



Adelanto Elementary School District

Code of Safe Practices

(Rev 4/30/2018)

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Our general workplace safety and health practices can be found in our Code of Safe Work Practices.

General Work Areas

It is our policy that everything possible will be done to protect employees, students and visitors from accidents.

Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable District, State and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy employees shall:

1. Report all unsafe conditions and equipment to their supervisor or safety coordinator.
2. Report all accidents, injuries and illnesses to their supervisor or safety coordinator immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
5. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
6. In the event of fire, sound alarm and evacuate.
7. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designate location.
8. Only trained workers may attempt to respond to a fire or other emergency.
9. Exit doors must comply with fire safety regulations during business hours. Deadbolt locks on exits must never be used.
10. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
11. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
12. Aisles must be kept clear at all times.
13. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
14. All spills shall be wiped up promptly.
15. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.

CODE OF SAFE PRACTICES

16. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
17. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
18. Do not stack material in an unstable manner.
19. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
20. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
21. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
22. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
23. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
24. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
25. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
26. Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.
27. Inspect pallets and their loads for integrity and stability before loading or moving.
28. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines. All cylinders must be secured to prevent them from falling.
29. Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi.
30. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
31. Wear hearing protection in all areas identified as having high noise exposure.
32. Goggles or face shields must be worn when grinding.
33. Do not use any faulty or worn hand tools.
34. Guard floor openings by a cover, guardrail, or equivalent.
35. Do not enter into a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken.
36. Always keep flammable or toxic chemicals in closed containers when not in use.
37. Do not eat in areas where hazardous chemicals are present.
38. Be aware of the potential hazards involving various chemicals stored or used in the workplace. All flammables should be stored in an approved flammables storage cabinet.
39. Cleaning supplies should be stored away from edible items on kitchen shelves.
40. Cleaning solvents and flammable liquids should be stored in appropriate containers.
41. Solutions that may be poisonous or not intended for consumption should be kept in well labeled containers.
42. When working with a VDT, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.

CODE OF SAFE PRACTICES

43. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
44. Do not open more than one upper drawer at a time; particularly the top two drawers on tall file cabinets.
45. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from waste baskets. Newer heaters which are equipped with tip-over switches should be used.
46. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
47. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.

General Office and Classrooms

It is our policy that everything possible will be done to protect employees, students, and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable District, State and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy employees shall:

1. Report all unsafe conditions and equipment to their supervisor or safety coordinator.
2. Report all accidents, injuries and illnesses to their supervisor or safety coordinator immediately.
3. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
4. In the event of fire, sound alarm and evacuate.
5. Upon hearing the fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
6. Only trained workers may attempt to respond to a fire or other emergency.
7. Exit doors must comply with fire safety regulations during business hours. Deadbolt locks on exits must never be used.
8. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
9. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
10. Aisles must be kept clear at all times.
11. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
12. All spills shall be wiped up promptly.
13. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be close to the floor and lightweight items stored above.
14. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.

CODE OF SAFE PRACTICES

15. Never stack material precariously on top of lockers, file cabinets or other high places.
16. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
17. Do not open more than one upper drawer at a time; particularly the top two drawers on tall file cabinets.
18. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.
19. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
20. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
21. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from waste baskets. Newer heaters which are equipped with tip-over switches should be used.
22. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
23. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
24. Equipment such as scissors, staples, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
25. Cleaning supplies should be stored away from edible items on kitchen shelves.
26. Cleaning solvents and flammable liquids should be stored in appropriate containers.
27. Solutions that may be poisonous are not intended for consumption should be kept in well labeled containers.
28. Use appropriate climbing equipment such as stepstools or ladders in lieu of desks, chairs and countertops.

Maintenance and Operations Employees

To carry out this policy, employees shall comply with the following:

1. All persons shall follow these safe practice rules, render possible aid to safe operations, and report all unsafe conditions to their site administrator, supervisor or program administrator.
2. Site supervisor shall insist on employees observing and obeying every applicable district, state or federal regulation and order as is necessary to ensure the safe conduct of work, and shall take such action as is necessary to obtain compliance.
3. All employees shall be given frequent accident prevention instructions.
4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employees' ability to safely perform their assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety and wellbeing of employees shall be prohibited.

CODE OF SAFE PRACTICES

6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that they might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos or other similar places that receive little ventilation unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are properly in place and adjusted, and shall report deficiencies promptly to their foreman or supervisor.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
11. Workers shall not handle or tamper with any electrical equipment, machinery, air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman or supervisor.
12. All injuries shall be reported promptly to a supervisor so that prompt arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.
14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn during working hours.
15. Materials, tools or other objections shall not be thrown from building or structures until proper precautions are taken to protect others from falling objects.
16. Employees shall cleanse themselves thoroughly after handling hazardous substances and follow special instructions from authorized sources.
17. Work shall be arranged so that employees are able to face a ladder and use both hands while climbing.
18. Gasoline shall not be used for cleaning purposes.
19. No burning, welding or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has been determined that no possibility of explosion exists and authority for the work is obtained from the supervisor.
20. Any damage to scaffolds, false work, or other supporting structures shall be immediately reported to the supervisor.
21. No outside hazardous materials, to include all pesticides, herbicides or disinfectants, shall be brought to the school site. In addition, no open flames are authorized except in conjunction with the educational process. If you have a need for a specific product in your classroom, contact your site's senior custodian or the District's Office of Risk Management for assistant/guidance. **Reminder:** Training must be completed prior to using any hazardous material(s). Coordinate with our site's senior custodian to receive the proper training before using any hazardous material(s) for which you have not previously received training. A copy of the documented training is to be forwarded by the senior custodian to the district's Business Office. All safety training documentation must be maintained for three (3) years.

CODE OF SAFE PRACTICES

Use of Tools and Equipment

22. All tools and equipment shall be maintained in good condition.
23. Damaged tools or equipment shall be removed from service and tagged “Defective”.
24. Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.
25. Only appropriate tools will be used for a specific job.
26. Wrenches shall not be altered by the addition of handle-extensions or “cheaters”.
27. Files shall be equipped with handles and not used to punch or pry.
28. A screwdriver shall not be used as a chisel.
29. Wheelbarrows shall not be pushed with the handles in the upright position.
30. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used. All portable electric tools should be double-insulated, or three-prong grounded.
31. Electric cords shall not be exposed to damage from vehicles.

Machinery and Vehicles

32. Only authorized persons shall operate machinery or equipment.
33. Loose or frayed clothing, long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other areas where they may become entangled.
34. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
35. Where appropriate, lock-out/tag-out procedures shall be used.
36. Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists fall.
37. Air hoses shall not be disconnected at compressors until the hose line has been bled.
38. All excavations shall be visually inspected before backfilling to ensure that it is safe to backfill.
39. Excavating equipment shall not be operated near tops of cuts, banks or cliffs if employees are working below.
40. Tractors, bulldozers, scrapers and carryalls shall not operate where there is a possibility of overturning, or in dangerous areas such as edges of fills, cut banks and steep slopes.
41. When loading, if there is a probability of dangerous slides or movement of materials, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where the position of the wheels or treads would cause a greater operational hazard.
42. Workers shall ensure their equipment is in good working order. If gasoline, oil, etc. is needed, the employee shall ensure the vehicle/equipment is properly maintained. Do not allow equipment to be operated “dry” and ultimately cause a breakdown in service. Your supervisor/foreman will ensure you are properly trained to enable your equipment to be maintained in a safe operating condition. If you are not sure what needs to be done or how to operate the equipment safely, ask your supervisor before you begin the job.

CODE OF SAFE PRACTICES

I acknowledge that I have read and understand these general safe work practices and hazards unique to each job assignment. I also understand it is my responsibility to work safely and follow safe work policies and procedures set forth by Adelanto Elementary School District, and will report any unsafe conditions in my workplace.

Name (print)

Signature

Date