

Safety Handbook

for Administrative/Instructional Employees



About This Safety Handbook

This safety handbook is a digital version of the paper handbook offered by the TASB Risk Management Fund. To improve navigation through this e-book, clickable links are embedded in the Table of Contents and at the top of each Section. These sections are also saved as bookmarks and are accessible if you hit Control and B on your keyboard. If you want to find specific words, hit Control and F on your keyboard or use your app's search function. Printing from this e-book is not available, so please call 800.482.7276 to order hard copies.

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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 available to members who participate in the TASB Risk Management Fund's Workers' Compensation and Auto Programs. Please contact your loss prevention consultant or TASB Loss Prevention and Training for more information.

Disclaimer

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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. Avoid texting and using cell phones while operating an organizational or a personal vehicle on campus.
- 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 and floor mats should be secure and not have curled edges or torn places that could cause a trip and or 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 on how to safely operate the machinery from your supervisor.
- 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 It is prohibited to consume alcohol, addictive drugs, hallucinogens, or other substances regulated by the Texas Controlled Substances Act on school premises.
- 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.

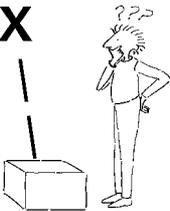
Lifting and Handling Techniques—2.00

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 them to the wall and to each other.

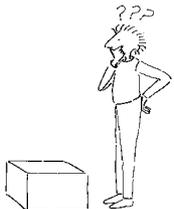
Eight Steps to a Safe Lift:

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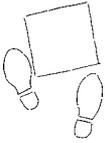
1. Size up the load

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.*



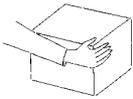
3. Establish a base of support

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.



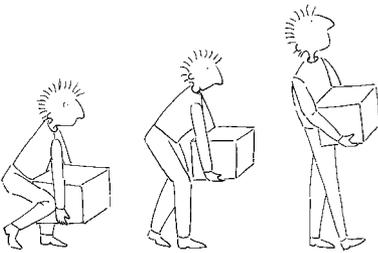
4. Bend your knees

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



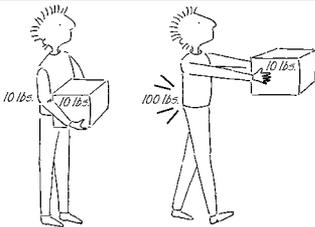
5. Get a good grip

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



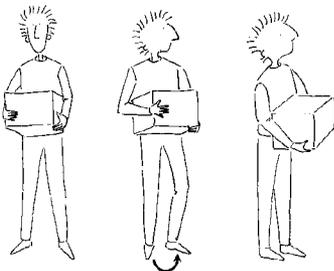
6. Lift with your legs

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 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 fix 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 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 outfitted with functioning lights.
- 6.25 Do not drive a vehicle or operate a piece of equipment that is defective. Lockout 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 bloodborne pathogens.
- 8.02 To avoid contact with blood, allow the child or injured party to tend to their own injury if able to do so. Allow them 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. For example, the employee receives a needle stick from a contaminated needle; the 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 or her. Then check the ABCs:

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

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

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

Some 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 the 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 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 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 his or her movements. Instead, keep items away that could hurt him or her during the seizure (move equipment, furniture, etc.).
- b. Do not place anything in his or her mouth.
- c. Keep his or 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 the face is red, raise the head. If the face is pale, raise the 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, 800.222.1222.

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— These extinguishers are designed 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 Keep your back 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.

General Work Rules for Administrative and Instructional Staff – 100.00

- 100.01 Do not attempt to move heavy objects alone. Get help from the maintenance department, custodial staff, or a fellow employee.
- 100.02 Do not use chairs, tables, counters, boxes, desks, or other make-shift arrangements in place of a ladder. Use only approved ladders or step stools.
- 100.03 Keep your work area neat and orderly at all times.
- 100.04 Clearly mark any dangerous areas such as broken windows, slippery floors, wet floors, torn carpet, or defective furniture and report the hazard to your supervisor, principal, or safety coordinator.
- 100.05 Use personal protective equipment when performing jobs where it is required by your organization’s procedures.
- 100.06 Wear clothing appropriate for the job, weather, and work environment. When working around equipment with moving parts, do not wear loose clothing, jewelry, neckties, or gloves that fasten around the wrist.
- 100.07 Do not string cables or extension cords across surfaces where people may walk without covering them properly.
- 100.08 Open one file drawer at a time and close drawers and doors when not in use.
- 100.09 Use caution when approaching doors.
- 100.10 When working directly behind a closed door, lock it.
- 100.11 Turn on lights before entering a dark room or corridor.
- 100.12 Respect “wet floor” and other cautionary signs.
- 100.13 Avoid walking on freshly mopped or other wet surfaces. If you must walk across them, take short, deliberate steps rolling from heel to toe.

- 100.14 Be alert in crowded hallways to avoid injury to yourself and others.
- 100.15 Be aware of open locker doors while in hallways.
- 100.16 Exercise caution when crossing parking lots. Look for potholes, uneven surfaces, traffic, and loiterers.
- 100.17 Use handrails when ascending or descending stairs.

Classroom/Office Equipment Safety— 101.00

- 101.01 Read the instructions before operating any equipment or appliance. Proper training is the essential element in reducing injuries.
- 101.02 Do not attempt to repair anything you are not qualified to repair. Report defective equipment to the building administrator.
- 101.03 Use the following precautions with paper cutters: keep your fingers away from the cutting blade; keep the cutting blade in the down position when not in use; make sure paper cutter is used on a flat surface.
- 101.04 Only use paper cutters that have a locking mechanism to keep the blade in a safe position, that have a finger guard along the edge where the blade meets the paper, and always lock the blade when not in use.
- 101.05 Use equipment such as scissors, staplers, and staple removers cautiously and only for their designated purpose.
- 101.06 Exercise caution when clearing paper jams in copiers and printers; avoid contact with heated surfaces of internal parts and watch out for pinch points.
- 101.07 Ensure that laminating machines are properly guarded to prevent contact with heated surfaces.
- 101.08 When using or refilling staplers, keep fingers away from the operating parts.
- 101.09 Do not attempt to refill chemicals or toner in copiers, printers, and duplicating machines unless you have been trained in their maintenance and use the proper personal protective equipment.
- 101.10 If spirit duplicating machines are used, ensure that they are located in well-ventilated areas and are properly guarded to prevent contact with moving parts. Do not allow duplicating fluid to come into contact with your skin. Refer to the Material Safety Data Sheet (MSDS) for information on proper handling and safety precautions.

- 101.11 Operate kilns only in areas that are properly designed and ventilated for their use. Develop detailed safety guidelines for operation based on manufacturer's directions.
- 101.12 Do not leave the lower drawers of filing cabinets open and unattended. It is easy to trip over them.
- 101.13 Candles and other sources of open flames are strictly prohibited outside of designated science labs.

Proper Desk Work Habits— 102.00

- 102.01 Use proper sitting posture. Keep your back against the back of a supportive chair and your feet on the floor. Adjust the chair height and use a footrest if your feet do not reach the floor comfortably.
- 102.02 Keep your chair close to your desk. Don't hunch over your work.
- 102.03 To reach something off to one side, turn your whole body rather than twisting at the waist.
- 102.04 Don't sit for long periods. Get up, stretch, and walk around periodically.
- 102.05 When using the telephone, don't cradle it with your neck. Telephone operators and other heavy telephone users should consider using a headset.

Carpal tunnel and other cumulative trauma disorders are a serious problem in the office environment. Here are some tips to avoid these problems. **The key is to adapt the work environment to the person, not the person to the work environment.**

- 102.06 Do not allow your wrists to rest on desk edges or cushioning material. Keyboard pads are meant for cushioning the fleshy part of your palm and not your wrists. Resting your wrists against hard desk surfaces or pads may cause pressure points that may lead to pain and discomfort.
- 102.07 Avoid extended periods of repetitive movement tasks when possible. Take periodic breaks from these tasks to stretch and improve circulation.
- 102.08 Use chairs and work surfaces that are adjustable to your body. Customize your environment so your elbows lay naturally at a right angle to the floor, your wrists are straight, and your feet are flat to the ground.

Computer Monitors— 103.00

Following are some guidelines that can reduce fatigue when working with monitors, flat screens, and other displays:

- 103.01 Computer users should be in a comfortable sitting position as described in Section 102 and be able to reach, use, and observe the display screen, keyboard, and document.
- 103.02 Proper chair height and support to the lower region of the back are critical factors in reducing fatigue. The chair height is correct when the entire sole of the foot can rest on the floor or footrest and the back of the knee is slightly higher than the seat of the chair.
- 103.03 Position document holders so that the computer user can view material without straining the eyes or neck, shoulder, and back muscles.
- 103.04 Lighting should be adequate so that the computer user can see the text and the screen, but not so bright as to cause glare or discomfort. Where used, workstation lighting should be easily adjustable and directed at source documents, not at the monitor surface.
- 103.05 Computer users should get up and move around regularly.
- 103.06 The monitor should be positioned so that the top is not higher than the user's eyes. Keep the monitor and document holder the same distance from the eye and close enough together that the operator can look from one to the other without excessive movement of the back or neck.
- 103.07 The preferred working position for most computer users is with the forearms parallel to the floor and elbows at the sides. Keep the wrist in line with the forearm. A lower than normal work surface may be needed to keep the operator's arms in a comfortable, neutral position.

Reducing Eyestrain— 104.00

Eyestrain is a common complaint of office workers, made more common in recent years by the widespread use of computer monitors. Common symptoms experienced by computer users and others whose jobs involve extensive reading include eye soreness; blurred vision; and dry, itching, or burning eyes. Fortunately, there are ways to adapt the work environment to make it less demanding on your eyes.

The following tips can help reduce eyestrain and prevent more serious vision problems:

- 104.01 To reduce glare, position your monitor so that neither you nor the screen faces a window. If necessary, use a hood or glare-reduction screen.
- 104.02 To lessen strain on eye muscles, keep your monitor 18 to 28 inches from your eyes, and no higher than eye level when you're seated in your chair. If you use a document holder, keep it at the same height as your monitor.
- 104.03 Use dimmer lighting around your computer monitor. Dim lighting reduces glare.
- 104.04 Adjust the screen's brightness and contrast controls for your best comfort. The screen should not be so bright that it flickers; the characters should not be so dim that they're difficult to see.
- 104.05 If your screen has color options, choose those easiest on your eyes.
- 104.06 One of the best things you can do for your eyes when working on computer monitors, or in similar situations, is to take short breaks. Simple one-minute eye exercises done every 20 minutes can reduce eye fatigue. Change focus by glancing across the room or look out the window and focus on objects at least 20 feet away. Lightly cup your eyes with your palms and relax for 60 seconds, or look away from the screen and roll your eyes up and down, around, and side to side.

Materials Handling and Storage Safety— 105.00

- 105.01 Store items in a neat, orderly manner. Place equipment and tools back in their proper places when finished using.
- 105.02 Keep aisles free of stored materials to avoid trip and fall accidents.
- 105.03 Do not store combustible items in the classroom, near boilers or electrical equipment.
- 105.04 Do not allow rubbish or flammable materials to accumulate. Oily rags should be stored in a metal container with a lid and emptied every night.
- 105.05 Do not store materials and supplies in a manner that will block access to electrical panels. Maintain a 3-foot clearance around all electrical panels.
- 105.06 Provide adequate space for storage of all equipment, tools, and supplies.
- 105.07 Provide shelving adequate to hold the weight of the stored items.
- 105.08 Store heavy and bulky items at waist height. Ensure the shelving is adequately secured to prevent tipping.
- 105.09 Long items, such as a ladder, should be carried so the front end is high enough to clear obstructions. Team lifts reduce the possibility of injury.
- 105.10 When possible, hand trucks or power lift trucks should be used to move heavy objects.
- 105.11 When moving materials on hand trucks or dollies, push rather than pull when possible.
- 105.12 Damaged containers should not be used in a pile. Repack before stacking.
- 105.13 Watch containers and package crates for protruding nails and other sharp objects such as staples, etc. These must be bent over or removed as soon as possible.
- 105.14 Ensure all work areas are well-lit. If in doubt about the lighting, contact your departmental safety person for evaluation.

105.15 Tables should be stored flat and not on their edges.

105.16 Compressed gas cylinders are “sleeping giants.” If not properly handled and maintained, they can explode or become an uncontrollable jet-like rocket that destroys everything in its path. *(Refer to the Storage and Handling of Compressed Gas Cylinder Section 107)*

Chemical Safety— 106.00

- 106.01 Refer to an updated inventory or conduct an inventory of chemicals before placing an order for new supplies. Never acquire or house more than a five year supply of chemicals.
- 106.02 Purchase chemicals in class-size quantities only.
- 106.03 Label all chemicals accurately with date of receipt or preparation and pertinent precautionary handling information as required by state and federal law.
- 106.04 When handling chemicals, always wear eye protection, protective gloves, and other appropriate personal protective equipment as identified on the Material Safety Data Sheet (MSDS).
- 106.05 Be particularly careful around chemicals in powder form because they may become airborne and cause harm by inhalation of the dust particles.
- 106.06 Mark containers to provide easily recognizable information on the severity of hazards related to health, flammability, and reactivity (scale of 0–4), consistent with the National Fire Protection Association’s recommended system for identification (NFPA standard 704).
- 106.07 Use older supplies first. Follow the “first-in, first-out” principle.
- 106.08 Refer to the MSDS section and the chemical label concerning the stability of a chemical and any special conditions for storage, handling, use, or conditions to avoid.
- 106.09 Generally, do not leave bottles of unused chemicals on shelves for extended periods of time. Keep a current inventory of lab chemicals and update it at least annually. Properly dispose of them when they expire.
- 106.10 Properly dispose of residues and unused portions of reactive chemicals using established procedures and within disposal regulations.
- 106.11 Never open any chemical package until the label and the MSDS has been read and completely understood.

106.12 Before disposal, prepare a complete list of chemicals that need to be disposed. Classify each of the chemicals on the list as hazardous or non-hazardous waste. Ensure all proper state and federal regulations are followed with regards to chemical disposal.

Storage and Handling of Compressed Gas Cylinders— 107.00

- 107.01 Store gas cylinders whether empty or full in an upright position with caps in place. They should be stored in well-ventilated places away from heat.
- 107.02 Fasten cylinders securely with a latch or chain so they cannot fall or be knocked over.
- 107.03 Transport cylinders in an approved manner with caps in place.
- 107.04 Use a hand truck and chain fasteners to keep cylinders from being knocked over while in use.
- 107.05 Only cylinders in actual use are permitted in building work areas. Store all empty and spare cylinders in the designated areas.
- 107.06 Before a regulator is removed from a cylinder, the cylinder valve must be closed and all pressure released from the regulator.
- 107.07 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 5-feet high and having a fire-resistance rating of one-half hour.

Personal Protective Equipment—108.00

State law requires that teachers and students participating in vocational or industrial arts shops or laboratories wear industrial quality eye-protective devices. The eye-protective devices must meet the standards for face and eye protection adopted by the Texas Board of Health (25 Texas Administrative Code Sections 295.141 to 295.143). TASB model board policy CKB addresses the requirement for eye-protective devices in vocational or chemical shops or laboratories, and outlines accident reporting requirements.

Following are some general guidelines for the use of personal protective equipment applicable to workshops:

- 108.01 Use approved safety glasses, goggles, or face shields when the work may result in hazardous exposure to the eyes. Examples of work where eye protection must be worn include, but are not limited to:
- Chipping or grinding;
 - Woodworking;
 - Use of power tools;
 - Transferring or applying chemicals; and
 - Welding.
- 108.02 Wear slip-resistant safety shoes.
- 108.03 Wear special protective clothing when exposed to hazardous substances.
- 108.04 Work gloves should be worn when handling heavy or rough objects. Foot protection is required where there is a hazard to the feet.
- 108.05 Wear personal protective equipment suggested by manufacturer of equipment machinery and as noted in user's guide.
- 108.06 Wear personal protective equipment noted on MSDS by manufacturer for work with chemicals.

Aggressive Behavior and Safety— 109.00

- 109.01 Avoid physical intervention when handling student misconduct and aggressive behavior. Keep a safe distance unless you are:
- Physically capable;
 - Trained in techniques for prevention and management of aggressive behavior; **and**
 - Authorized to intervene under district policies.
- 109.02 If a student shows signs of becoming aggressive:
- Observe the student’s behavior and monitor without appearing anxious;
 - Use verbal intervention; and
 - Obtain assistance.
- 109.03 Verbal intervention is the preferred method of managing aggressive behavior; use these three basic steps:
- Make contact with the person by observing, listening, and understanding;
 - Determine the source or stimulus for the aggressive behavior; and
 - Assist the person with a plan to achieve his or her needs and expectations.
- 109.04 Be professional when dealing with acts of aggression. Maintain control of your behavior and avoid overreacting.
- 109.05 Isolate the situation and remove the audience. Take care of not blocking a means of escape for you if the situation deteriorates further.
- 109.06 Establish a safe distance; do not make the person feel crowded.
- 109.07 Reduce tension and work to de-escalate the situation by asking clarifying, non-confrontational questions.
- 109.08 Establish trust by listening objectively and demonstrating your support.
- 109.09 Avoid talking down to the person or acting as if the situation is not being treated seriously.

- 109.10 Avoid arguing or taking a position that creates a barrier between you and the other person.
- 109.11 Avoid trying to bribe the person to change his or her behavior.
- 109.12 Report known or suspected possession of weapons on school premises, including firearms, illegal knives, explosive weapons, brass knuckles, chemical dispensing devices, and clubs.
- 109.13 Report students for emergency removal if they are:
- Using or have possession of alcohol or drugs, or are under the influence of alcohol or drugs;
 - Highly agitated;
 - Suffering from any other condition that temporarily threatens students' welfare, other individuals' welfare,
- 109.14 Ensure classroom windows are secured. Keep easily accessed windows locked.
- 109.15 Do not open a secured door for anyone; instead, direct them to the controlled access entry.
- 109.16 When confronted with an unknown visitor on campus, notify the principal or proper district authority. Escort or find someone to escort the visitor to the campus office.
- 109.17 Report loiterers to the principal or to the appropriate law enforcement agency.
- 109.18 If an intruder has entered a building, notify the appropriate law enforcement agency immediately. Avoid contact with the intruder.
- 109.19 The best deterrent to crime is awareness. Be on the alert; if an unusual or suspicious situation arises, seek help.
- 109.20 Do not work alone late at night.
- 109.21 Park as close to the building as possible in a well-lit area.
- 109.22 When approaching your vehicle, keep your keys in your hand; look under the car and in the back seat and floorboard. Lock the doors as soon as you are inside the car.
- 109.23 If concerned about safety in the parking lot, have someone accompany you to your car.

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