



CUSTODIAL/JANITORIAL SAFETY RULES

Winters

Independent School District

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

GENERAL SAFETY RULES

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

1. Lifting improperly is a major factor of the tremendous number of claims for back injuries.

The following procedures should be followed:

a. Size up the load; make sure it is stable and balanced. Test the weight to ensure you can lift it yourself.

b. Plan the job. Ensure that your path of travel is clear and that you have identified the location where you will place the load.

c. Establish a good base of support. Use a wide balanced stance with one foot ahead of the other.

d. Bend your knees and get as close to the object as possible. Lift with your legs and not your back.

e. Get a good grip on the object to be lifted. Make sure you can maintain your hold throughout the lift and won't have to adjust your hands later.

f. Lift gradually, don't jerk, but use a slow steady movement.

g. Keep the load close while carrying; this prevents you from arching your back and adding additional stress to your back.

h. Pivot; don't twist when you need to change directions. Move your feet in the direction of the lift. Twisting is especially harmful for your back.

i. If the load is too heavy either enlist another helper or use a mechanical device.

2. Good housekeeping is an aid to safety. All employees shall keep tools, equipment, and work areas clean and orderly.

3. Keep aisles stairways and exits clear of boxes and other tripping hazards. Do not obstruct exits.

4. Clean spills immediately. Mark the spill if you must leave to retrieve assistance or additional supplies.

5. Each employee should know the location of fire extinguishers in their work area. The area in front of a fire extinguisher should be kept clear for ready access. 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.
9. Smoking will not be allowed at any facility.
10. Use caution when opening doors which serve two-way pedestrian traffic.
11. Use a stepladder 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.
17. Only qualified, designated employees should work on electrical wiring and equipment.
18. Horseplay or practical jokes will not be tolerated.
19. Material Safety Data Sheets must be available, at the point of use, to any person who requests this information.
20. Report all accidents to your supervisor.
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.

CUSTODIAL AND JANITORIAL SAFETY RULES

The following are some important general janitorial and custodian safety rules that each employee is required to follow:

1. Use caution when mopping floors. Do one-half of the halls at a time, wait for that side to dry, and then do the other half. Put out caution signs indicating "Caution - Wet Floors."
2. Use care in handling crates, broken glass, jagged wires, etc. Use gloves.
3. Never store metal items or anything flammable or combustible in a storeroom where electrical equipment is located.
4. Do not block hallways, stairs or exits.
5. Keep the storeroom and boiler rooms clean and roomy.

6. Always mix and apply waxes according to the label. Always use “UL Approved” non-slip waxes or floor coatings.
7. Proper floor maintenance is vital for keeping floors from becoming hazardous.
8. Store and use acid or caustic drain cleaners properly. Keep caustics away from chlorine cleaners. Use eye protection. Read the directions before using any cleaner. Do not use strong cleaners while students, teachers or administrators are using the facility.
9. Use extension handles on dust mops, etc., to reduce the need for climbing to high places.
10. Use handrails when using stairways and stay to the right.
11. If your hands are full, use a cart and keep the load light. Do not let the load obstruct your vision when moving in hallways or stairways.
12. Always put tools, equipment, and machines back in their proper place after use. Do not leave pails and carts, etc., in the middle of hallways where they can become obstacles.
13. Do not store flammable or combustible materials such as paper products, gasoline cans, aerosol cans, mops with wooden handles, etc., in the vicinity of the boilers or other sources of heat such as gas water heaters.
14. Do not use equipment or chemicals you have not been properly trained to use.
10. Never store chemicals in unmarked containers.
11. Material Safety Data Sheets should be read and understood for all chemicals being used.
12. Never overload electrical circuits.
13. Storage rooms should be kept locked to prevent unauthorized access to tools and chemicals.
14. When in doubt, ask your supervisor.

WORKPLACE INSPECTIONS

Daily inspections should occur in the work area to look for safety hazards:

- Identify issues with flooring/walking surfaces that create slip, trip or fall hazards
- Insure that Exits are not obstructed so that access in an emergency will not be a problem
- Equipment and Tools should be inspected prior to each use so that defects can be identified and corrected prior an injury occurring
- Personal Protective Equipment should be without defect and provide the protection expected.
- Housekeeping in hallways, storage areas and work areas is well maintained so that clutter does not create obstacles

Acknowledgement of General Safety Rules for Custodial/Janitorial

I have received the WISD General Safety Rules for Custodial/Janitorial and fully understand the rules. If in the future I have any questions regarding any of the Rules I will seek clarification from the Maintenance Director or the WISD Administration Office.

Employee Printed Name

Employee Signature

Date