

Safety Handbook

for Maintenance Employees



TASB RISK
MANAGEMENT FUND

About This Safety Handbook

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Introduction

Your employer is committed to providing a safe and healthy work environment for all employees, visitors, and students.

This safety handbook informs you of the safest methods for performing certain tasks within your assigned job duties. Accident prevention is the responsibility of every employee in this organization. The best possible protection you have against injury is knowing how to perform your job duties in a safe manner. If you have questions concerning the safety of a certain procedure or how to perform your assigned task in a safe manner, consult your supervisor.

Awareness is a key factor in eliminating accidents. Your organization expects you to correct unsafe acts and the conditions you observe. If you cannot correct the unsafe act or condition on your own, consult your supervisor. Plan your activities and concentrate on the responsibilities of performing your task in a safe manner. This will help you, your fellow employees, and students avoid injury.

The TASB Risk Management Fund (The Fund), in cooperation with this organization, provides these safety handbooks to all employees.

The TASB *Risk Management Fund Safety Handbook* (The Handbook) is member-owned and is only provided to those who participate in the TASB Risk Management Fund's Workers' Compensation Program or select Property/Liability programs.

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Safety Handbook Document Sheet

Employee name: _____
(print name)

Campus/location: _____

I, _____
(print name)

have received, reviewed, and understand the contents of the *Safety Handbook* and as such will observe the safe work practices as outlined as a condition of employment to protect my safety and health. I understand that the safe work practices in this handbook are not the only rules and procedures that I will be required to follow.

I also understand I am responsible for performing my duties in a safe manner so as not to bring harm to myself or others. I am also expected to correct any unsafe act or condition; if I cannot correct the unsafe act or condition myself, I will consult my supervisor.

If I am injured during the course and scope of my duties, I will immediately report the injury to my supervisor.

Employee signature

Date

General Safety Rules— 1.00

- 1.01 All accidents, unsafe acts, and unsafe conditions should be reported to your supervisor promptly and in accordance with your organization's policy.
- 1.02 Always be willing to make suggestions that will eliminate hazards in your work area.
- 1.03 Learn the safe way to do your job. If you are not sure you thoroughly understand the job, ask your supervisor for assistance.
- 1.04 Avoid injury to yourself and others in every possible situation by paying attention to your surroundings.
- 1.05 Practice good housekeeping. Keep your work area neat and orderly at all times.
- 1.06 Clearly mark and/or barricade dangerous areas such as broken windows, slippery floors, defective equipment, etc., and report the hazard to your principal, supervisor, or your campus safety coordinator.
- 1.07 Be alert for possible hazards that may cause slipping or tripping. Be especially cautious when conditions can heighten or create hazardous situations.
- 1.08 Before demonstrating or using any type of chemical, read its Material Safety Data Sheet (MSDS) and follow the chemical's safety procedures.
- 1.09 Use the proper prescribed personal protective equipment as required to complete each job safely.
- 1.10 Exercise caution when driving school vehicles, observe all traffic laws, and wear seat belts at all times.
- 1.11 Exercise caution when crossing the parking lot. Look for potholes, uneven surfaces, traffic, etc.
- 1.12 Stay alert for possible hazards when entering empty and dark school buildings after hours and especially at night. Utilize check in or log in procedures as required by policy, regulation, or your supervisor.

- 1.13 Know and/or post your organization's emergency telephone numbers, and observe policies and procedures regarding emergencies.
- 1.14 Carpets should be secure and not have curled edges or torn places that could cause a trip and fall.
- 1.15 Solid doors should have a clear panel at eye level to help people avoid opening the door into someone on the opposite side. A sign warning employees to "open slowly" will help if clear panels are not installed. Approach closed doors cautiously.
- 1.16 Glass doors and walls should have visible markings to prevent employees and students from walking into them.
- 1.17 Before operating machinery, be sure to read the instructions. If necessary, obtain permission and instructions from your supervisor on how to safely operate the machinery.
- 1.18 Do not distract someone who is operating machinery. If he or she is operating it in an unsafe manner, alert bystanders to the risk and calmly get their attention to cease operating the machinery.
- 1.19 Do not attempt to repair anything you are not qualified and authorized to repair.
- 1.20 Do not subdue fighting students alone. Follow your policies and procedures for these situations.
- 1.21 If a task is too difficult to complete by yourself, seek assistance rather than risk injury.
- 1.22 Do not become preoccupied while performing even the simplest tasks. Not paying attention to the job at hand causes accidents.
- 1.23 Practical jokes and horseplay are inappropriate in the workplace and may lead to accidents. Such actions are strictly forbidden.
- 1.24 On school premises, it is prohibited to consume alcohol, addictive drugs, hallucinogens, or other substances regulated by the Texas Controlled Substances Act.
- 1.25 Certain prescription drugs and over-the-counter medications can make you drowsy or alter behavior. Your pharmacist or school nurse can help identify them if you are unsure. Notify your supervisor when using these substances.
- 1.26 Smoking and use of other tobacco products are prohibited on all school property, facilities, and during school functions.

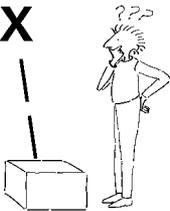
Lifting and Handling Techniques—2.00

NOTE: The TASB Risk Management Fund does not advocate the use of back belts. However, if your organization’s policy requires them, they should be used consistently and in accordance with that policy.

- 2.01 Evaluate the load to be lifted. Even light items—pencils, paper clips, papers, and newspapers—require the use of proper body mechanics. Is there any other way to handle the task, such as using a mechanical device? Do not attempt to lift it alone if it cannot be done safely.
- 2.02 Never carry a load of such size that it reduces your visibility, especially when going up or down stairs.
- 2.03 Do not attempt to move heavy, bulky, or awkwardly shaped objects alone. Get help from co-workers, the custodial department, or a mechanical lifting device.
- 2.04 Do not overfill trash cans.
- 2.05 Keep trash cans on dollies to avoid lifting.
- 2.06 Storage areas should have heavy items on middle shelving, light items up high, and rarely used items below.
- 2.07 Shelving should be secured by bolting it to the wall and to each other.

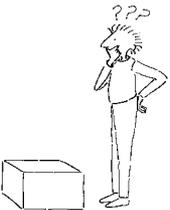
Eight Steps to a Safe Lift:

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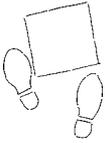
1. Size up the load

Always assess the object before lifting it. Make sure the load is stable and balanced. Carefully and slowly, put force against the object to determine its weight. *If it is too heavy, bulky, or awkward, get help.*



2. Plan the job

Plan a route that is free of tripping and slipping hazards. Ensure that the planned route allows for easy travel. Know where the object will be unloaded and plan for rest stops if necessary. Think through the lift—lift the load in your mind. Face the object you are about to lift, and, if possible, face the direction you want to go. *Do not twist your body.*



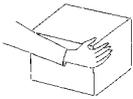
3. Establish a base of support

Make sure you have firm footing. Keep your feet at least shoulder-width apart. A staggered stance, with one foot slightly behind the other, often helps provide a firm base of support.



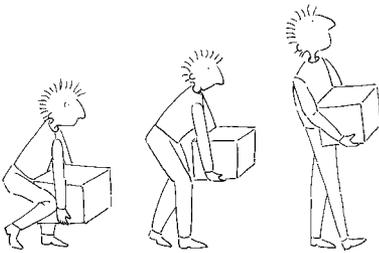
4. Bend your knees

Bend at your knees, not at your waist. Bend down as far as necessary using your legs and not your back.



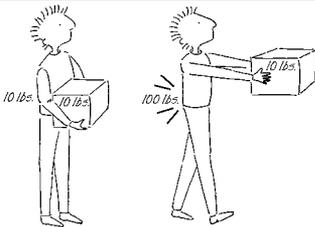
5. Get a good grip

Grip the load firmly, using more than just your fingers.



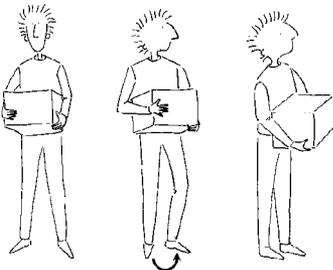
6. Lift with your legs

Lift with your legs to allow your body's powerful leg muscles to do the work. Flex your knees and hips. *Avoid bending at the waist.*



7. Keep the load close

Keep the load close to your body. The closer it is to your spine, the less force it exerts on your back. Maintain the natural inward curve of your lower back. Whether you are lifting or putting down a load, keep your back upright while you lift so you do not add the weight of your body to the load. Grasp the object with your palm, not just your fingers.



8. Pivot, don't twist

Don't twist your body when moving objects that have already been lifted. Pivot your feet and turn your entire body in the direction of movement.

Electrical Safety—3.00

- 3.01 To prevent shock, make sure that electrical equipment is grounded.
- 3.02 Inspect all electrical equipment for safety prior to use and periodically during use. Damaged or defective equipment should not be used and should be reported to your supervisor.
- 3.03 Use the right type of extension cord for the job. Only UL-approved three-wire extension cords with grounding plugs should be used.
- 3.04 Do not use extension cords as permanent wiring. Extension cords are for temporary needs.
- 3.05 Repair or discard electrical cords that are worn or damaged.
- 3.06 Do not pull or disconnect a plug from a socket by pulling on the cord.
- 3.07 Be careful not to overload outlets or extension cords. If a socket face or extension becomes warm, discontinue use immediately and notify your supervisor.
- 3.08 Do not use electrical equipment outdoors or in wet areas without a Ground Fault Circuit Interrupter (GFCI).
- 3.09 Clearly label all circuit breakers, electrical switches, and fuse panels.
- 3.10 Access to circuit breakers and panel boxes should not be blocked. Maintain at least 36" of clearance around them.
- 3.11 Unplug electrical appliances before cleaning.
- 3.12 Unplug appliances only with dry hands and only when standing on a dry floor.
- 3.13 Provide safety covers over all lights.
- 3.14 Ensure that all circuit openings are properly covered in the electrical panel boxes to prevent accidental electrocution.

Ladder and Scaffolding Safety—4.00

- 4.01 Use ladders when climbing—NEVER boxes, chairs, or other substitutes.
- 4.02 Do not exceed the maximum load capacity rating for the ladder.
- 4.03 Select the right ladder for the job. Make sure the ladder is strong enough and long enough. Avoid metal ladders when there is a chance of contact with a source of electrical current.
- 4.04 Never use the top two steps of a ladder.
- 4.05 Before using any ladder, examine it for cracks, loose or damaged rungs or rails, missing cleats, and broken spreaders.
- 4.06 Remove defective and broken ladders from operation and tag them OUT OF SERVICE for others to see. Do not try to repair broken ladders.
- 4.07 When setting up a stepladder, make sure the folding metal braces or spreaders are locked in their fully extended position and safety feet are secured.
- 4.08 When setting up a straight ladder or an extension ladder, set it on a firm, dry base and use the four-to-one rule. The base of the ladder should be one foot out from the wall for every four feet of ladder height to the point where the ladder touches the wall.
- 4.09 When using a ladder to gain access to a roof, the ladder should extend a minimum of three feet beyond the roofline.
- 4.10 Tie ladders to the roof so they cannot fall over and trap you on the roof.
- 4.11 Beware of setting up ladders near blind corners and other areas where the ladder could be jostled or tipped over. If a ladder must be set up in a traffic area, use a barricade or guard to prevent collisions. Avoid using ladders in these areas during class changes.
- 4.12 Do not place a ladder in front of a closed door unless the door is locked. Provide warning signs and/or a barricade or post a guard.

- 4.13 Face the ladder and, with your hands and feet, maintain three points of contact with it when climbing or descending.
- 4.14 Do not carry tools in your hands when climbing a ladder. Hoist them with a rope or carry in a tool belt.
- 4.15 Work within an arm's length while on the ladder. Climb down and move the ladder if this is not possible. Use the "belly button" rule—your belly button should not move beyond the ladder sides.
- 4.16 Do not climb higher than the second tread from the top on a step-ladder or the third rung from the top on a straight ladder.
- 4.17 Portable straight and extension ladders must be of the approved industrial grade type.

Slips, Trips, and Falls Prevention—5.00

- 5.01 Pay attention when walking so you see potential hazards.
- 5.02 Avoid carrying items that obstruct your vision.
- 5.03 Take the time to clean up spills or wet surfaces rather than walk around the hazard.
- 5.04 If you see a large spill, mark or barricade the hazard and notify your supervisor or appropriate department immediately.
- 5.05 If you mop an area, use “wet floor” signs or barricades to alert others to the hazard.
- 5.06 Avoid walking on freshly mopped and/or wet surfaces. If you must walk across them, take short, deliberate steps rolling from heel to toe.
- 5.07 Wear shoes that are slip-resistant, especially while working in high-risk areas and during inclement weather or other adverse conditions.
- 5.08 Use caution when climbing stairs and use handrails when available.
- 5.09 Loose handrails and stair treads should be reported.
- 5.10 Use mats at entryways to dry and clean shoes during wet weather.
- 5.11 Extension cords in walkways should be secured to the ground when they are used to extend power temporarily to TVs, projectors, laptops, and other electrical devices.
- 5.12 Repair or replace carpet that is torn, frayed, and/or loose at the edges.
- 5.13 Do not leave the lower drawers of filing cabinets open and unattended.

Drivers' Safety—6.00

- 6.01 Only authorized employees are permitted to operate vehicles owned by your organization.
- 6.02 Anyone driving a vehicle owned by your organization must have a valid Texas driver's license with the appropriate class and endorsement(s).
- 6.03 Keep windshields, windows, and headlights clean to maintain visibility.
- 6.04 Slow down in heavy traffic or densely populated areas.
- 6.05 Adjust speed for low-visibility or adverse-weather conditions.
- 6.06 Slow down before intersections or curves. Use appropriate signals well in advance of any action.
- 6.07 When driving in city traffic, drive defensively, be alert for mistakes or unexpected actions of others, drive slower, and be alert for pedestrians and cross traffic.
- 6.08 Before stopping or changing directions, plan ahead of time, signal early, and slow down gradually to give drivers following a chance to change pace and react accordingly.
- 6.09 Avoid tailgating. When driving passenger cars, pickup trucks, and vans use the safe-following distance two-second rule: when the vehicle in front of you passes a stationary object, count 1000-1, 1000-2. If you reach the stationary object before you count to 1000-2, put more distance between you and the vehicle in front of you. On slippery roads, give yourself even more room.
- 6.10 When driving buses or vehicles with trailers, use the four-second rule: when the vehicle in front of you passes a stationary object, count 1000-1, 1000-2, 1000-3, 1000-4. If you reach the stationary object before you count to 1000-4, put more distance between you and the vehicle in front of you. On slippery roads, give yourself even more room.
- 6.11 Use extra caution and reduce speed when approaching children at play or when passing through school zones.

- 6.12 When driving at night, keep to the right, avoid looking into the headlights of oncoming vehicles, and use low beams.
- 6.13 Drive at speeds that permit stopping within visibility range of your headlights.
- 6.14 Keep headlights on low beams to reduce the reflected glare caused by fog, rain, or wet pavement.
- 6.15 Engines should be stopped, ignition keys removed, and the doors locked when you leave the vehicle unattended.
- 6.16 All persons riding in a vehicle shall use seat belts, if installed. Do not carry more passengers than the number of working seatbelts in the vehicle.
- 6.17 Do not carry passengers in pickup truck beds.
- 6.18 Tools and equipment placed in cars or truck cabs should be stored to not interfere with vision or with the proper operation of the vehicle. Any equipment or materials being transported in the bed of the truck must be secured.
- 6.19 Nothing should be stored on the rear window ledge of any vehicle.
- 6.20 Never attempt to enter, exit, or dismount from a vehicle while it is moving.
- 6.21 Trailers, tool boxes, and trailer-mounted machinery should be secured to the towing vehicle with safety chains, in addition to the towing hitch.
- 6.22 No person should ride in or on trailer-mounted equipment while it is being towed.
- 6.23 Shelter houses and other trailer-mounted equipment should be towed at a speed reasonable under the conditions and with due regard for safety.
- 6.24 Signs for slow-moving vehicles (a reflective orange triangle with a red border) must be used on tractors, slow-moving vehicles, equipment that cannot exceed 25 miles per hour, and equipment not equipped with functioning lights.
- 6.25 Do not drive a vehicle or operate a piece of equipment that is defective. Lock out defective machinery or equipment and notify your supervisor.

- 6.26 If involved in an injury accident, your first duty is to help the injured. Do not attempt anything beyond making the injured comfortable and providing emergency first aid for which you are qualified. Send someone for medical help with needed information. (See Section 8 of this manual for safety guidelines when in contact with blood).
- 6.27 Do not drive a vehicle with something hanging from the rearview mirror. If you have a parking tag, hang it after you park.
- 6.28 Ear protection is required for heavy-equipment operators when there is a noise hazard or when it is difficult to converse comfortably at a normal range.
- 6.29 Emergency/hazard warning lights should be used when vehicles are operating or parking under conditions that might interfere with other vehicle traffic.
- 6.30 Drivers of vehicles transporting loose materials such as dirt, sand, gravel, sludge, or other material that can blow or spill off the vehicle should cover the material with canvas or otherwise secure it when appropriate.
- 6.31 When entering, exiting, or dismounting from a vehicle, watch footing to avoid slipping or falling.

Emergency Procedures—7.00

Familiarity with emergency procedures and regular practice will ensure a calm and orderly response to any emergency or incident that may occur.

- 7.01 Participate in all emergency-procedures training so you are familiar with the emergency-operations plan and all emergency procedures.
- 7.02 Pay attention to evacuation and shelter maps or diagrams. They should be posted in all rooms and offices that contain students or employees, and **all** employees should be included in drills and emergency exercises.
- 7.03 Regular drills and/or exercises should be conducted at **all** district facilities, not just campuses.
- 7.04 Be aware of the location of emergency equipment (i.e., fire extinguishers, first-aid kits, AEDs), and ask for training if you don't know how to use them.
- 7.05 If there is a fire, *don't panic*. Sound the fire alarm immediately and follow the school district's emergency-operations plan.

Bloodborne Pathogens Safety—8.00

When it becomes necessary to administer first aid to another person who is ill or injured, remember that all blood or other bodily fluids that are visibly contaminated with blood (as well as body fluids in which blood is not seen, i.e., vaginal secretions, semen, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid or amniotic fluid) should be considered infectious. If it is impossible to determine the presence of blood, the bodily fluid should be treated as if blood were present.

The following general guidelines are for employees exposed to human blood, vaginal secretions, semen, or certain other bodily fluids and other potentially infectious materials.

Avoid Contact

Inform your supervisor immediately upon exposure to blood or bodily fluids.

- 8.01 Consider all blood and Other Potentially Infectious Materials (OPIM) to be infectious for HIV, HBV, HVC, and other blood-borne pathogens.
- 8.02 To avoid contact with blood, allow a child or injured party to tend to his own injury if able to do so. Allow him to discard the contaminated materials appropriately.
- 8.03 Don't eat, drink, apply cosmetics or lip balm, or handle contact lenses in work areas where there is a reasonable likelihood of exposure to blood or OPIM.
- 8.04 Do not store food or drinks in refrigerators, freezers, shelves, cabinets, countertops, or bench tops where exposure to blood, bodily fluids, or OPIM may exist.
- 8.05 Use a mouthpiece, resuscitation bag, pocket mask, or other ventilation device when giving rescue breathing.

Protect Yourself

- 8.06 Wear latex, vinyl, or plastic gloves approved for work with blood when hands are in contact with blood or OPIM. Remove gloves following proper removal procedures and discard in an approved container after use. Other personal protective equipment may be

required. Wash hands with antibacterial soap and warm water immediately after removing gloves.

- 8.07 Use self-sheathing needles or other methods to prevent needle sticks when giving injections.
- 8.08 Avoid mouth pipetting/suctioning, bending, recapping, shearing, or breaking of contaminated needles.
- 8.09 Discard needles and other sharp objects in a sharps container. Pick up contaminated glass (and other items that could puncture protective gloves) with tongs, forceps, or a brush and dustpan.
- 8.10 If there is a danger of human bites, wear long sleeves or other protective clothing.

Clean Up Afterward

- 8.11 If contact with blood or OPIM took place and/or immediately after removal of contaminated gloves, wash hands briskly with warm running water and antibacterial soap. Dry hands using single-use towels or hot-air drying machines immediately afterwards.
- 8.12 If hand-washing facilities are not immediately available, wash hands with an antiseptic towelette or hand cleanser. Wash hands as mentioned above as soon as possible even if antiseptic towelettes are used.
- 8.13 Minimize handling of contaminated laundry if possible—use personal protective equipment as necessary.
- 8.14 Bag all contaminated materials (towels, gauze, tissues, etc.) at the area where contaminated in leak-proof bags with a biohazard or color-coded label and seal the bags prior to removal. Remove contaminated clothing from the work area where it was contaminated. Place in approved container.
- 8.15 Sanitize areas contaminated by blood or OPIM immediately after contamination with an approved antibacterial solution provided by the organization.

Report Exposures

- 8.16 See your supervisor immediately if: blood or OPIM comes in contact with the mucous membranes such as the eyes, nose, and mouth, or skin lacerations; employee receives a needle stick from a contaminated needle; employee is bitten and the bite breaks the skin. Also see your supervisor for more information on HBV, HIV, HCV, and preventing transmission of these and other bloodborne diseases.

Basic First-Aid Procedures—9.00

The TASB Risk Management Fund encourages all employees to receive American Red Cross Basic First Aid training and keep their certification current.

If you discover an unconscious person, FIRST ASSESS THE SITUATION. Make sure it is safe to approach him. Then check his ABCs:

1. Airway—is there anything in his throat or mouth that blocks his airway?

2. Breathing—if the airway is clear, does the victim breathe on his own?

3. Circulation—if the victim breathes on his own, does the victim have a pulse?

Key points to follow in an emergency:

- 9.01 If the victim is unconscious, call for help immediately or call 911. Move victim only if it is absolutely necessary.
- 9.02 Call emergency medical services if victim is unconscious, having a seizure, has severe bleeding, or if there is doubt about the severity of the condition.
- 9.03 Remove victim from fire or a room containing carbon monoxide, smoke, or noxious fumes if you can do so safely. Stay as low to the ground as possible in a smoke-filled room.
- 9.04 Check person's general appearance, i.e., breathing, pulse, discoloration, broken limbs, burns, etc.
- 9.05 If Burned:

Heat Burns

- a. For minor burns such as first-degree (redness, swelling) or second-degree (unbroken blisters), apply cool water and submerge burned area if possible.
- b. Wash with soap and water, and gently blot dry.

- c. Apply moist sterile gauze or clean cloth and bandage loosely.
- d. For severe burns such as second-degree (broken blisters) or third-degree (white or charred appearance), bandage loosely with a dry, sterile dressing. Send the victim for medical attention.

Chemical Burns

- a. Flush chemical burns quickly with cool water for at least 15 minutes. Remove affected clothing and jewelry if not embedded in the burned area.
- b. If eyes are burned by the chemical, flush them with water for at least 15 minutes. Lift eyelids to wash eye thoroughly.

Electrical Burns

- a. Look for multiple burn sites.
- b. Monitor for cardiac arrest.
- c. Bandage loosely with dry, sterile dressings.
- d. Do not use water to cool the burn.

All Burns

- a. Do not break blisters or remove tissue.
- b. Never use an antiseptic, ointment, spray, or home remedy on a burn.
- c. Elevate burned arm or leg.
- d. Do not remove adhered particles of charred clothing.

9.06 **If witnessing a choking:** If the victim is coughing or talking audibly, do not do anything but stay close to monitor the victim. If the victim is making wheezing sounds or cannot talk and is conscious, however, perform the Heimlich Maneuver by standing behind the victim with arms around the victim's waist. Make a fist with one hand. With the other hand, press the fist against the victim's upper abdomen between the rib cage and navel. With firm, quick thrusts, pull your fist up and inward at a 45-degree angle and monitor for expulsion of the obstruction/food.

- 9.07 **If witnessing bleeding:** Ideally wash hands before putting on gloves. Control severe bleeding by applying pressure directly on the wound. Continue to apply pressure for as long as it takes to stop the bleeding. Apply firm bandages over the wound.
- 9.08 **If witnessing a seizure:** Seizures are very frightful events; however, most patients will cease seizure activity spontaneously. The most important things to remember are:
- a. Do not try to hold a seizure victim down or control her movements. Instead, keep items away that could hurt her during the seizure (move equipment, furniture, etc.).
 - b. Do not place anything in her mouth.
 - c. Keep her head tilted to the side to avoid aspirating vomit/secretions.
 - d. Maintain an open airway. If you are qualified (and if necessary), render rescue breathing.
 - e. Call EMS (911) for transport to hospital for evaluation.
 - f. Look for medical identification cards/bracelets that could indicate a medical condition.
 - g. Loosen constrictive clothing.
- 9.09 With minor back or limb strain/pain, over the counter medication such as aspirin or ibuprofen is effective in reducing pain and swelling. Follow R.I.C.E. to treat a minor injury or pain.

REST Gentle activity is best for seven days following the pain.

ICE Place ice pack on painful area for 20 minutes, then remove. Repeat every two hours for first 24 to 48 hours.

COMPRESSION Wrap the injured area to compress the soft tissue.

ELEVATION Elevate the injured limb, especially in the first three days after the injury.

- 9.10 If a limb is broken and victim must be moved, take time to splint the injured leg or arm. Any straight, firm object may be used as a splint. A tie, belt, or other material can be used to tie the splint in place.

- 9.11 Cover victim and talk calmly to prevent shock. If the victim is in shock, stay with the victim and call 911. If his face is red, raise his head. If his face is pale, raise his legs. Monitor for shock and be prepared to administer CPR.
- 9.12 Give first aid for poisoning or ingestion of harmful chemicals. Call the poison control center before initiating any treatment, 800.764.7661.

Portable Fire Extinguishers— 10.00

A portable fire extinguisher, when used properly, is a tool for protecting lives by putting out small fires or containing them until the fire department arrives. For effective operation, individuals should be trained on how to use various portable fire extinguishers and to check extinguishers routinely.

Fires are categorized into five classifications. A system of letters and standardized symbols are used to define the various fire classes. These same letters and symbols are also employed to define extinguisher types. Always use the correct type of extinguisher for the class of fire being extinguished.

10.01 Extinguisher Types

Class A— For ordinary combustibles or fibrous materials, such as wood, cloth, paper, rubber, and many plastics. Basically, any material that leaves ash following incineration is categorized as producing a Class A fire. The extinguishing agent of a Type A extinguisher is water. It cools the ignited material below its ignition temperature and soaks fibers to prevent reignition.

Class B— For flammable liquids such as gasoline, oil, grease, kerosene, tar, oil-based paint, lacquer, paint thinners, and flammable gasses. Type B extinguishers use various types of substances that remove oxygen and prevent vapors from reaching the ignition source or inhibit the chemical chain reaction.

Class C— For energized electrical equipment, including appliances, machinery, wiring, panel boxes, circuit breakers, and power tools. Type C extinguishers use an extinguishing agent that is incapable of conducting electrical current. **The first step in fighting an electrical fire is to de-energize the equipment by turning it off or unplugging it!**

NOTE— Do not use dry chemical-based ABC extinguishers in computer/electronic equipment areas because they can cause corrosion and damage the equipment. Check fire-extinguisher labels for information on what type of extinguishing agent they use.

Class D— For fires involving combustible metals, such as magnesium, potassium, titanium, and sodium. Specifically designed extinguishing agents that smother Class D fires are used in Type D extinguishers.

Class K— For cooking oil, fat, and grease fires. The class K extinguishers are specifically designed to supplement fire suppression systems in kitchens. **Do not use water to put out grease fires because the water will only spread the burning grease or cooking oil.**

- 10.02 Sound the alarm and notify the local fire authority FIRST. Get first responders en route to the fire.
- 10.03 Be certain everyone has left or is leaving the building.
- 10.04 Portable extinguishers are not designed to fight a large or spreading fire. They are primarily designed for fires that are confined to a small area.
- 10.05 Fire extinguishers are intended for first response only. Never attempt to fight a fire that is growing or a fire between you and an exit.
- 10.06 Make sure that your back is to a safe and unobstructed exit to which the fire will not spread.
- 10.07 Fire extinguishers must be within easy reach, in working order, and fully charged.
- 10.08 Fire extinguishers weighing up to five pounds should be mounted no higher than 60" from the floor to the top of the fire extinguisher.
- 10.09 Fire extinguishers that weigh between 10 and 30 pounds should be mounted no higher than 36" from the floor to the top of the fire extinguisher.
- 10.10 Make sure your extinguisher is the proper size and type for the fire at hand and that you know how to use it.
- 10.11 If unsuccessful in extinguishing a fire, leave immediately, close off the area, and leave the fire for the fire department.
- 10.12 Extinguisher Operations: **PASS**

When fighting a fire with a portable extinguisher, follow the advice of the National Fire Protection Association and remember the word **PASS**.

P — *PULL the pin.* Most extinguishers use a locking pin to prevent inadvertent operation. Pulling the pin unlocks the operating lever to allow discharge operations.

A — *AIM low.* Point the extinguisher nozzle at the base of the fire, not the upper flames.

S — *SQUEEZE the lever.* A lever below the handle or some other type of triggering device must be engaged to release the extinguishing agent.

S — *SWEEP from side to side.* Use a sweeping motion across the base of the fire and continue discharging the extinguishing agent until the fire appears to be out. Be certain to watch the fire area; if the fire reignites, repeat the process.

Maintenance Safety—200.00

- 200.01 Maintain clean and orderly work areas. Place tools and equipment back in their designated places when finished.
- 200.02 Do not use power tools or equipment unless trained in their use and authorized by your supervisor.
- 200.03 Use personal protective equipment when performing jobs where it is required by district procedures and/or Material Safety Data Sheet (MSDS) or equipment manuals.
- 200.04 Lock out or tag out all equipment for repair, cleaning, or adjusting. Never remove a tag placed by another person (see Lockout/Tagout section 207).
- 200.05 When working on an elevated level, do not place tools, equipment, or materials near the edge of any surface where they might be knocked off.
- 200.06 Wear clothing appropriate for the job, weather, and work environment. When working around tools or machinery, do not wear loose clothing, jewelry, neckties, or gloves that fasten around the wrist.
- 200.07 Exercise caution and wear gloves for additional protection when handling broken glass, jagged wires, and wood or metal products.
- 200.08 Use handrails when using stairways.
- 200.09 If your hands are full, use a cart and keep the load light.
- 200.10 Do not let the load obstruct your vision when using hallways or stairways.
- 200.11 Do not carry too many tools up and down the stairs. Keep one hand free for the handrail.
- 200.12 Do not use dirty rags or your hands to rub your eyes.
- 200.13 Be familiar with the location and use of the MSDS for any chemicals you work with regarding proper handling of chemicals. Know how to read labels on chemicals.

- 200.14 Do not use compressed air for cleaning clothes or to clean or cool any part of the body.
- 200.15 If you are uncertain of the correct and safe way to do a job, ask your supervisor.
- 200.16 When working in confined spaces, test the air first before entering the enclosed area.
- 200.17 Be sure to block opened covers when in a confined space.
- 200.18 Always work with a partner in enclosed areas
- 200.19 Observe all other safety procedures as outlined by your supervisor.

Small Tools and Equipment—201.00

- 201.01 Do not leave tools on overhead work areas where they may fall and strike someone below.
- 201.02 Do not carry an edged or pointed tool in pockets or belts unless the edge or point is protected.
- 201.03 Use the right type of tool for the job and for its intended purpose. Wrenches are not to be used as hammers and flathead screwdrivers are not to be used as pry bars.
- 201.04 Use the right size tool for the job. The screwdriver should properly fit the screw; the wrench should properly fit the bolt, etc.
- 201.05 Tools are not to be used on moving objects or machinery in motion.
- 201.06 Shovels, mauls, rakes, pitchforks, etc., should have strong, smooth handles. Never leave them where someone can trip over them.
- 201.07 Long-handled tools should never be leaned up against a wall. They either should be laid down out of the way or stored in racks.
- 201.08 Do not use tools with cracked or split handles.
- 201.09 Be sure all handles are properly wedged into the head of the tool to ensure they do not come loose when in use.
- 201.10 Keep a firm grip on the handle—don't let an ax, knife, or hammer fly from your hands.
- 201.11 Carry an ax at your side—never over your shoulder—and keep the edge of a single-blade ax down.
- 201.12 If possible, protect the blade of any cutting instrument with a sheath when not in use.
- 201.13 Carry tools in a toolbox. Avoid scattering them around the floor.
- 201.14 Maintain tools in good condition and inspect them daily. Use warning stickers or tags (tag-out) to identify defective tools or equipment

- 201.15 Store tools in a safe place when not in use. Tools should always be stored with the sharp edges protected.
- 201.16 Do not apply screwdrivers to handheld objects.
- 201.17 Do not pull knives or other sharp-edged tools toward your body.
- 201.18 Use only hand-powered tools that are operated by a button that must be held in the “on” position while operating.
- 201.19 Employees should not work in close proximity to each other when using tools such as hammers, knives, axes, shovels, and hedge clippers.
- 201.20 All cutting tools must be kept sharp at all times to maintain high levels of safety and efficiency.
- 201.21 Do not leave boards or other materials with protruding nails or other sharp objects around the work area.
- 201.22 Use oil cans with flexible or bent spouts only.
- 201.23 Be sure all machinery is turned off and unplugged and the proper guards are in place before repairing or cleaning.
- 201.24 Guards must be in place before using any tool or machinery. Do not remove guards for any reason.

Portable Power Tools—202.00

- 202.01 Never use portable electric equipment unless you know it is in good condition. Questionable items should be inspected and tested by qualified maintenance personnel.
- 202.02 Always report defects or minor shocks on any piece of equipment and tag-out to prevent injury.
- 202.03 Portable power tools should be provided with a suitable grounding device, either a connection from the frame of the tool to a spring clip for attachment to a ground, or a three-wire cord and polarized plug. When a spring clip is used, the ground wire should be attached before the tool is plugged in.
- 202.04 Check grounding of receptacles should be checked to determine effectiveness.
- 202.05 Double insulated portable power tools are appropriate, more convenient, and perhaps safer than the grounded-type tool.
- 202.06 In wet locations, wear rubber boots and gloves, or stand on a good insulating mat or platform. Use only low-voltage equipment with GFCI protection in such locations if possible.
- 202.07 Never use or attempt to repair unfamiliar power equipment.
- 202.08 Don't leave cords in an aisle where they may be run over by trucks or other equipment or where they create a tripping hazard.
- 202.09 Carry tools in a toolbox. Avoid scattering them around the floor.
- 202.10 Shut off any sparking motors or overheating equipment.
- 202.11 Report dangerous or defective equipment at once and lockout/tagout the equipment so others don't use it.
- 202.12 Guard electric cords against damage from heat, oil, and sharp objects.
- 202.13 Inspect cords for damage before use.

Power Lawn Mowers, Edgers, and Trimmers—203.00

In general, follow the same guidelines for use of personal protective equipment—refueling, starting, stopping, repairing, etc.—for power mowers, edgers, and trimmers.

- 203.01 Read operating instructions carefully. Know the controls so you can stop the motor or disengage the clutch quickly in an emergency.
- 203.02 Do not work on a playground or other space while students or others are in the vicinity.
- 203.03 Work only in daylight.
- 203.04 Do not work in wet areas.
- 203.05 Do not fill fuel tanks indoors.
- 203.06 Fill the tank only on an area of bare ground.
- 203.07 Use approved gasoline cans with a spout, or use a funnel. **Plastic gas cans are not approved for storage.**
- 203.08 Clearly label all fuel containers.
- 203.09 When starting the equipment, stand firmly with feet clear of the blades. Keep hands and feet from under the machine.
- 203.10 Do not stand in front of the discharge opening.
- 203.11 Turn off the power to the mower or other equipment and allow it to come to a complete stop before refueling or making inspections, adjustments, or repairs. Use the proper “kill” switch to stop the engine, and then disconnect the spark plug.
- 203.12 Push, don’t pull, mowers.
- 203.13 Do not leave mowers or other equipment running unattended.
- 203.14 Pick up rocks, wire, or debris before mowing and put them in a trash container. Be alert for other obstacles as you mow.

- 203.15 Use drop chains on tractor-towed mowers. The chains must be within one-half inch of the ground.
- 203.16 Use extreme caution with riding units to avoid overturning on slopes or when making turns. Watch out for low branches.
- 203.17 Only the operator should ride a riding mower. Passengers are not allowed.
- 203.18 Do not attempt to repair a riding mower. Lockout/tagout the piece of equipment and report defects to the supervisor.
- 203.19 When operating a power mower:
 - a. Wear safety shoes, not tennis or casual shoes.
 - b. Keep in step with the machine for better control.
 - c. Do not lift a running mower.
- 203.20 Good maintenance is essential. Inspect equipment periodically for loose connections and broken or badly worn parts.
- 203.21 Make sure cutting knives or blades are sharp, in good condition, and fastened tightly
- 203.22 Disengage the clutch before starting, especially on self-propelled units.
- 203.23 Do not use mowers to trim hedges.
- 203.24 Do not operate machines without guards. Replace them immediately when removed to adjust, clean, or grease unit. Keep guards adjusted and in good working condition.

Heavy Equipment—204.00

- 204.01 Do not attempt to operate any power equipment—cranes, sweepers, rollers, graders, bulldozers, or back hoes—without proper instructions and authorization.
- 204.02 Keep clear of such power equipment, especially when located where the operator cannot see you. Do not get caught in a position where you can be struck without warning.
- 204.03 Under no circumstances are you permitted to work under a suspended load.
- 204.04 Do not overload trucks. Make sure loads are properly secured and do not stick out where they can strike other cars or persons.
- 204.05 Do not ride on trucks or other equipment unless they are designed for this purpose and you are authorized to do so.
- 204.06 Use barricades and warning signals to protect your work area.
- 204.07 If you are assigned duty as a flagperson, keep a close watch on approaching traffic and give clear signals to stop (arm and flag horizontal) or to proceed (motion without flag). Keep clear of traffic lanes.
- 204.08 Flagpersons should wear reflective vests, hats, and other clothing to be more visible.
- 204.09 When painting center lines, or painting parking and crosswalk markings on pavement, make sure warning signs are set out to slow traffic. A flagperson is desirable in any heavily traveled area.

Lift Trucks—205.00

- 205.01 Only trained and authorized personnel should operate lift trucks and no one other than the operator should ride on a lift truck.
- 205.02 Look in the direction of travel and be observant of all things in the area.
- 205.03 When the truck-lift is unattended, the controls should be neutralized, power shut off, brakes set, and forks in a down position.
- 205.04 Never refuel with the motor running.
- 205.05 Operate gas-powered lift trucks only in a well-ventilated area.
- 205.06 Never put your arms or legs between the uprights of the mast or outside the running lines of the truck.
- 205.07 Lift trucks should be driven downgrade with the load last and upgrade with the load first.
- 205.08 All lift trucks should be equipped with overhead guards whenever the operator is exposed to the possibility of the load falling. The guard must be installed in conformity with accepted standards.
- 205.09 Observe posted warning signs. When entering an unfamiliar area, use caution.
- 205.10 Loading dock should be entered from the warehouse on a lift truck moving forward, never in reverse.
- 205.11 A pallet load from storage rack should be tilted back and lowered to floor level before moving lift truck.
- 205.12 When moving a loaded pallet, the mast should be lowered to allow for a clear field of vision before proceeding, or the truck should be driven in reverse.

Welding and Cutting Operations—206.00

- 206.01 If welding or cutting is required, wear suitable eye and face protection.
- 206.02 Leather welder's work gloves, apron, and sleeves should be worn in all welding operations.
- 206.03 Wear clothing (preferably woolen or arc flash) that will protect your body from the rays of the arc and metal sparks.
- 206.04 Wear shoes that extend above the ankle, or spats, and trousers extending below the tops of the shoes. Trousers should not have cuffs.
- 206.05 Hoods must be in place before you strike an arc and at all times while welding. Hardened filter lens goggles should be worn under the hood.
- 206.06 Welder's mittens should be worn when handling hot material that has been welded by an electric arc or cut with an oxygen/acetylene or electric cutting process.
- 206.07 The welder's helpers should be protected in the same manner when in the immediate work area.
- 206.08 Shields must be in place to protect other employees from the rays of the arc.
- 206.09 Use shields to protect passersby whenever necessary.
- 206.10 Supervisors should warn other employees and keep them away from active welders.
- 206.11 An appropriate fire extinguisher should be near the welding operation at all times.
- 206.12 Put rod stubs in a container. Do not drop any on the floor where they will be a slipping hazard.
- 206.13 All compressed gas cylinders shall be stored and transported in an upright position and latched or chained so they cannot topple over.
- 206.14 Valve caps should be kept on all cylinders when not in use.

- 206.15 All compressed gas cylinders should be shut off at the cylinder valve, not at the regulator. A regulator is not a shutoff valve.
- 206.16 Empty cylinders should be plainly marked “empty” or “MT,” and the valves should be closed. The cylinders should be returned to a designated pick-up point and secured at once.
- 206.17 Protect or move flammable materials, and be sure a fire watch with extinguisher is at hand before starting work in hazardous areas.

Lockout/Tagout Steps—207.00

Lockout/Tagout (LOTO) is used to ensure a machine or equipment is isolated from all potentially hazardous energy before employees perform any servicing or maintenance activity. If the equipment is not locked out or tagged out, it could start up or release energy that could cause an injury to the employees. Locks are the more positive means of isolation, but tags may be used if there is no effective attachment point for a lock.

Each worker authorized to install/remove a LOTO should have appropriate training and a personalized lock(s) labeled with his or her name. Authorized clips, chains, and lockout boxes also may be used. Only the authorized worker who installs a LOTO is allowed to remove the lock or tag.

Any employee whose work may be in the area of equipment under LOTO should be instructed in the purpose, use, and recognition of LOTO procedures.

NOTE: These are the minimal requirements for a proper LOTO procedure. Read the warnings and manuals for all equipment to learn about specific steps recommended by the manufacturer.

- 207.01 Identify, locate, and document all isolating devices to be certain which switches, valves and/or other isolating devices apply to the equipment to be under LOTO. More than one energy source may be involved. Determine how the equipment can restart.
- 207.02 Notify all affected employees that a LOTO procedure is taking place. They should understand the type and magnitude of energy to be controlled, the associated hazards, and when the procedure will happen.
- 207.03 If the machine/equipment is in operation, shut it down using the normal stopping procedure.
- 207.04 Operate the switch, valve, or other energy isolating devices so the equipment is isolated from its energy sources. Stored energy (including but not limited to springs, elevated parts, rotating flywheels and/or any pressure such as hydraulic, air, gas, steam or water) must be released or restrained in a safe manner.

- 207.05 Lock out and tag out all energy sources with authorized individual locks or tags. A tag may list the reason for the disconnect, indicate the name of the person who installed it, and list the date and time of tagging.
- 207.06 After confirming everyone is clear of the equipment, test the effect of the energy disconnect by operating normal activation controls.
- 207.07 If more than one person is required to LOTO the equipment, each person should place his or her own personal LOTO device on the energy-isolating devices. As each person no longer needs to maintain his or her LOTO protection, that person will remove his lock.
- 207.08 When the service or maintenance is complete and equipment is ready for normal operation, make sure everyone is clear. After all tools have been removed and guards have been replaced, only then can the authorized employees remove their tags and locks from the isolated energy sources. Operate the energy isolating devices to restore energy to the machine/equipment.
- 207.09 When the equipment is operating properly, notify the affected personnel that it is back in service.

Materials Handling and Storage Safety —208.00

- 208.01 Store items in a neat, orderly manner. Place equipment and tools back in their proper places when finished.
- 208.02 Do not store combustible items near boilers or electrical equipment.
- 208.03 Do not store materials and supplies in a manner that will block access to electrical panels.
- 208.04 Provide adequate space for storage of all equipment, tools, and supplies.
- 208.05 Provide shelving adequate to hold the weight of stored items.
- 208.06 Store heavy and bulky items at waist height if shelving is adequately secured.
- 208.07 Long material, such as piping or a ladder, should be carried so the front end is high enough to clear obstructions. Team lifts reduce the possibility of injury.
- 208.08 Portable cranes, hand trucks, skids, hoists, or power-lift trucks should be used to move heavy objects when possible.
- 208.09 When moving materials on hand trucks or dollies, push rather than pull whenever possible.
- 208.10 Do not stand under loads that are suspended by ropes, chains, or cables. Stand clear when ropes, chains, and cables are under tension.
- 208.11 When using power equipment to raise or lower materials, one person in clear view of the operator should give standard hand signals, and the operator should accept his signals only.
- 208.12 Keep materials clear of aisles to avoid accidents.
- 208.13 Pile securely—use cross-tier or pyramid method, timbers, or dunnage when needed. Round objects should be firmly wedged so they do not roll.
- 208.14 Damaged containers should not be used in a pile. Repack before stacking.

- 208.15 All loose nails, boards, etc., should be kept off floors where they may present a tripping hazard. Floors and especially aisles must be kept clear at all times.
- 208.16 All protruding nails, screws, etc., must be bent over or removed as soon as possible.
- 208.17 Aisles in the storage area should be clearly marked with paint lines, when possible.
- 208.18 Do not allow rubbish or combustible materials to accumulate.
- 208.19 Adequate lighting should be provided for all work areas. If in doubt about lighting, ask your departmental safety person for an evaluation.
- 208.20 Tables and pallets should be stored flat, not on their edges.
- 208.21 Compressed gas cylinders are “sleeping giants.” If not properly handled and cared for, they can explode or become an uncontrollable jet-like rocket that destroys everything in its path. (Refer to the Compressed Gas section 210.)

Chemical Safety—209.00

- 209.01 Have a Material Safety Data Sheet (MSDS) in or near the area where chemicals are used. If the manufacturer fails to provide an MSDS, obtain one from the manufacturer before you use the chemical (ask your principal or supervisor).
- 209.02 When handling chemicals, wear safety goggles, rubber gloves, and other personal protective equipment as required by the MSDS.
- 209.03 Two employees should be present when handling acid or other hazardous chemicals.
- 209.04 Wash chemical splashes immediately with water and obtain medical care as soon as possible. Carry the MSDS to the health care provider for treatment. **Not all chemicals are tolerant of water—see MSDS for first-aid instructions.**
- 209.05 When handling powdered chemicals that cause skin, nose, and throat irritation upon contact or inhalation follow these precautions:
- Wear proper personal protective equipment.
 - Keep clothing buttoned.
 - Do not wipe your face with your hands.
 - Do not dump material in a manner that raises a cloud of dust.
 - Wash thoroughly when done.
- 209.06 When using cleaners, degreasers, insecticides, or other chemicals, follow the manufacturer's directions closely and wear personal protective equipment recommended or provided.
- 209.07 Store and dispose of excess chemicals and empty containers in accordance with the manufacturer's label instructions, and applicable laws.
- 209.08 Do not use chemical containers to store materials of any nature other than the original contents. Know how to read a chemical label, and do not use unlabeled chemicals.

Storage and Handling of Compressed Gas Cylinders—210.00

- 210.01 Gas cylinders, whether empty or full, must be kept in racks or stands, or set in an upright position and properly latched or chained to prevent being knocked over. Store in well-ventilated places and away from heat.
- 210.02 When not using a gas cylinder, keep the valve cap in place.
- 210.03 Transport cylinders upright and in an approved manner with caps in place.
- 210.04 Use a hand truck and chain fasteners to keep cylinders from being knocked over while in use.
- 210.05 Only cylinders currently in use are permitted in building work areas. Store all empty and spare cylinders in their designated areas.
- 210.06 Before a regulator is removed from a cylinder, the cylinder valve must be closed and all pressure released from the regulator.
- 210.07 Separate oxygen and acetylene cylinders by at least 20 feet. If closer than 20 feet, the cylinders should be separated by a fire-resistant partition at least five-feet high and having a fire-resistance rating of one-half hour.

Personal Protective Equipment—211.00

- 211.01 Use approved safety glasses, goggles, or face shields when work may result in hazardous exposure to the eyes. Examples of work where eye protection must be worn include:
- Chipping or grinding
 - Woodworking
 - Using power tools
 - Transferring or applying chemicals
 - Welding
 - Weed eating
- 211.02 Use safety belts and lifelines when working on scaffolds, roofs, or when in elevated positions.
- 211.03 Wear a hard hat when working in or visiting areas where there is a possibility of striking your the head against objects or being struck by falling objects. Do not enter a school construction site without a hard hat.
- 211.04 Wear slip-resistant safety shoes.
- 211.05 Wear respiratory protection and special protective clothing when exposed to hazardous substances.
- 211.06 Work gloves must be worn when handling heavy or rough objects.
- 211.07 Wear foot protection where there is a hazard to your feet.
- 211.08 Wear personal protective equipment as noted in the equipment user’s guide.
- 211.09 Wear personal protective equipment noted in MSDS by manufacturer for work with chemicals.

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