervisor all unsafe facilities conditions which could result in slips or falls. This would include the recommendation that *ice melt* be spread.
2. Do not run in hallways or on stairways; use handrails when walking up and down stairs.
3. Keep walkways and building exits free of materials which could pose a safety threat to walkers.
4. Never allow a carried load to block forward or side view.
5. Be watchful for slippery surfaces that could cause slips and falls.
 - Wear appropriate footwear.
 - Walk cautiously in small deliberate steps, with toes pointed outward.
6. Immediately report all accidents (minor / major / no injury) to the supervisor, and promptly provide Workers' Compensation reporting as appropriate.

FIRE PREVENTION / FIRE EXTINGUISHERS

1. Perform daily work functions in a fire-prevention mode.
 - Maintain clutter-free building interiors and exteriors.
 - Do not compromise accessibility of exit doors.
 - Store flammable liquids in accordance with accepted guidelines for specific materials.
 - Be watchful for fire hazards (frayed electrical cords, inadequate outlets, etc.) and implement corrective measures.
2. Take an active part in fire drills. Be familiar with assigned, specific responsibilities; and understand predetermined primary and secondary evacuation routes.
3. Know emergency procedures to follow if smoke or a fire is reported.
 - Do not panic.
 - Initiate the alarm immediately, no matter how small the fire is.
 - You or a designee should call 911 requesting immediate assistance from the Great Bend Fire Department.
 - Restrict the fire as appropriate and safe, utilizing fire extinguishers, door and window closures, etc.
 - Perform preassigned duties as practiced in drills. This involves preplanned procedures for evacuating occupants, including handicapped persons, and their assembly in designated areas (at least 500 feet from the building).
 - Do not allow use of elevators.
 - Assure that building evacuation is complete by checking for persons in restrooms, halls, and unoccupied rooms.
 - Compile a roster of persons within the assembly area.
 - Prevent unauthorized re-entry of the building by persons until safety has been declared by fire department personnel or official designees.
 - Seek professional medical care for injured persons.
4. Know the locations of fire extinguishers in facilities, and regularly verify that extinguishers are charged and operational. Never block fire extinguishers with storage or equipment.

Know how to select the extinguisher, matching the extinguisher to the existing fire risk.

- Class A: for ordinary combustibles such as wood, cloth, paper, and rubbish.
- Class B: for flammable liquids.
- Class C: for electrical fires (electrical motors, welders, etc.).
- Class D: for combustible metals.

Understand how to operate fire extinguishers: pull, point, and press.

- Pull the ring or lock pin.
- Point the extinguisher at the base of the fire.
- Press the discharge lever.

FOOD SERVICE

1. Perform daily work functions in deliberate, thoughtful actions.
 - Maintain clutter-free building interiors and exteriors.
 - Wear non-skid shoes to avoid slips and falls.
 - Avoid stacking items too high.
 - Be familiar with the Material Safety Data Sheet (MSDS) for each cleaning compound.

 2. Promote safe food handling, and recognize the potential for food poisoning.
 - Maintain a high standards of personal hygiene (hands, hair, nose, clothing, illnesses, infections, etc.).
 - Disallow other infected employees to handle food.
 - Sanitize contact surfaces, food preparation equipment, and utensils.
 - Refrigerate and freeze foods at proper temperatures (consult the Food Service Director for specific details).
 - Cook and hold food at proper temperatures (consult the Food Service Director for specific details).

 3. Use proper lifting / walking / climbing techniques.
 - Lift objects close to the body and with proper knee action to avoid back strain.
 - Maintain forward and wide vision around loads being carried.
 - Use lifting aids whenever possible (dollies, carts, etc.).
 - Wear shoes that provide solid footing.
 - Climb ladders only when authorized by the director to do so. Use only solid, reliable ladders if so authorized.

 4. Prevent fires, skin burns, and shocks.
 - Allow no grease build up in filters, hoods, and duct systems.
 - Assure proper operation of pilot lights.
 - Always use dry hot pads when holding hot pans.
 - Be sure that steam and pressure are down before reaching to remove pans, etc., from steamers, ovens, etc.
 - Keep stoves and ovens free of grease, crumbs, or other flammable materials.
- Do not use electrical equipment with defective plugs, cords, or switches.

FOOD SERVICE (continued)

5. Prevent slips and falls.
 - Clean up foods / liquids spills promptly.
 - Post signs to indicate wet floors from spills and / or mopping.
 - Treat / dry entries and walkways when inclement weather poses risks to walkers.
 - Walk; never run.

6. Operate equipment safely.
 - Keep hands out of mixers and similar machines while motors are operating.
 - Never put hands in a garbage disposal -- for any reason.
 - Make certain that proper guards are installed on power equipment before using.
- Use extreme caution when cutting with knives, slicing machines, or other sharp instruments.

CUSTODIAL / MAINTENANCE

1. Be thoroughly familiar with the safe operation of electric tools and other machinery.
 - Turn off machines when they are not attended.
 - Report to the supervisor any unsafe or defective cords or equipment.
 - Keep electrical cords near the wall for the safety of walkers.
 - If electrical cords must cross a walkway as a temporary situation, tape the cord to the floor by covering the entire cord with wide tape.

2. Use safe ladder and scaffold work habits.
 - Use only sturdy, secure ladders which have safe rungs, steps, and / or rails.
 - Always face the ladder and grip side rails or rungs when climbing or descending.
 - Set an extension ladder on a firm, dry base, at a proper angle for a safe, comfortable climbing grade.

3. Keep fire safety and personal protection in mind.
 - Properly store combustibles.
 - Allow no storage or other blockage of fire extinguishers, electrical switches, and exits.
 - Use only approved grounded electrical cords.

4. Keep floors safe for passage.
 - Clean floors at times when walking traffic is light.
 - Immediately clean spills that create hazards of slipping and falling for walkers.
 - Keep entry areas dry during rainy and snowy weather.
 - Use *wet floor* signs, as appropriate, to alert walkers that extra care is necessary for walking safety.

5. Take proper precautions when using or mixing chemicals.
 - Always read and follow warning labels before using or mixing cleaners (MSDS).
 - Ensure that chemicals in containers are properly labeled.
 - Store chemical containers in approved, properly secured cabinets away from electrical panels, boilers, etc.
 - Provide proper ventilation and air quality control when working with chemicals, including paints.

6. Take extra precautions with glass and other sharp items.
 - Prevent cuts from sharp objects in wastebaskets by turning the wastebaskets upside down to empty -- not by reaching into the debris.
 - Use brushes and dust pans, rather than bare hands, to pick up broken glass.

7. Maintain safety on the building exterior and grounds.
 - Provide warning signs and / or barricades around exterior work sites.
 - Keep sidewalks, steps, and entry areas clear of ice and snow during inclement weather.

POWER AND HAND TOOLS

Vocational Shops (Woodworking, Agriculture, and Mechanical)
Grounds Equipment
Mechanics Shop
Maintenance Projects

1. Use hand tools only for purposes for which they are designed.
 - Always return tools to proper storage when not in use. Tools on the ground may cause falls. Tools left on overhead work areas may fall, striking persons who are standing below.
 - Report to the supervisor any damaged or worn tools so they may be repaired or replaced.

2. Be properly groomed for safe power machine operation.
 - Clothing, jewelry, and hair styles should be appropriate for safety.
 - Protective wear (gloves, goggles, face shields, etc.) should be used when appropriate.

3. Be thoroughly familiar with the safe operation of electric and / or gas-powered tools and other machinery.
 - Have safety guards in place prior to and during machine operation.
 - Turn off and unplug machines when they are not attended.
 - Report to the supervisor any unsafe or defective equipment.
 - Make certain that engine power is shut off and electrical sources unplugged before making any adjustments, cleanings, or realignments to equipment.
 - Properly store power machinery when not in use.

4. Operate mowers, trimmers, and other similar gas-powered tools with caution.
 - Never allow passengers on riding mowers.
 - Do not lift a running mower.
 - Shut engine off before changing mower heights.
 - Remove from the lawn or work site any stones, branches, or other debris.
 - Take caution not to overturn a mower when mowing slopes or when making turns.
 - Avoid low-hanging branches, electrical wires, or other obstacles.
 - Refuel only cool engines; refuel outdoors.
 - Mow and trim at safe distances from other persons.
 - When changing mower blades, remove spark plug wires and wrap the blade to prevent accidental cuts.

ELECTRICITY

1. The breaker supplying power to the problem area must be thrown and locked out before maintenance work of any type is commenced.
2. Electricity malfunctions or inadequacies require immediate attention.
 - Report to the supervisor or the Director of Buildings and Maintenance any unsafe or defective equipment.
 - Make certain that unsafe or defective equipment is unplugged from electrical sources.
3. Only authorized, properly trained employees shall carry out repairs or refer repairs or replacements to other professionals.
 - Maintenance Department personnel, as appropriate, are assigned to work requests and emergency calls. Tools necessary for job completion are provided to trained personnel.
4. Specific knowledge and cautious work habits (lockout - tagout) are necessary for electrical safety.
 - Employees receive annual safety instruction in the significance of the lockout - tagout procedure.
 - Specific machines and / or equipment needing service are shut down by normal operating procedures, and power to the source is eliminated. Stored energy (springs, hydraulic systems, etc.) is dissipated or properly blocked.
 - Work on energy circuits will not begin until energy sources and switches or valves are turned off and properly locked / tagged.
 - Lockout - tagout guidelines of energy-isolating devices are utilized to prevent their unknowing or unauthorized operation while maintenance / service is being performed. Multiple tags may be required. Tags may not be bypassed, ignored, or otherwise defeated.
 - As an awareness factor, all affected employees are notified that the lockout - tagout system is being utilized and for what reason.
 - Following completion of the maintenance task, the circuits / machines / equipment are returned to normal operating condition, and a check is made of the site to ensure there is no exposed hazard.
 - Tools are removed from the job site.
 - Upon assurance that the project is complete, the person who initially installed the lockout - tagout device may remove the device.

VEHICLE OPERATION

Motor vehicle operation poses a major threat to the well being of people and to the loss of property. USD 428 employees must engage in safe driving practices in order to protect themselves, their fellow employees, and the citizens of the community. The lives of people and the reputation of the school district are at stake every time a vehicle is operated. All drivers must comply with all applicable laws of the State of Kansas and rules of courtesy.

1. Each driver will carry a valid state driver's license at all times when operating a motor vehicle. No driver who experiences suspensions or loss of driving privileges by law enforcement agencies may request use of a district-owned vehicle until the driving privilege is reinstated.
2. Every driver and passenger must wear a seat belt at all times.
3. An effort is made to ensure that district-owned vehicles are mechanically sound and properly maintained. A driver should, however, perform a cursory inspection (fluid levels, lights, tires, etc.) of the assigned vehicle prior to operation. Any deficiencies must be reported immediately to the supervisor.
4. Only authorized passengers may be transported in district vehicles.
5. District activity vehicles are equipped with cellular telephones for emergency calls and important school-related messages.
6. It is the responsibility of the driver to disallow any passenger's riding on the sides, tailgate, roof, or any other part of the vehicle which is not designed for seating.
7. The appropriate law enforcement agency shall be called to investigate and prepare a report on all accidents involving district vehicles, regardless of the severity. Such information should also be reported promptly to personnel at the District Education Center for awareness and for reporting to insurance, if appropriate.

IF AN ACCIDENT OCCURS AT WORK

Safety is a major concern in Unified School District 428. Safe work habits are encouraged, and the district's facilities and grounds are kept clean and orderly; however, accidents do happen. Workers' Compensation is available to assist injured employees, and the carrier for USD 428's Workers' Compensation is the *EMC Insurance Companies* through Insurance Planning, Inc. **Central Kansas Family Practice is the Designated Care Medical Provider for Workers' Compensation incidents within USD 428.**

An outline of procedures for injured employees is provided below.

1. Immediately report the incident to your supervisor.
2. If you need medical care, call the District Education Center at 793-1500, and DEC personnel will schedule an appointment through Central Kansas Family Practice at 1309 Polk in Great Bend.
3. For emergencies, proceed to an Emergency Room, giving reference to the district's designated medical provider.
4. After treatment, immediately return the release form to your supervisor.
5. If you choose care from a medical provider other than CKFP, USD 428 is responsible for a maximum of \$500 (unauthorized medical care).
6. If prescriptions are issued by the designated provider, purchase the prescriptions and submit the original receipts to the District Education Center for processing.

The school district attempts to accommodate injured employees by offering modified duties during recoveries. Employees seeking additional information on Workers' Compensation may call Dan or Patty at the DEC.