

SCHOOL SAFETY AND EMERGENCY PROTOCOL

Safety Philosophy

Each school has a school safety plan and emergency drills for specific situations. In each classroom or office space, there is an emergency reference guide for easy reference. Should an emergency event occur, you can refer to the guide.

As an employee within Alpine Union School District, you should be ready for implementation of emergency procedures at any time to maintain the safety and care of students and staffs.

The Alpine Union School District strives to provide a safe working environment for all employees. No employee shall be reprimanded or discriminated against as a result of reporting any condition believed to be a violation of state or federal law or agency regulation. The District provides all safety equipment necessary to permit employees to perform assigned duties safely.

Accident prevention is everyone's job. All staff members should study these tips in order to help provide a safer and healthier place to work and study. Horseplay or other acts, which tend to have an adverse influence on the safety of employees and students are prohibited and may result in disciplinary action. To protect students and other employees, unsafe work conditions shall be reported to the immediate supervisor at each site.

This section contains some suggestions on how to work safely in your everyday work environment. Some positions require specialized training, such trainings will be conducted by the supervisor.

A Safe Work Environment

The District attempts to maintain a safe work place for its employees consistent with federal, state and local safety codes/regulations. However, this does not guarantee freedom from injury. The most important preventative measure lies in the ability of every employee to perform his/her job in the safest possible manner.

It is important that all employees recognize their obligation to comply with occupational safety and health standards and all rules, regulations, and orders that apply to their own actions and conduct in the performance of their specific job assignments.

The purpose of this information is to acquaint you with the general safety rules of the District. Every employee is responsible for knowing and following these measures on a daily basis.

When an Accident Occurs

1. Report all work-related injuries or occupational illnesses, no matter how minor they may be, to your supervisor or principal without delay.
2. The supervisor/principal will complete a "Supervisor's Report of Accident" and give you an "Employee's Claim for Workers' Compensation Benefits." Within 24 hours the forms should be submitted to the Human Resources Office.
3. If necessary, the supervisor/principal will give you a "Work Status Report" prior to going for medical treatment.
4. If the injury is serious, notify your supervisor/principal and the Director of Human Resources immediately.

Whenever Police or Emergency Responders are called, the District Safety Officer needs to be notified immediately.

Disciplinary Procedures

Employees who fail to comply with safety rules may be subject to disciplinary actions up to and including termination. Supervisors/principals will follow the normal disciplinary procedures for documented violations.

Hazard Communication (Employee Right-To-Know)

The District provides information about hazardous materials to all employees who use or who could be exposed to such materials. The data includes information on chemical labeling, material safety data sheets, and employee training on the safe use and handling of materials. Please refer to the separate brochure entitled, "Right to Know - Working with Chemicals/Hazardous Substances" provided to all new employees.

Steps

1. Know where the written hazard communication program is kept at each site/department for employee access. Read it. The written program clearly outlines the purpose and intent of the hazard communication policy.
2. Use warning labels to identify hazardous materials and the hazards associated with them.
3. Read all labels carefully to determine the recommended safety precautions.
4. Know where the material safety data sheets (MSDSs) are located. Read and use the MSDSs to understand, determine, and apply the safety precautions, personal protective equipment, and the type of hazards associated with the use and storage of the material.
5. Wear all required personal protective equipment when working with hazardous materials.
6. Know how to fit, clean, and store the personal protective equipment.
7. Follow all safe work practices when using or handling hazardous chemicals. If in doubt, ask supervisors for help.

Emergency Response

Emergency response and evacuation procedures are important in that they provide information to employees in the event of an emergency. Examples of emergencies could be any one of a number of events such as fire, earthquake, or an event that is created outside of the normal course of business such as a hazardous material spill next to a school. Each school/department has an emergency plan, which includes the following:

1. In the event of an emergency, employees and students know where the nearest exit is.
2. Employees and students know the evacuation plan and the designated areas to meet following an evacuation.
3. Procedures are in place to deal with search and rescue if necessary.
4. Employees have been trained in the District's Emergency Preparedness Plan procedures.

Fire Extinguishers

REMEMBER, it's always a good idea to call 911 for emergency help in dealing with any fire. Employees should know where to locate fire extinguishers within their work area. These ABC Multi-Use extinguishers are located in various areas within each building and work location. Classroom and other locations are equipped with ABC extinguishers (Multi-Use). All site extinguishers are designated as ABC multi-type extinguishers.

To use a fire extinguisher effectively, you should obtain the proper type of extinguisher, pull the safety pin, aim the nozzle at the base of the fire and squeeze the handle. When doing this, you should spray the contents back and forth until the fire has gone out.

Fire extinguishers are for small fires only. Don't try to extinguish a large fire.

In-service Training – Certificated Employees

Principals are encouraged to incorporate Safety Program training sessions as a part of regular faculty meetings.

Objectives: To develop the certificated employees' ability to:

1. Observe physical hazards or potential hazards on school property and correct or report those hazards.
2. Demonstrate knowledge of hazardous aspects of materials and equipment in common use in the classroom and workroom.
3. Demonstrate an awareness of unsafe employee practices in the classroom, work room, play yard, and parking lot.
4. Demonstrate exemplary safe behavior to pupils.
5. Inject concepts of safety into appropriate aspects of the instructional program.

How Do You Work Safely in Your Everyday Environment?

Tips for departments are included in the following pages. Please review this information.

General Classroom Safety

1. Report ALL injuries immediately to site administrator.
2. Remove all debris from the floor which could cause slipping or tripping.
3. Keep cords (electrical, phone, etc.) out of walkways.
4. Never use chairs or desks for climbing or standing. Use ladders only. Adult supervision should be provided when students are using ladders. (Ladders are available in each school office.)
5. Report to the principal all broken or cracked glass, including containers and windowpanes.
6. Store all heavy items on lower shelves.
7. Wipe up all spills and water accumulations immediately.
8. Follow proper lifting procedures (featured later in this section.)
9. Maintain adequate walkways between desks, work tables, etc.
10. Keep all storage areas clean, neat, and free of trash and unused materials
11. Inspect all electrical apparatus in use in each room to ensure good operating condition. Look for frayed cords, broken plugs, exposed wires, and broken or cracked housings.
12. Stay alert for all unusual hazards, which could cause injury to students, staff, and visitors. Report them immediately.
13. Glass containers should not be used in classrooms (aquariums, flower vases, bottles, containers, etc.) Glass items should be phased out and replaced with plastic, Plexiglas, etc.
14. No kitchen utensils or electrical appliances are to be used.
15. Never store paper cutters in areas where students might be present. Students should not

- use paper cutters.
16. Never store laminators in areas where students might be present. Students should not use laminators.
 17. Science materials, specifically chemicals, should be those purchased by the District. Shelf life dates of chemicals should be reviewed frequently, and out-of-date chemicals should be disposed of properly.
 18. No insecticides or pesticides of any kind (such as ant spray, ant or roach bait, fly spray, etc.) are to be purchased or used in the classroom. Use of these products will be handled by District maintenance staff who has received specialized training for their use.
 19. Employees should use only District-purchased hazardous materials approved for use. The District has all Material Safety Data Sheets (MSDS) on file for each product used. MSDS are required for any product, which contains a hazardous material warning or caution on the label.

Specific items not allowed in classrooms include:

- Bleach
- Any aerosols (lacquer, paint, etc.)
- Any cleaning products brought in from home and containing a label warning regarding hazardous materials or potentially harmful results if used.
- Art and craft supplies other than District-purchased materials
- Ammonia
- Insecticides and pesticides

Some exceptions to the above guidelines if certain precautions are followed, including:

- All containers must be labeled as to contents.
 - Manufacturer's MSDS on file in room where product is used or stored, and user is trained on how to interpret and implement information contained in the MSDS.
 - Materials are to be used in accordance with manufacturer's guidelines as directed on label.
 - Exercise good judgment in the use of these materials.
 - Materials are brought on campus only when needed and then removed following use.
 - Materials are stored in a locked cabinet or custodian room when not in use.
 - Only adults handle materials. **STUDENTS MUST NOT HANDLE MATERIALS AT ANY TIME.**
 - Materials should not be used in classrooms when students are present.
20. Pet supplies should be used in accordance with the above guidelines.
 21. The District's Injury and Illness Prevention Program, as mandated by SB 198, requires periodic classroom and site inspections for safety hazards and hazardous materials. The purpose of these inspections is to prohibit hazardous materials being brought from home for use in the classroom and to prevent the accumulation of toxic materials that may become unstable if stored for long periods of time. The results of the inspections will be submitted to the principal before being brought to the Safety Committee.
 22. Microwave ovens and refrigerators shall not be used in the classroom unless authorization is received from the Principal.

General Office Safety

1. Report ALL injuries immediately to site administrator.
2. Maintain adequate walkways between desks, work tables, etc.
3. Keep cords (electrical, phone, etc.) out of walkways.
4. Keep file cabinet drawers completely closed when not in use.
5. Do not overload upper file cabinet drawers. Store heavy items in lower drawers.
6. Keep all storage areas clean, neat, and free of trash.
7. Do not overload electrical circuits.
8. Do not use any electrical equipment with frayed cords, exposed wires, or broken or cracked housings.
9. Do not use chairs or desks for climbing or standing. Use ladders only. (Ladders are available at each site.)
10. Never store unnecessary hazardous materials in any office area.
11. Use care in operating electrical office equipment—follow manufacturers' instructions and precautions.
12. Follow proper lifting procedures (featured later in this section)
13. Stay alert for all unusual hazards which could cause injury to staff, students, and visitors. Report them immediately.

Food Services Safety

1. Report ALL injuries immediately to site administrator.
2. Wipe up all spills and water accumulations immediately.
3. Store all heavy items on lower shelves. Break down cases to individual units prior to storage whenever possible.
4. Never use chairs for climbing. Only use ladders provided for that purpose.
5. Keep all machinery guards in place whenever in use.
6. Follow proper lifting procedures (featured later in this section)
7. Wash sharp utensils individually—never drop them into the dishwater.
8. Wash glassware and dishes separately. Never stack glassware in the sink. Drain sinks prior to attempting to remove broken glasses or dishes.
9. Stay alert for all unusual hazards, in all areas, which may expose students, staff, and visitors to injury.
10. Never store unnecessary hazardous materials in any food service area. Only use chemicals for which you have been properly trained.

Maintenance and Grounds Safety

1. Report ALL injuries immediately to site administrator.
2. Wear face shield or eye goggles whenever engaged in eye hazardous operations (chipping, grinding, trimming, etc.)
3. Wear proper earplugs or muffs while engaged in high noise level operations (mowing lawns, trimming, machinery, etc.)
4. Replace all broken and cracked glass immediately.
5. Wipe up all spills immediately. Remove all accumulations of water from walkways caused by rain, sprinkler systems, etc., by draining, mopping, or sweeping.
6. Do not use any ladders with broken or cracked steps or side rails.
7. Only use ladders with non-skid safety feet.
8. Do not use metal ladders while conducting electrical repairs.
9. Follow proper lifting procedures (featured later in this section)
10. Only properly trained employees can use pesticides and other hazardous materials. Carefully read all label directions first. Use approved respiratory protection when required.
11. Before using any power equipment, tools, etc., ensure that all belt-drive guards, point-of-

- operation guards, and all other safety features are properly in place.
12. Stay alert for all unusual hazards, in all areas, which may expose students, staff, and visitors to injury.

Driver Vehicle Safety

1. Report ALL injuries immediately to site administrator.
2. Do not drive a District vehicle unless authorized by your supervisor/principal. All operators must have a legal operator permit or license.
3. Every vehicle operator must obey all traffic laws. All accidents must be reported. If you are involved in an accident, call the Highway Patrol or local police department and **do not discuss accident causes other than with immediate supervisor, risk manager, Highway Patrol, or police.**
4. Drive with caution at all times.
5. Seat belts are required at all times while riding in or operating a District vehicle.
6. Vehicles shall not be refueled with the motor running.
7. Refrain from placing articles on the dashboard of the vehicle—hair brushes, books, personal items, etc.
8. Follow proper lifting procedures.
9. Stay alert for all unusual hazards, in all areas, which may expose students, staff, and visitors to injury.

Proper Lifting Procedures

- Squat from the knees, never bend from the waist.
- Keep spine straight, tuck your chin.
- Keep feet comfortably spread—about shoulder width.
- Keep load close to body.
- Never twist while carrying any load—no matter how light.
- Seek assistance in moving any heavy or bulky item.

Site Safety Inspection Guidelines

FLOOR

Any trip hazards.
Electrical cords exposed in a walkway.
Water spills.
Carpet tears.
Throw rugs.
Loose or missing floor tiles.
Non-skid strips where needed.

CEILING

Ceiling tiles secure.
No flammables or decorations touching light fixtures.

STORAGE

Boxes stored away from heater.
No materials blocking doorway or walkway.
No heavy objects in overhead storage.

SCIENCE	Only District-purchased and approved materials are to be used.
ARTS & CRAFTS	Containers must be labeled.
CLASSROOMS	No hazardous materials stored in classrooms.

TECHNOLOGY	Protective eye equipment used.
EXPLORATION	Eye wash station in good working order.
CLASSROOMS	Safety guards on equipment.
PLAYGROUND	Equipment in good repair; no splinters or sharp edges. Necessary safety lines painted around apparatus. Holes in asphalt or grass repaired. Appropriate safety equipment available for sports.
KILNS	Firing should be done during the school day only. Kilns should not be left on after school even when using kiln setters.
MISCELLANEOUS	Replace windows with holes and cracks radiating outward. Look for sharp corners, other safety hazards that would cause injury. Location of fire extinguishers clearly marked. “Overstuffed furniture” is considered a fire hazard. Trip and fall hazards

Working with Chemicals/Hazardous Substances

Chemicals can be hazardous as they have physical properties such as being flammable, explosive or unstable; or they produce health effects, that might damage the skin, lungs, eyes, or may be carcinogenic.

In California, all employees are required to receive training and information regarding hazardous substances they might use or come in contact with in their work. The District believes it is important for employees to have information on your rights and what you need to know to keep yourself and others safe at work.

Employee Rights

Your rights by law are as follows:

1. You have the right to receive information and training regarding hazardous substances to which you might be exposed.
2. You have the right to a safe workplace.
3. You cannot be discharged or discriminated against in any way for exercising these rights.

Your supervisor is responsible for informing you of the following:

1. The location of and how to obtain the District’s written program on hazardous substances.
2. Any operation in your work area where hazardous substances are present.
3. Reviewing with you the contents of Material Safety Data Sheets (MSDS) of substances you work with. This includes new substances or revised MSDS if the new information indicates a significant increase in risk to you.
4. How to observe and detect the presence and/or release of a hazardous substance in the work area.
5. The physical and health hazards of the hazardous substances in your work area and how you can protect yourself from these hazards. Such measures may include work practice, protective equipment or emergency procedures.

Help protect yourself by:

1. Learning about hazardous materials.
2. Going to training sessions, asking questions, and reading labels and MSDSs.
3. Putting what you learn to work by using the right protective clothing and equipment or by

- taking other precautions.
- 4. Following safety procedures.
- 5. Telling your immediate supervisor when you feel those procedures need to be changed or don't provide enough protection.
- 6. Sharing with your supervisor any physical symptom.

Material Safety Data Sheets (MSDS)

The basic source of information about safety and health is found in the Material Safety Data Sheet (MSDS)

The purpose of an MSDS is to tell you:

- The material's physical properties or health effects that make it dangerous to handle.
- The level of protective gear you need.
- The first aid treatment to be provided when you are exposed to a hazard.
- The preplanning needed for safely handling spills, fires, and day-to-day operations.
- How to respond to accidents.

Labels on Containers

Another part of our Hazardous Substance Program involves container labeling. By law, whenever a manufacturer sends or ships a drum, box or other container with a hazardous substance, a label must be on the container and it must contain the following information at a minimum:

1. The name (identity) of the substance (e.g. gasoline, ammonia, etc.)
2. A hazard warning statement (e.g. corrosive, wear rubber gloves and eye protection.)
3. The name and address of the manufacturer or importer.

As substances are transferred from original containers to other containers, labels must be placed on these secondary containers. This label must contain the following information:

1. The name (identity of the substance)
2. A hazard warning statement

These container labels are reminders for you when you use hazardous substances. They are a very shortened version of the MSDS in that they are telling you what you need to do to keep yourself safe. If you encounter a container without a label, it is your responsibility to notify your supervisor who will make sure that a label is put on the container.

SUMMARY

Labels and MSDSs are your guides to working safely with hazardous substances. By understanding what you are working with, what potential hazards exist from using the substance and how you can protect yourself, you can make your employment safe. We can't avoid using hazardous substances, but we can use them safely. If you have any questions regarding the information in this booklet, talk with your supervisor and get the assistance you need. We want your employment to be productive and free from injury and illness.