

# **2018-19**

# **Employee Safety Handbook**



**Dilley Independent School  
District**  
**245 W FM 117**  
**Dilley, TX 78017**

**Reviewed and Updated 8/2018**

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# **POLICY STATEMENT**

Updated/Reviewed 08/2018

It is the goal of the Dilley I.S.D. to furnish its employees a safe and healthy place to work, free from recognized hazards that might cause accidents, and to promote safe practices.

In addition to the above stated goal, Dilley I.S.D. strives to create an environment where every member of the organization can maintain a personal goal of constant improvement. The result would be total quality in every aspect of their job.

The Employee Safety Handbook contains safety rules and regulations developed to help in the reduction of accidents and complements the existing departmental safety rules and regulations. While many rules are detailed in the handbook, others dealing with your specific job responsibilities will be given to you by your supervisor or department head. All of these rules have been designed to assist you in avoiding accidental injuries.

If you have a suggestion to reduce accidents and make your place of employment safer, share your concerns with your supervisor. Remember, accident prevention is a part of every employee's job.

## **DISTRICT SAFETY COMMITTEE**

Clint McLain, Superintendent

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Melody Carroll, Administrative Facilitator

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Susan Quintero, High School Vice Principal

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Jennifer Torres, Middle School Principal

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Adam Martinez, Elementary Vice Principal

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Javier Torres, Maintenance Director

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Matthew Aguilar, Technology Director

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Raul Ramirez, Transportation Director

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Rosaura Salazar , A+ Cafeteria Manager

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Brenda Gandara, School Nurse

\_\_\_\_\_

Ryan Autrey, Worker's Comp. Claims, A.P. Clerk

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Pam Bendele, Business Manager

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Steve Lozano, PEIMS

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CeCe Stone, Day Care Director

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References made to the District policies in the *Employee Safety Handbook* consist of summaries or partial excerpts of the complete policy. The official policy manual adopted by the Board of Trustees remains the authorized reference.

## **ANNUAL REVIEW/REVISION OF THE EMPLOYEE SAFETY HANDBOOK**

The handbook will be reviewed and revised annually by the Safety Committee prior to the beginning of each new school year. Changes in operations, equipment, or employee activities that have occurred or which are anticipated to occur will be determined. The plan will be revised according to recommendations and updates will be disseminated to the staff that is responsible for proper documentation. All employees will be informed of changes in information that pertain to their work environments.

### **REPORT ALL INJURIES AND ACCIDENTS AT ONCE!**

If you have an accident prevention suggestion, make it safer for yourself and others by passing it along to your supervisor. Additional accident prevention information will be provided from time to time by your Supervisor and the Director of Administrative Services.

This Employee Safety Handbook contains general safety rules and is not intended to be all inclusive. It has been developed and written to assist you in preventing accidents.

Violation of safety regulations or safe practices could result in severe and painful consequences. Compliance with accepted safety regulations is a condition of continued employment.

Questions and requests for additional information relative to the contents of the Handbook should be directed to the Director of Administrative Services.

**REMEMBER**  
**You are responsible for SAFETY in**  
**your daily activities.**

# Orientation and Training



## EMPLOYEE ORIENTATION AND TRAINING

Proper employee orientation and training are important elements in maintaining a low employee injury level. Regardless of an employee's level of experience, all newly hired, newly assigned, or reassigned employees should:

1. Be briefed by responsible individuals on the company's policies, programs, and requirements.
2. Receive the necessary safety orientation and training.

### SAFETY DATA SHEETS (SDS) TRAINING

The employees who will receive safety training according to the Texas Hazardous Communications Act are cafeteria, maintenance, custodial, transportation, and nursing staff. The NOTICE TO EMPLOYEES which explains the Texas Hazard Communication Act of 1985, Texas Civil Statutes, and Article 5182b will be within the Employee Handbook.

The SDS notebooks with an alphabetical list of chemicals, descriptions, special precautions, and first aid will be kept up to date and will be located in:

Nurse's office  
Cafeteria  
Science labs  
Bus barn  
Storage areas for janitorial supplies  
Central office

Employees engaged in instruction which involves chemicals should always check the SDS sheets before exposing themselves or students to the chemicals. The sheets provide "precautions for safe handling and use" plus "control measures". Any employee who is in a position that is responsible for receiving any chemical product will be sure that containers are marked with contents and dates of purchase.

## **STAFF DEVELOPMENT**

Various methods-professional staff meetings, in service meetings, regular safety meetings-will be used to ensure safe working environments for all employees.

Sign-in sheets and agendas will be maintained at the corresponding location of training- central office, campus offices, or cafeteria.

## **INITIAL SAFETY TRAINING**

All new or transferred employees must receive training on the correct way to do the job. Supervisors should perform this training which would identify to the employee the known job hazards and the safety rules and procedures which must be followed to successfully complete the job. The initial training should continue until the employee can demonstrate completion of the job in a safe manner.

Initial safety training should also be conducted for all employees when a new machine, procedure, or process is introduced into the work environment.

## **REFRESHER SAFETY TRAINING**

Refresher safety training should be accomplished on an as needed basis and should be based upon the following minimum schedule:

- 1. On a one-to-one basis whenever the supervisor observes an employee doing something incorrectly. The training should be performed on the spot by the supervisor.**
- 2. Periodically, for the total section, department, or operation. This is an excellent forum for reviewing recent accident causes and corrective measures, reemphasizing safety rules, and allowing employee input on safety related matters.**
- 3. Whenever an employee receives an injury which requires doctor's treatment, refresher safety training on safe job procedures should be completed by the employee before resuming work.**



## ANALYSIS

The Safety Committee will review and analyze records and documentation pertaining to the safety program on an as needed basis. Inspection results, accident reports and claims data will be examined in an effort to identify trends. Through the analysis, if discrepancies are identified, corrective actions/measures will be determined. Employees will be informed of safety decisions related to their work.

## RECORD KEEPING

The following records will be kept as reported in the District's Records Management Plan:

<u>Record</u>	<u>Retention</u>	<u>Location</u>	<u>Person Responsible</u>
Accident Reports	5 Years	Central Office	Accounts Payable Clerk
Employee Handbook	US	Each employee	Administrative Facilitator
Training manuals, syllabuses, outlines-safety	3 years	Central Office	Administrative Facilitator
Safety Reports/Forms (Safety Committee)	3 years	Central Office	Administrative Facilitator
Workers Comp. Claim Files	5 Years	Central Office	Accounts Payable Clerk
Accident/Damage Reports	3 Years	Central Office	Accounts Payable Clerk
Maintenance/Repair Records (if junked after accident)	LA LA + 3	Central Office Central Office	Accounts Payable Clerk Accounts Payable Clerk
Facilities-routine cleaning, janitorial, inspection work	1 Year	Central/Campuses Offices	Custodians
All other facility maintenance, repair, inspection-plumbing, electrical, fire	3 Years	Central Office	Maintenance Director
Service Requests/Work Orders for maintenance and trans- portation	2 Years	Central Office	Maintenance Director and Transportation Supervisor
Health Inspection Reports	3 Years		
Cafeteria	5 Years	Central Office/Cafeteria	PEIMS Coordinator/ Cafeteria Supervisor

# **SAFETY RESPONSIBILITY**

## **Administrative Facilitator's RESPONSIBILITIES ARE TO:**

**This will be done in concert with the superintendent, principals and supervisors of maintenance, food service, custodial service, and transportation.**

- 1. Direct responsibility for the District's Safety Program.**
- 2. Direct and coordinate safety activities.**
- 3. ensure the following occurs:**
  - a. Safety orientation is conducted with all employees.**
  - b. Safety inspections are undertaken.**
  - c. Accident investigations are undertaken and associated employee information is gathered.**

## **SUPERINTENDENT'S PRIMARY RESPONSIBILITIES ARE TO:**

- 1. Provide leadership to the Employee Safety Program.**
- 2. Support the Employee Safety Program.**
- 3. Monitor employees work and take necessary actions to correct unsafe conditions and practices.**
- 4. support the Administrative Facilitator/Principals/Supervisors in their requests for necessary information, facilities, tools and equipment to employ an effective safety program and ensure a safe workplace.**

## **ADMINISTRATORS, DIRECTORS, SUPERVISORS AND DEPARTMENT HEADS RESPONSIBILITIES ARE TO:**

- 1. Promote safety awareness and encourage a proper safety attitude through example.**
- 2. Support/train all employees in the safe way to do their jobs, and point out where hazards exist.**
- 3. Make sure that the necessary safety equipment and protective devices for each job are provided and properly used.**
- 4. Conduct frequent safety inspections of all work areas and operations to eliminate unsafe conditions and encourage safe work practices.**
- 5. Take prompt corrective action whenever unsafe conditions and unsafe practices are observed.**

## **PRINCIPALS'/SUPERVISORS' RESPONSIBILITIES IN REDUCING ACCIDENTS AND INJURIES**

The reduction of accidents and injuries in the workplace is directly related to the quality of supervision; a thorough understanding of the job to be accomplished; and daily operations that consistently follow practices specified in published work rules.

To eliminate employee accidents, it is necessary that each principal/supervisor thoroughly educate workers on the hazards that exist and ensure they understand the methods of doing each job safely when such hazards cannot be eliminated.

To properly identify the hazards, the principal/supervisor should be able to answer the following questions:

1. What hazards have produced an employee accident or injury?
2. What hazards exist in the operation which may produce an employee accident or injury?
3. What procedures can be implemented as work safety rules to reduce the employees' accident and injury potential?

Safety rules should be adhered to; the employees should receive training on the rules, and the principal/supervisor should monitor the employee's performance to ensure the work safety rules are followed.

Principals/Supervisors should know (as a minimum) the following:

1. Read, follow and understand labels, instructions, directions on equipment
2. Types of personal protective equipment to be worn while performing the job (i.e. hard hats, safety glasses, shoes, clothing, etc.)
3. Required steps that must be taken to complete the job safely (i. e. wiring, grounding, guard in place, etc.)
4. procedures to follow when an unsafe act, condition, or defective equipment is noted by an employee
5. action to be taken when an accident or injury occurs
6. action which will be taken when employee refuses to comply with established safety rules and procedures

The environment of the employee must be considered by the principals/supervisors while on the job. Poor lighting, use of industrial chemicals, and excessive noise levels are just a few examples of environmental conditions which can significantly contribute to accidents and injuries in the workplace.

Some industrial chemicals present a variety of serious hazards to health and property when improperly handled. Depending upon conditions and contents, the vapor from a chemical can ignite or explode, can cause dizziness or death when inhaled, or dermatitis when touched.

The employer procedures as identified in the State's "Right to Know" law should be followed when using identified hazardous chemicals.

# **EMPLOYEE SAFETY RESPONSIBILITIES**

- 1. Follow instructions of supervisors.**
- 2. Know your job and always apply safe work practices.**
- 3. Inform your supervisor of hazards and recommend how to eliminate them, or how to improve safety performance.**
- 4. Recognize the hazards of the job and take precautions to assure safety to yourself and others.**
- 5. Actively participate and cooperate in the overall safety program.**
- 6. Maintain cleanliness and good personal health habits and body mechanics.**
- 7. Utilize safety procedures and checklists.**
- 8. Utilize safety equipment.**
- 9. Prevent injury to yourself and to others.**
- 10. You will be trained in emergency procedures and will be expected to know and carry out these procedures when needed. Obviously, many individuals would have to rely heavily on us for their very lives in the event of a fire or other disaster. Each and every staff member is expected to give aid to the best of his/her ability.**
- 11. Use proper mechanics for all lifting. Know your own limits and get help when it is more than you can safely handle.**
- 12. Wet floors, even a few drops – cause many accidents. We are ALL responsible for wiping up small spills at once. Report large spills to a custodian for immediate clean up.**
- 13. Slow down and take short steps when you are forced to walk on wet, slippery surfaces.**
- 14. Pick up all foreign objects from the floors and grounds.**
- 15. NO running.**
- 16. Stay alert! Watch where you are going – especially through doorways, around corners and in busy hallways.**
- 17. NO “horseplay.” This is a cause of serious accidents.**
- 18. Always ask instructions before using any equipment with which you are not familiar. Report faulty equipment for immediate action.**
- 19. Don’t leave drawers or cabinet doors open.**
- 20. Push carts from the end, but pull them through swinging doors.**
- 21. Unfortunately, some people are “accident repeaters” because of carelessness or disregard for safety rules. Because this is important, failure to adhere to these rules is cause for disciplinary action. So remember: STAY ALERT TO YOUR ENVIRONMENT.**
- 22. Stay alert to how you use your body.**
- 23. Keep your work area clean and uncluttered.**
- 24. Complete an “accident report” while the facts are still fresh in your mind.**

**ALL ACCIDENTS AND INJURIES, NO MATTER HOW SLIGHT, MUST BE REPORTED AT ONCE. A WRITTEN REPORT MUST BE FILED. IN THE EVENT YOU ARE INJURED ON THE JOB, WE WILL SEE THAT YOU RECEIVE PROPER MEDICAL ATTENTION.**

**WE MUST EACH TAKE PERSONAL RESPONSIBILITY AND WORK AS A TEAM.**

# **Rules for Safety**



**Safety** matters

# **EMERGENCY PROCEDURES**

Employees should be aware of procedures for emergencies.

## **Fire Alarm Procedures:**

1. All lights should be turned off by student nearest them and the door closed by the last person leaving the room.
2. The teacher will be in control of the students at all times.
3. Walk fast, but do not run.
4. Do not talk.
5. Do not stop unless instructed to do so.
6. Teachers should instruct their students as to where to go in case of an emergency.

## **Tornado Drill Procedures:**

1. The teacher should be in control of the students at all times.
2. Walk fast, but do not run.
3. Do not talk.
4. Do not stop unless instructed to do so.
5. Teachers should instruct the students as to where to go in case of an emergency.

During tornado drills, students are usually led to a hallway or area with few windows. The students then face the wall and kneel down. Their head is placed on their knees and their head is covered with their hands.

Continuous number of short rings of bells signal a tornado drill.

## **Lockdown Procedures:**

Follow the guidelines of each campus. Generic lock down drills have the adult close and lock the door, turn off the lights, and place the students in a safe area in the classroom away from windows and doors. Remain calm and help the students do so as well.

# **HOW TO PREVENT ACCIDENTS**

## **SOME SIMPLE RULES OF SAFETY**

1. Walk slowly.
2. Wear proper shoes.
3. Watch where you are going.
4. Don't rush.
5. Don't fail to get help when it's needed.

## **FOUR CAUSES OF ACCIDENTS**

1. Improper lifting
2. Failing to use or observe "Wet Floor" signs
3. Failing to clean up spills
4. Improper use/storage of equipment or materials

### **SOME SUGGESTIONS TO REMEMBER WHEN USING A WHEELCHAIR (WHEN APPLICABLE)**

- 1. Always lock wheels.**
- 2. If wheels won't lock, brace wheelchair against wall.**
- 3. Tell individual what you are going to do, and ask for his or her help if possible.**
- 4. Keep your knees bent and feet slightly apart.**

### **SOME WAYS A SLIP AND FALL INJURY CAN BE PREVENTED**

- 1. Always clean up spills.**
- 2. Use and observe "Wet Floor" signs.**
- 3. Always mop hallway one side at a time.**

### **PROPER LIFTING TECHNIQUES WHEN LIFTING HEAVY EQUIPMENT OR BOXES**

- 1. Get help.**
- 2. Think before you lift.**
- 3. Bend your knees.**
- 4. Keep weight close to you.**
- 5. Lift with your legs, not your back.**

### **SAFETY PRECAUTIONS TO BE USED IN KITCHEN**

- 1. Always wear protective gloves or pads when handling hot items.**
- 2. Keep knives in their proper racks.**
- 3. If you spill it, wipe it up.**
- 4. Wear protective gloves when handling trash.**

### **SAFETY SUGGESTIONS WHEN PLACING SUPPLIES ON SHELVES**

- 1. Put heavy items on lower shelves and put lighter items on higher shelves.**
- 2. Use step stools or ladders, not chairs or shelves.**

# **BE KNOWLEDGEABLE OF THE FOLLOWING AREAS:**

## **PERSONAL PROTECTIVE EQUIPMENT:**

- 1. Suitable safety glasses, goggles, gloves, or appropriate footwear should be worn when the work may result in hazardous exposure to your body. You are required to wear this protection.**
- 2. Safety goggles shall be provided by the district to those employees working in areas requiring eye protection.**
- 3. Shoes suitable to the type of work to be done shall be worn at all times.**
- 4. Loose clothing shall not be worn while working around or near moving machinery or equipment.**

**(More detailed rules will be explained in each department.)**

## **LADDERS AND SCAFFOLDS:**

- 1. Appropriate ladders shall be used for specific jobs.**
- 2. Ladders should be set up so the distance from the base of the support to the foot of the ladder shall be such that the ladder is at a safe and comfortable climbing angle.**
- 3. Always face the ladder and grip side rails or rungs securely when climbing or descending.**
- 4. Use proper scaffolding.**
- 5. Use ladders when climbing—never boxes, chairs or other substitutes.**
- 6. Do not use ladders with broken rungs, steps, rails or missing pods.**

**(More detailed rules will be explained in each department.)**

## **MACHINES AND MACHINERY:**

- 1. Operators shall be thoroughly familiar with the safe operation of any machinery they use.**
- 2. Appropriate safe guards should be in place before operating the equipment.**
- 3. Machines shall not be left running while unattended.**
- 4. Wear approved eye protection when operating a grinder or working near it.**
- 5. All machinery must be unplugged before making any repairs or cleaning.**
- 6. Any defective equipment must be reported to the supervisor.**

**(More detailed rules will be explained in each department.)**



### **WELDING OPERATIONS:**

1. Wear clothing that will protect the body from the rays of the arc and from metal sparks.
2. Hoods must be in place before you strike an arc at all times while welding.
3. Welder helpers shall be protected in a similar manner.
4. If welding or cutting is required, wear suitable eye and face protection.

(More detailed rules will be explained in each department.)

### **MATERIAL HANDLING AND STORAGE:**

1. Wear back support belt when lifting.
2. When lifting heavy objects, employees shall lift by keeping the back as straight as possible, bending the knees and lifting with the leg muscles.
3. Employees should never attempt to lift objects that they believe are too heavy for safe handling. Get help or divide the load.
4. Work gloves should be worn when the specific job requires it.
5. Materials shall be stacked in a neat and orderly manner.

### **VEHICLE OPERATIONS:**

1. All employees who drive district vehicles must have a valid Texas Driver's License for that equipment.
2. Employees are required to obey all Texas traffic regulations.
3. All persons riding inside vehicles shall use safety belts when available.

### **FIRE EXTINGUISHERS:**

1. Each employee shall know the location of the fire extinguishers/alarms and be given instructions on how to use them.
2. Fire extinguishers/alarms **are not** to be blocked by storage or equipment.

### **FOOD SERVICE/CUSTODIAL STAFF:**

1. Work efficiently and keep work areas clean and neat.
2. Return equipment to its proper place.
3. Practice safety precautions at all times.
4. Report any injury immediately.
5. Never leave mops, brushes or pails in halls, doorways, or on stairs.

- 6. Clean floors when traffic is lightest. Wet only a small area and then dry mop. Do one side of a hallway at a time so a dry area is always clear for traffic.**
- 7. Wear gloves to protect your hands when moving furniture or other sharp materials.**
- 8. When mixing or using strong cleaners, keep your hands out of the mixture, wear rubber gloves and goggles.**

## **POLICY FOR SCHOOL OWNED VEHICLES**

**THE FOLLOWING RULES WILL BE ADHERED TO BY ALL EMPLOYEES OPERATING A SCHOOL OWNED VEHICLE.**

- 1. School vehicles are for school business only. Personal use is not authorized.**
- 2. Employees driving a school owned vehicle must notify employer of any problems with the vehicle.**
- 3. All motor vehicle accidents must be reported immediately. Gather as much information as possible. If another driver is involved, get their name, license number, tag number, address and insurance company. Never leave the scene of an accident. Contact police immediately. If seriously injured, medical treatment always takes priority. Any accident, no matter how small must be reported immediately to the Superintendent or Transportation Director.**

# **SAFETY RULES**

## **JOB HAZARD: Back Injuries While Lifting Objects**

- 1. To lift object, squat or bend knees, take hold of item and straighten up.**
- 2. Divide weight of object between both hands.**
- 3. Leg or thigh muscles must be used for lifting objects.**
- 4. Keep back straight when lifting.**
- 5. Keep object close, avoid reaching, don't jerk.**
- 6. Secure firm footing before lifting.**
- 7. Ask for assistance with heavy objects.**
- 8. Use weight lift belt for lifting heavy objects.**

## **JOB HAZARD: Electrical Shock from Wall Outlets/Electrical Cords**

- 1. Never attempt to plug/unplug cord with wet hands or while on wet floor.**
- 2. Report cracked wall cover plates and frayed or broken cords immediately.**
- 3. If you notice a tingling sensation, sparks, or smoke when using a machine, stop using it immediately. If possible, unplug and put a warning sign on it. Report the condition to someone who has the authority to correct the situation. Do not attempt electrical repairs.**
- 4. Electrical extension cords should be 3-wire grounded type of the proper gauge for the application. They should be arranged so as not to cross walkways, create tripping hazards, or be vulnerable to physical damage of wet locations.**
- 5. Do not overload electrical circuits by attaching multiple appliances with adapters or extension cords to wall outlets.**
- 6. Ensure that all power cords on electrical appliances are designed for the appliance in use. Replacement cords should follow the manufacturer's recommendations for proper grounding.**
- 7. Use floor conduits, special tape or covers to cover and securely fasten cords to floor or walls.**
- 8. Do not use extension cords as a substitute for permanent electrical wiring.**
- 9. Make sure electrical or phone outlets in the floor are protected to prevent tripping or physical damage to the electrical installation.**

## **JOB HAZARD: Injuries from Slips, Falls, Wet Floors, Foods, Spills and Trash**

- 1. Wear supportive, closed-toe shoes.**
- 2. Clean up noted spills and trash.**
- 3. Identify wet floors.**
- 4. Observe WET FLOOR signs.**
- 5. Stay off wet floors until dry.**
- 6. Walk, don't run or slide across floor.**
- 7. If cleaning, mop and then "dry mop" a small area at a time.**

## **JOB HAZARD: Bruises, Lacerations, Skin Tears**

- 1. Keep all drawers, doors, etc. closed.**
- 2. Knock before entering a room.**
- 3. Take time to look before leaving room.**

**JOB HAZARD: Bruises, Contusions, Abrasions or Crushing Injuries When Transporting Full Carts**

1. Pull, don't push cart (pull slowly).
2. Never overload cart so as to block view.
3. Avoid narrow areas.
4. Be alert, pay attention to where you are going.

**JOB HAZARD: Use of School Vehicles**

1. Staff members who need to use school vehicles must have a valid driver's license.
2. Any staff member using any school vehicle should be checked out on that vehicle prior to using the vehicle.
3. Vehicle must be signed out prior to leaving the property.

**JOB HAZARD: Burns and Skin Reactions Due to Contact with Chemicals and/or Contaminants**

1. Some jobs will require handling chemicals which may or may not be hazardous. Each person using chemicals should be able to distinguish between hazardous and non-hazardous chemicals.
2. Any product containing chemicals should have a warning/information label that lists the chemicals, the manufacturer, and hazardous ingredients, and spill and emergency information. DO NOT use any product without a label.
3. Avoid skin contact (wear proper protective attire).
4. Handle chemicals cautiously.
5. Never spray toward face or toward another person.
6. Use proper mixing ratio.
7. If cleaning compounds produce fumes, use only in well ventilated area.
8. Mix only those chemicals together for which specific instructions have been written, to avoid making a dangerous combination.
9. Wash promptly if any chemical comes in contact with skin.
10. Use eye wash at eye wash station if and when necessary.
11. Use heavy rubber gloves when necessary.
12. Use heavy leather (or other appropriate) gloves when handling trash.

**JOB HAZARD: Cuts (Knives, China, Glassware)**

1. Use care in handling.
2. Use broom and dustpan to clean up broken dishes/glass.
3. Keep knives in proper storage place, i.e. special rack/drawer.
4. Do not put knives or other sharp objects in sinks.
5. When knife is in use, point away from body.
6. If knife falls, do not try to catch it; let the knife fall to the floor.
7. Pick up knives by handle only.
8. Pay special attention to work when using knives – do not daydream.
9. If a knife, plastic wrap or foil box falls, don't try to catch it – get out of the way.
10. Chipped glasses or china should be discarded.
11. Do not mix glass or china articles with pots in sink.
12. In the event of breakage in sinks, remove large pieces carefully by hand; allow remaining pieces to collect in the screen, then remove, empty and replace screen.

**JOB HAZARD: Burns**

1. Use only dry towels, mitts, or pot holders when handling hot utensils.
2. Remove pot and pan covers slowly and tilt cover sideways to allow steam to escape in a direction away from hands or face.
3. Turn handles of cooking utensils away from edge of stove; always regard stove as hot.
4. When removing heavy containers from stove/oven, always ask for assistance.
5. When drawing hot beverages, the spigot should be turned slowly to avoid splashing.
6. When placing food in hot grease, do not drop food but let food slide in gently, to prevent hot grease from splashing.
7. Avoid overfilling containers with hot liquids or foods.

**JOB HAZARD: Electrical Equipment Used in Food Preparation**

1. Never use any machine unless trained in its use.
2. All electrical appliance switches should be in the OFF position before being plugged into an outlet.
3. Use safety devices as provided on the equipment.
4. Report any malfunctions immediately.
5. Operate electrical equipment according to manufacturer's instruction.
6. Turn switch to OFF and unplug before adjusting or cleaning machine.
7. Keep fingers, hands, knives, spoons, etc. away from moving parts.
8. Do not remove food until moving parts are still.
9. Do not stand on wet floor when operating electrical equipment.
10. Take particular care when cleaning slicing machines:
  - a. Disconnect machine.
  - b. Turn gauge to zero.
  - c. Do not touch cutting edge.
  - d. Clean blade from center out.
11. Never wear pins or jewelry that might drop into food or into machine, or cause scratches.
12. Do not wear loose sleeves, sashes, ties, etc. when working with grinders, mixers, etc.
13. Do not allow fluids to overflow or seep into electric motor housing.
14. Remember that electric motor housing can become hot to the touch when machine is operated for long periods of time or allowed to overheat.
15. Garbage disposal: Do not place bones, utensils of any solid objects inside disposal.
16. Check garbage disposal for any broken dishes, bones, etc. before turning machine on. Be careful! Do not reach into disposal with fingers!

**JOB HAZARD: Mowers**

1. Keep gasoline in approved safety cans and keep them properly labeled.
2. Pick up rocks, wire, etc. before mowing and watch for other obstacles.
3. Ensure that all safety equipment is properly installed on the mower.
4. Do not leave mowers running unattended.
5. Do not operate any equipment without proper instruction and training.
6. Fill tanks on mowers in well-ventilated areas and do not smoke during the process.

7. Wear proper eye protection when mowing, edging or weed eating.
8. Keep hands and feet from under the machine.
9. Attempt no repairs or clearing of jams on mowing machines without cutting the machine off and insuring that the unit cannot accidentally start.

**JOB HAZARD: Hand and Power Tools**

1. Keep cutting tools sharp and cut away from yourself.
2. Use the right tool for the job.
3. Inspect tools prior to use and report faulty tools to supervisor for disposal.
4. Use proper eye protection.
5. Keep sharp tools such as screwdrivers out of your pockets.
6. Ensure that electrical tools are properly grounded.
7. Adequately secure all objects being cut or drilled.
8. Disconnect power during any repair operations.
9. Ensure all blade guards and safety attachments are in place and functioning properly.
10. Do not use any equipment you have not been cleared to use.
11. Ensure that electrical cords are run so as not to contact the cutting edge, rotating portions of the unit, or positioned so they can cause the operator to trip over the cord while using the unit.
12. Stay out of the line of flight of materials being cut, welded, or drilled, should the materials become dislodged.

**Safety Rules for Custodial Personnel**

1. Use caution signs when floors are wet.
2. Be familiar with and follow the established evacuation program, lifting, and storage procedures.
3. Get proper training and instruction on equipment, such as the buffing machine, prior to use.
4. Do not overload electrical circuits.
5. Use care in handling crates, broken glass, etc. and dispose in proper containers.
6. Do not block exit doors.
7. Do not store flammables and combustibles in mechanical or boiler rooms.
8. Make use of provided lifting aids when moving heavy items.

**Safety Rules for Food Servers**

1. Avoid overloading trays. Carefully place the dishes and containers of food upon trays so they will not slip or spill when trays are carried or moved.
2. Protect food from foreign substances. If you break an article near open food containers, immediately report this to the supervisor so that the food can be removed from service.
3. Observe IN and OUT door signs. Do not go through the wrong door.
4. When clearing, do not overload dish carts. Make sure you can see where you are going. Be careful when going through doorways or around corners.
5. Throw away any chipped glasses or dishes.
6. Store dish racks properly.
7. Avoid straining. Do not lift large stacks of dishes or metal plates or trays.
8. Do not leave chairs in aisles or passageways.

- 9. Chairs and tables with broken parts, splinters, tough edges, etc. should be reported to your supervisor.**
- 10. Never stand on a chair or table.**



## GENERAL INSPECTION PROCEDURES

Principal/Assistant \_\_\_\_\_ Supervisor: \_\_\_\_\_

Teacher: \_\_\_\_\_ Director: \_\_\_\_\_

Management should make the necessary daily, regular, and periodic safety inspections of the operations, materials and equipment. The following will aid in the inspections.

**MEANS OF ENTERING AND EXITING, GENERAL.** Inspect facilities to determine that adequate means of exits are provided for the hazard contents of each building. Establish that exit signs are adequate, properly illuminated and free from obstruction; that fire protection systems and alarms are provided and operable where applicable; that aisles, doorways, stairs or other means of egress are free of obstruction(s).

**WALKING/WORKING SURFACES.** Visually inspect all walking and working surfaces for obstructions, defects, slippery surfaces and debris; unguarded floor, wall, and stairway openings, platforms and scaffolding. Determine adequacy of handrail, barricades, toe boards and stair treads. Inspect fixed and portable ladders for defects. Verify ladders, stairways, and scaffolding are constructed to conform to established standards.

**HAZARDOUS MATERIALS.** Visually inspect hazardous material storerooms and areas where hazardous materials are utilized to determine if the materials are properly identified and if non-compatible materials, solvents, chemicals and gases are properly stored and used. Determine if flammable solvents are contained and used in safety containers and the existence of safety showers, eyewash fountains, fire suppression equipment, exits, exhaust systems, and adequate ventilation and lighting in storage and work areas where hazardous materials are employed. Ensure that large containers of hazardous chemicals are not stored on the top shelves of storage racks and that bulk storage facilities are equipped with emergency containment reservoirs. Inspect for chemical, solvent, fuel or oil spills. Determine if adequate safeguards exist and are in use where toxic chemicals are employed.

**GENERAL ENVIRONMENTAL CONTROLS.** Inspect facilities to determine that adequate housekeeping is maintained in all areas; toilet facilities are available and maintained in sanitary conditions; and waste containers and water supply are provided. Determine that change rooms are available where necessary, eating facilities are adequate and not located in or near toilet areas. Check on insect and rodent control. Ascertain that color codes are in use marking physical hazards, fire equipment, electrical, and etc. Ensure that accident prevention signs are in use for dangerous areas, radiation and lock out systems, etc.

**MEDICAL AND FIRST AID.** Inspect to determine that adequate medical facilities are available. In the absence of same, determine that sufficient personnel are trained in first aid procedures and that approved first aid supplies are available, and a physician or medical facility is available in a reasonable distance from the area.

**FIRE PROTECTION.** This inspection shall cover, but not be limited to, the following items:



**Check first aid fire appliance to determine that the equipment is operable, current inspection properly identified and that adequate equipment is provided for the risk involved.**

**Inspect and determine that the fixed fire suppression systems are adequate, not obstructed, function properly, inspections are being performed and review records for flow test, etc.**

**Inspect fire alarm systems to determine that they are properly located, identified and operable; that alarm systems are connected to a fire department and are sufficient and in audible levels to warn personnel of impending danger; that emergency routes are adequately identified.**

**COMPRESSED GAS AND COMPRESSED AIR EQUIPMENT. Inspect all compressed gas storage facilities to ensure that all cylinders are in validation; oxygen and oxidizing gases are adequately separated from fuel or combustible gases; all cylinders have their valve protection caps installed and are properly secured and protected from the elements. Ensure that all permanently installed compressed gas and air vessels are in good condition, protected from the elements, have proper manifold devices, and the relief devices are adequate and properly installed. Inspect all air compressors for belt guards and pressure relief devices.**

**MATERIALS HANDLING AND STORAGE. Inspect storage areas for housekeeping, fire extinguishing and suppression devices, and provisions for storing oxidizing materials away from fuels, oils, and other combustible materials. Determine the availability and accessibility of safety showers and eye wash fountains in areas where hazardous chemicals are stored and that respirators or other safe breathing devices are available in areas where toxic materials are stored. Check load ratings of racks and material handling equipment.**

**Check validation tags and inspection certificates on material handling equipment. Check storage areas and aisles for sufficient lighting, blockages, stacking heights, and materials extending into aisles and walkways. Determine the availability and condition of material handling equipment and the availability of warning devices and safeguards on the handling of equipment.**

**MACHINES AND MACHINE GUARDS. Inspect all machinery, automatic and manual type, to ensure that methods are adequate to protect the operator and other employees in the machine area from hazards created by the points of operation, nip points, moveable parts, flying chips, sparks and lubricants. Verify that machines assigned for fixed locations are properly anchored and those that create hazardous dusts or vapors are properly vented. Determine that switch control devices are adequate and readily available to the operator. Measure suspect high noise levels and inadequate lighting.**

**HAND AND PORTABLE POWERED TOOLS AND OTHER HAND-HELD EQUIPMENT. Inspect to determine that explosive-actuated tools are used by trained personnel and that proper shielding or guards are provided and used. Ensure that abrasive hand-held tools are properly guarded, air hoses and connections are designed for their use and are in good physical condition, use of air for cleaning is reduced to no more than 30 psi. Check portable power tools for proper guarding and safe electrical systems.**

**Check lawn mowers for compliance with ANSI standards. Ensure that abrasive wheels are free from defect and replaced as necessary. Inspect jacks to determine safe load limits and ensure that the load is marked on each unit, that they are properly lubricated and inspected semi-annually.**

**WELDING, CUTTING AND BRAZING. Visually inspect all welding, cutting and brazing equipment, hoses, regulators, control switches, electrical cables, grounding, exhaust hoods, and ventilation systems for condition and safe operation capabilities. Determine if reverse flow check valves have been installed ahead of the gas regulator valves and that all cylinders are properly secured. Inspect welding enclosures to determine their ability to prevent the escape of ultraviolet rays. Inspect welding tanks for validation dates.**

**ASBESTOS. Each building shall be inspected to determine the locations of friable and nonfriable ACBM (asbestos-containing building material). At least once every three years after a management plan is in effect, the district shall conduct re-inspections. Inspectors shall collect samples, provide a written assessment, signed and dated, with the inspectors' accreditation information and a copy sent to the management planner within 30 days. Conduct periodic surveillance once every six months.**

## **SELF INSPECTION AND HAZARD REPORTING**

**Inspections should not be limited to physical hazards, but observations should be made of employee performance to assure that unsafe work procedures have not developed.**

**No matter how safe a work place is at the beginning, there are always forces at work that will create unsafe conditions. There are two major sources of unsafe conditions.**

- One is normal "wear and tear" that occurs with use. Equipment develops defects and wiring becomes frayed. These are unsafe physical defects.**
- The second source of unsafe conditions is the actions of employees. Materials are left in hazardous locations. Machines are abused and left unsafe for the next person to use. Whenever we work, the potential exists for unsafe conditions through honest ignorance or pure neglect. These hazards are related to unsafe work procedures.**

**Checklists are to assist in making the inspection. When making the inspection all unsafe conditions that can be handled immediately should be corrected so as to prevent damage to property or injury to personnel. If hazards are noted other than those listed, list them under remarks and note action taken for correction.**

# **PRINCIPLES OF ACCIDENT INVESTIGATION**

We know all workplace accidents cannot be eliminated. As long as there are people, accidents will occur. But much can and should be done to train people to work safely and provide safe working conditions. Since we have already stated that accidents will occur, this section deals with what should be done after an accident happens.

Why investigate? Simply to prevent an accident in the future. Nearly every accident offers you the possibility of preventing another accident sometime in the future. In other words, it is good business sense to examine each accident as soon as possible, find the cause, and correct the situation. All accidents must be investigated and identified causes corrected to reduce the accident potential.

The next question is "who investigates?" The immediate administrator/supervisor is the logical person to investigate accidents within their area of responsibility. He/she is best equipped to investigate the accident because they should know the individuals working for them, their behavior patterns, attitudes, jobs, and the hazards involved. This does not mean they must stand alone with this responsibility. Management shares with them the responsibility for employee safety. Other sources of assistance such as outside consultants are also available in many cases where needed.

When is the proper time to investigate an accident? As soon as possible. The accident investigation should begin the moment that you hear an accident has occurred. Physical evidence usually starts to disappear almost at once. Clean-up crews will carry things away and erase important details. Witnesses may leave the scene.

While impractical in many instances, photographs of the accident can save the investigator much time in gathering accurate information. The use of a Polaroid camera to take a simple black and white photograph of the accident scene should be considered. Certainly, some things will have to be postponed. Questioning the victim who is still in shock, for example. The critical thing is to start your investigation while all the facts are present.

The investigator of an accident has two sources of information, objects and people. Objects are fairly reliable if they are present, for they aren't affected by tricks of memory or prejudice. The key to inspecting objects is to know what to look for. For instance, a cart spills a load of material. Did the cart strike an object on the floor, a hole in the floor? Was the cart in good condition with no defective parts, or so overloaded that it was unstable? An affirmative answer to any of these questions would help to narrow the investigation. People on the other hand, can be more difficult to handle because the manner in which they are approached will often determine the amount of information the investigator is going to receive. The investigator must be both impartial and impersonal. Trying to fix blame or find someone to blame it on or giving this impression will accomplish nothing.

The information received from the people at the scene may or may not be accurate. A variety of factors can color the faces. Some common ones are:

1. Did they actually see the entire accident take place or were they attracted by the noise and excitement?
2. What are the attitudes of the people involved? Do they dislike the establishment or their bosses?
3. Was the person you talked to trying to avoid being found at fault? Or, on the other hand, does the person have an axe to grind, and is merely taking this opportunity to do so?

To successfully complete an accident investigation, the investigator should fully answer the six key accident investigation questions:

- WHO:**
1. Who was injured?
  2. Who saw the accident?
  3. Who was working with him/her?
  4. Who had instructed/assigned him/her?
  5. Who else was involved?
  6. Who else can help prevent recurrences?
- WHAT:**
7. What was the accident?
  7. What was the injury?
  8. What was he doing?
  9. What had he been told to do?
  10. What tools was he using?
  11. What machine was involved?
  12. What operations was he performing?
  13. What instructions had he been given?
  14. What specific precautions were necessary?
  15. What specific precautions were given?
  16. What protective equipment should have been used?
  17. What protective equipment was used?
  18. What have other persons done that contributed to the accident?
  19. What problem did the individual encounter?
  20. What did the individual or witness do when the accident occurred?
  21. What extenuating circumstances were involved?
  22. What did the individual or witness see?
  23. What will be done to prevent recurrences?
  24. What safety rules were violated?
  25. What new rules are needed?
- WHEN:**
26. When did the accident occur?
  27. When did the individual start on the job?
  28. When was the individual assigned to the job?
  29. When were the hazards pointed out to the individual?
  30. When had the supervisor last checked on the job progress?
  31. When did the individual first sense something was wrong?
- WHY:**
32. Why was the individual injured?
  33. Why did the individual do what he did?
  34. Why did the other person do what they did?
  35. Why wasn't protective equipment used?
  36. Why weren't specific instructions given to the individual?
  37. Why was he in the position he was?
  38. Why was he using the machine or tools he was?
  39. Why didn't he check with his supervisor when he noted things were not as they should be?
  40. Why did he continue working under the circumstances?
  41. Why wasn't the supervisor there at the time?
- WHERE:**
42. Where did the accident occur?
  43. Where was he at the time?
  44. Where was the supervisor at the time?
  45. Where were fellow workers at the time?
  46. Where were the witnesses when the accident occurred?
  47. Where was the safety equipment?
- HOW:**
48. How did he get injured?

49. How could he have avoided it?
50. How could fellow workers have avoided it?
51. How could the supervisor have prevented it? (Could he?)

The next step in accident investigation process is the completion of a written accident investigation report. The report should address:

1. The accident – What happened? What could have happened?
2. The Causes – What was the primary cause? What were the secondary causes? Were there other possible causes?
3. Preventive action – What has been done or should have been done to prevent a recurrence of a similar type accident?

The proper completion of an accident investigation report provides management with the necessary information to identify and eliminate accident-producing elements in the workplace.

#### **ACCIDENT INVESTIGATION PROCEDURES:**

The Supervisor's Accident Investigation Report for employee injury or illness is to be filled out by the supervisor of the employee injured. All applicable sections of the form must be filled out. If the supervisor is not available, the facility director and/or administrator will be responsible for the completion of the form.

We investigate accidents to determine what specifically should be done to eliminate or control hazards. In addition, the information obtained immediately following an accident can be invaluable in successfully defending against any future liability claims.

A copy of the completed Supervisor's Accident Investigation Report and any related documents shall be immediately completed. The following guidelines should be followed:

1. Put person at ease – establish a friendly understanding and appreciative atmosphere. Be sure to get correct full name, address and phone number.
2. Interview on the spot. The actual scene assists both to accurately relate and understand what happened.
3. Interview should be private – get on a one to one basis off to the side, out of easy listening range.
4. Do not lead with your ideas – encourage them to tell their version.
5. After you have heard their version, repeat it back – a restatement will ensure that the witness meant what he said and you understood what was said.
6. End on a positive note – be sure to express your appreciation for their cooperation.
7. Record critical information – recording the interview word for word usually slows the process down. Jot down the important facts, numbers and dimensions. As soon as the interview is over, record information in more detail. Do so before the next interview as it will be difficult to remember specifics after several interviews.



# **Accident Reporting Procedures**



## **IF YOU HAVE AN ACCIDENT:**

The supervisor (or designee) will arrange for emergency transportation, if required, and accompany the injured employee to the medical facility.

### **Procedures:**

- 1. Report injuries, no matter how slight, to supervisor or nurse (depending on severity of accident). The supervisor is responsible for obtaining the required information from the employee.**
- 2. The Employee Accident Investigation Report form must be completed, reviewed with the injured employee, and signed by both parties (employee and supervisor).**
- 3. With required deadlines for workers' compensation as they are, it will also be necessary to contact the Accounts Payable Clerk to complete the First Report of Injury or Illness form (on the day of the occurrence or as soon thereafter as possible).**
- 4. If an employee is required to receive treatment from a doctor and it is determined that the employee cannot return to work, the school must have on file a copy of the doctor's recommendation.**
- 5. Workers' compensation will not be paid until an employee has been out for 7 days. Again, doctors' reports are necessary and all reports must be completed. Employees may use their sick leave days until the Texas Workers' Compensation Commission determines the benefits that will be paid. In the event an employee is out more than 15 days the commission will make payments; however, they will not pay for the first 7 days of leave if the employee received wages from the school district. Current law does not permit district compensation through sick leave days, vacation days, wages, etc. to be paid simultaneously with worker's compensation benefits.**
- 6. It is imperative that the above mentioned forms be completed and filed with the worker's compensation insurance company within 8 days, or the school district will be penalized.**
- 7. For workers' compensation purposes, if an employee is out for an extended length of time due to injury or illness, the Accounts Payable Clerk must be notified upon the employee's return to work.**
- 8. For further details on the above procedures, please contact the Accounts Payable Clerk.**

## **POST INJURY ASSISTANCE**

**Dilley I.S.D. employees who are off work due to a work-related injury will be provided assistance with processing claims. The district will keep in contact with claims adjusters in order to provide information that will facilitate the employee's return to pre-injury status more quickly.**

**If sufficient workdays are lost due to the injury, the District (Accounts Payable Clerk/Workers' Comp. Claims) will inform the employee of benefits provided by the Texas Workers' Compensation laws.**

**Communication between the District and the employee will take place periodically regarding the employee's progress/recovery status and any problems he/she might be having with medical bills/benefits.**

**EMPLOYEE REPORT OF SAFETY HAZARD**

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_ DEPT: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

LOCATION OF HAZARD: \_\_\_\_\_

<b>TYPE OF HAZARD OBSERVED:</b> _____
_____
_____
_____
_____

**FORWARD TO YOUR SUPERVISOR IMMEDIATELY UPON COMPLETION!**

EMPLOYEE SIGNATURE: \_\_\_\_\_

**SUPERVISOR'S FOLLOW-UP OF REPORTED SAFETY HAZARD**

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_ DEPT: \_\_\_\_\_

<b>OBSERVATIONS:</b> _____
_____
_____
_____

_____
_____

<b>SUGGESTED ACTION TO CORRECT HAZARD:</b> _____
_____
_____
_____

HAS A WORK ORDER BEEN SUBMITTED TO CORRECT HAZARD? \_\_\_\_\_

\_\_\_\_\_  
ADMINISTRATOR'S/SUPERVISOR'S SIGNATURE