

USD 409 Atchison Public Schools



2014 – 2015

**EMPLOYEE
SAFETY MANUAL**

Atchison Public Schools, USD 409, does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: USD 409 District Coordinator of Section 504, ADA, Title VI, Title VII and Title IX, Dr. David Myers, 626 Commercial, Atchison, KS 66002, 913-367-9519.

The Atchison Public Schools Employee Safety Manual is designed to give you an overview of the safest methods of performing your job.

To be safe is to be secure from the threat of danger, harm or loss. Ninety-eight percent of all accidents are a result of unsafe conditions and unsafe acts or practices. Many accidents are caused by the use of unsafe equipment, the use of tools in an unsafe manner and failure to follow safe work methods.

Please study and know the Employee Safety Manual and remember how important it is to follow safe working habits. Report to your supervisor or the building principal all unsafe conditions and unsafe practices that you observe. Also, report all injuries and accidents/incidents to your supervisor immediately. You will be responsible for filling out an accident report and turning the report into the building principal or supervisor within two (2) working days of the accident

If injured, you or your Building Principal must contact the business office at the Board of Education. The business office will contact the district's workers' compensation doctor to arrange an appointment for you to be seen by a health care provider, and will inform the staff that you are being seen for a worker's compensation injury and that you are employed by Atchison Public Schools. After your appointment, you are responsible for returning all paperwork from the workers' comp doctor to the business office.

While this manual contains general safety rules, it is not intended to be all-inclusive. The purpose of the manual is to assist you in preventing accidents and to aid each department in the development of safety rules.

You are responsible for your safety. Always wear personal protective equipment when required. Violation of safety rules or safe practices could result in severe and painful consequences. Compliance with the safety rules contained in this manual is mandatory, and is a condition of employment.

Regardless of the section in this handbook, any rule or regulation that appears, shall apply to any work condition, work area, or office in which a potential hazard may exist.

Again, you are responsible for your safety.....

Safety is an “Attitude”

Accidents do happen. It's a reality that we all have to live with. Following many workplace accidents, the person involved will find anything to blame the accident on. Whether it's external conditions, other workers, or something else, responsibility is seldom accepted. That's interesting when you consider that most accidents are a result of someone practicing unsafe behavior. That's right, approximately 85% of workplace accidents are a result of human error.

Fortunately, there is a lot that you can do to reduce your chances of experiencing a workplace accident or, more importantly, an injury. Remember, safety does not just happen, you make it happen. It all starts with your attitude toward safety. Consider for a moment some of the possible consequences of a workplace accident.

- Personal Pain/Suffering
- Recovery
- Strain on Family
- Reduced Income
- Loss of Leisure Time

The result could be devastating to you and your family. So please, take an active interest in safety. It could make the difference in the quality of the rest of your life.

The following tips may help keep you focused on safety:

- Think safety in everything you do.
- Always expect the unexpected.
- Follow established safety practices/procedures.
- Survey your area for hazards.
- Stay level-headed. Do not let anger get you injured.
- Use the right tool and use the tool right.
- Concentrate on the task at hand.
- Practice good housekeeping in your work area.
- Take responsibility for your own safety.
- Encourage others to take safety seriously.

If There Is An Accident

1. **Immediately report all injuries to your Building Principal.** The Building Principal or first available person shall arrange for emergency transportation, if required (EMS, Fire Dept.), and if necessary shall accompany the injured employee.
2. **If injured, you or your Building Principal must contact the business office at the Board of Education. The business office will contact the district's workers' compensation doctor to arrange an appointment for you to be seen by a health care provider,** and will inform the staff that you are being seen for a worker's compensation injury and that you are employed by Atchison Public Schools. **After your appointment, you are responsible for returning all paperwork from the workers' comp doctor to the business office.**
3. The Building Principal shall ensure that the official accident report forms are completed accurately and sent to the District Office within two (2) working days.
4. Perform first aid, artificial respiration, and rescue breathing only in an emergency and if you are First Aid/CPR certified, and only until properly trained medical help arrives.
5. **If you are injured on the job, you must provide notice of an accident to your Building Principal within ten (10) days. If the district does not have knowledge of the injury, the claim may be denied.**

Employees' Responsibilities

All employees have a safety responsibility to themselves, their families, fellow workers, the public and the Atchison School District. While performing job duties, all employees shall be expected to observe safety rules and instructions by being both mentally and physically alert.

To accomplish this goal, all employees will:

1. Follow safe work procedures and take an active part in protecting yourself, fellow workers and the District's property.
2. Detect and report any hazards to your supervisor, including conditions, work practices and unsafe behavior. You should make suggestions for correcting these hazards.
3. Use all safeguards and safety equipment; take no unnecessary chances - No Exceptions.
4. Wear safety protection devices, as necessary, for a particular job, hazard or when instructed to do so. No Exceptions.
5. Only operate equipment that you have been authorized & instructed to safely use.
6. Only use the correct tool or piece of equipment to accomplish an assigned job. Do Not Substitute Equipment.
7. Learn to lift and handle material properly by using your legs and not your back. Grasp each load firmly and keep your back as straight as possible while lifting. Ask for help when lifting heavy or large items.
8. Know the locations of fire equipment & how to properly operate it.
9. Report injuries promptly to your immediate supervisor and seek immediate medical attention as needed.
10. Cooperate in every respect with the District's Safety Policy and Safety Training, as required.
11. Comply with safety instructions from supervisors.
12. Follow safety procedures in case of fire or other catastrophes.
13. Review safety manuals and follow their content.
14. **REMEMBER - All horseplay is strictly prohibited.**

General Safety Rules

1. District policy is to wear safety belts while operating school district vehicles. This policy also includes driving personal vehicles for school business.
2. Equipment requiring guards must have them properly installed and operational.
3. Comply with all safety rules and district regulations.
4. It is your responsibility to know and adhere to the safety regulations.
5. Report all unsafe acts and equipment conditions to your supervisor or building principal.
6. Maintain good housekeeping habits.
7. Use proper lifting and carrying positions at all times when moving materials/equipment.
8. Always watch for slippery surfaces or obstacles that may cause a fall.
9. Never use a makeshift ladder or stool (i.e. chairs, tables, etc.).
10. Do not use extension cords as a substitute for required wiring.
11. Use personal protective equipment where there is a hazard that may cause injury or illness to an employee.
12. Report all accidents (minor/major/no injury) to your supervisor immediately.
13. Seek treatment/first aid for any injury.
14. Inspect all tools, materials, equipment and work areas for unsafe conditions.
15. Avoid horseplay, this action has been known to cause serious injury.
16. Know your job requirements.
17. Attend safety meetings, as required, to maintain safety awareness.
18. When working with any chemical, always read the Material Safety Data Sheet (MSDS).
19. Jewelry should not be worn when operating machinery/equipment.

U.S.D. # 409 Motor Vehicle Operation Wear Safety Belt

1. Do not permit any person not employed by the school district to operate district owned vehicles/equipment.
2. Do not use cell phones in district vehicles while driving.
3. When parking and leaving the vehicle, shut off the engine, remove ignition key and lock the doors. **DO NOT** leave vehicle unattended when motor is running.
4. Do not operate any school district vehicle unless all persons inside use safety belts.
5. Appropriately check the following equipment. Report defective items to the Service Center:
 - Directional signals
 - Lights and warning reflectors
 - Safety belts
 - Tires, including spare
 - Windshield wipers
 - Windshield
 - Heater and defroster
 - Horn
 - Fire extinguisher, if provided
 - Rearview mirrors
 - Safety equipment, flares, flags, chock blocks, chain, etc.
 - Brakes and related equipment
 - Steering mechanism
 - Muffler and exhaust system
 - Serviceable mud flaps
6. Store articles, tools, equipment, etc. in cars or truck cabs in such a manner as not to interfere with vision or the proper operation of the vehicle. Secure or tie down any equipment or materials being transported in the bed of the truck. Cover with a tarp all loose materials such as sand, gravel, or asphalt.
7. Do not store anything on the rear window ledge of any vehicle.
8. Watch footing to avoid slipping or falling when boarding or alighting from vehicles. Do not board or alight when the vehicle is moving.
9. Hitch trailers, toolboxes and trailer-mounted machinery to a towing truck with safety chains in addition to the ball hookup.
10. Do not allow anyone to ride in or on trailer mounted equipment while it is being towed.
11. Use warning signs on tractors & other slow moving vehicles & equipment.
12. Do not operate a vehicle or a piece of equipment that is defective. Report all vehicle accidents as required by law.
13. Do not operate, or instruct other employees to operate any unsafe vehicle or piece of equipment.
14. Only authorized passengers are to be transported in district vehicles.
15. District vehicles are not to be used to tow or move non-district vehicles or equipment without prior authorization.

Spare Your Back!

Lift Correctly:

You can prevent a back injury. The number one way to do that is to master the art of safe lifting. Improper lifting accounts for half of all back injuries, thus it is important to learn to lift the right way.

1. Always carry the load close to the body.
2. Keep the back as straight as possible.
3. Lift with the leg muscles rather than back muscles.
4. Always have a clear vision over the load.
5. If the load interferes with normal walking get help.
6. Never be afraid to ask for help in handling a load.
7. Keep work areas cleared; tripping hazards can cause serious injury.
8. Suggest use of mechanical equipment that will do a better job.

Before You Lift:

The biggest mistake you can make is to jump right in and start lifting. Before you even reach for an object, you should take a moment to size up the load. Test it. If the object seems too heavy or bulky, consider one of these lifting options:

1. Ask a co-worker for help.
2. Break the load down into smaller, more manageable parts.
3. Get a dolly, a hand truck or some other mechanical aid that is especially designed to make lifting easier.

Finally:

Remember, if you make the mistake of rushing into a lift or take on more than you can comfortably handle, you'll only wind up injured, in pain, or possibly immobilized. It is always better to be safe than sorry.

Fire Prevention and Extinguishers

1. Store flammable liquids in accordance with accepted guidelines for each liquid according to MSDS's.
2. Provide adequate emergency fire fighting equipment in appropriate locations and have it adequately marked.
3. Assure that any fire extinguisher that has been used is immediately serviced.
4. Do not block fire extinguishers by storage or equipment.
5. Know the locations of fire extinguishers, how to use them and how to use the pull stations to sound the alarm. Fire extinguishers are only to be used in the following manner:
 - a) Class A - on ordinary combustibles such as wood, cloth, paper and rubbish.
 - b) Class B - on flammable liquid fires
 - c) Class C - on electrical fires
 - d) Class D - combustible metals
6. In case of fire:
 - a) Do not panic or get excited.
 - b) Immediately pull the pull station down to sound alarm. This is done before anything else.
 - c) Proceed immediately with building fire evacuation plans.
 - d) At all times know the exact location of the nearest exit and an alternative exit.
 - e) Walk - don't run - toward the nearest exit. Don't crowd or push others.
 - f) Do not use elevators.
 - g) If a line forms at the exit you're headed for, stay in line and wait your turn.
 - h) In an emergency, forget your tools and personal belongings. Your life, and the lives of others, is more important.
7. Keep your work area clean. Do not give fire a place to start.
8. Know the procedures for fire reporting, fire escape and fire extinguishing. With this knowledge you will be ready for emergencies.

Classroom, Office And Public Buildings Safety Guidelines

1. Keep your work area neat and orderly.
2. Do not leave desk, cabinet or file doors which are open unattended. Only open one file drawer at a time to prevent the cabinet from toppling over.
3. Report all defective equipment, such as chair, worn electrical cords or inoperative machines, to your supervisor.
4. Report any unsafe conditions, such as loose floor tiles, stair treads, railings, icy conditions, electrical shorts in machines, improper lighting, etc., to your supervisor.
5. Do not leave chairs, wastebaskets, cords, etc., in aisles or where they can create a tripping hazard.
6. Do not run in hallways or up and down stairs.
7. Use handrails when ascending or descending stairs.
8. Do not throw or leave paper clips, rubber bands, etc., on floors, landings or stairs.
9. Be watchful of other persons when opening or closing doors.
10. Use only ladders or self-locking step stools of an approved design for access to high shelves or files. Do not climb on chairs, boxes or file cabinets.

Material Handling And Storage

1. Lift heavy objects by keeping your back as straight as possible, bending at the knees and lifting with the leg muscles. (The motion should be smooth and steady.)
2. Do not attempt to lift objects, which you believe are too heavy for safe handling. Get help or divide the load.
3. Carry long material, such as a pipe or a ladder, so that the front end is low enough to clear obstructions.
4. Use portable cranes, skids, hand truck, hoists or power lift trucks to move heavy objects.
5. Wear work gloves when handling heavy or rough objects. Wear foot protection where there may be a hazard to the feet.
6. Push rather than pull whenever possible while moving material on hand trucks or dollies.
7. Do not stand under loads, which are suspended, by ropes, chains, or cables. Stand clear when ropes, cables or chains are under tension.
8. Follow the manufacturer's directions closely and wear the personal protective equipment recommended or provided when using weed or insecticide sprays or other chemicals.
9. Do not block aisles and hallways with materials.
10. Keep all loose nails, boards, etc., off the floor as they may present a tripping hazard. Keep floors, and especially aisles, clear at all times.
11. Remove or bend over all protruding nails, etc. as soon as possible.
12. Do not allow rubbish or flammable materials to accumulate.
13. Provide adequate lighting for all work areas.
14. Wear safety goggles and rubber gloves when handling chemicals.
15. Have two persons present when handling acid or other hazardous chemicals.
16. When working with any chemical, always read the appropriate MSDS prior to using.

Food Service Staff

General:

1. No running; an unhurried procedure should be followed.
2. Pick up anything dropped and wipe up spills immediately.
3. Close all equipment doors when not in use.
4. Avoid placing any object in traffic lane, (delivered product).
5. Before carrying anything make sure your path is clear.
6. Avoid wet floors. A "Wet Floor" sign should be displayed.
7. Always use dry hot pads when removing hot pans from ovens and steamers.
8. Use proper stepladder for reaching high areas.
9. Avoid stacking items too high.
10. Report any equipment problems or leaking fixtures to your supervisor immediately.
11. In freezer, place all heavier items on lower shelves.
12. Store all large heavy wares, equipment and supplies on lower shelves of storage areas.
13. In storage areas, store all glass containers on lower shelves.

Personal:

1. Comfortable non-skid shoes are required. Canvas shoes and sandals are unacceptable.
2. Wear proper, approved uniform.
3. No false fingernails or finger jewelry is allowed while preparing, serving or working with food.
4. Use plastic gloves when serving ready to eat foods.
5. Avoid wearing loose aprons, which could get caught in moving equipment or catch on fire.
6. Use lifting aids whenever possible; i.e., dollies, carts.
7. Wash hands frequently.
8. Short hair, or wearing hair up with hair net or approved cap, is required.

Equipment:

1. Learn how to operate equipment before using it. If you do not know how to operate it then make sure you get instructions or are trained first.
2. Cuts are the #1 cause of accidents in the kitchen. Be familiar with the types of knives in your work area and know how to use them appropriately.
3. Knives should be carried, blade down at the side of your body, and stored in proper storage sleeves and knife racks. Never store knives in drawers.
4. Make sure all proper guards are in place when using electric equipment.
5. Do not open steamers until pressure has decreased.
6. Do not use electrical equipment that has defective switches or cords. Report defective equipment to maintenance or a supervisor immediately.
7. Jewelry should not be worn when operating machinery, i.e. dishwasher, mixer, slicers, etc.

Cleaning:

1. Detergents and cleaning agents should be stored away from food and marked correctly.
2. Be familiar with the Material Safety Data Sheets (MSDS) so you will have knowledge of cleaning compounds and know what to do in case of eye contact, ingestion or other injury.
3. Clean as you go.
4. Turn off and unplug equipment before attempting to clean.
5. Clean floors in sections, with an approved degreaser, and display caution signs.
6. Gloves should be worn at all times when using chemicals to clean.
7. Do not use dirty greasy rags.
8. Knives and sharp objects should be cleaned singly and not left to soak in pot or sinks.

Safety in the kitchen begins
With "Working Smart"