

OCCUPATIONAL SAFETY PROGRAM

Allen Independent School District



Occupational Safety Program

Safety is a high priority at Allen ISD. Each employee has the responsibility to make the safety of students, co-workers and his or herself a basic concern. This objective is fundamental to our well-being, as well as to the efficient operation of our school district. This program manual is intended to assist employees in performing their work safely.

An occupational safety program alone cannot prevent accidents. The most important aspects of a safe working environment are individuals who are dedicated to the principle that accident prevention is an essential part of the planning and efficient execution of every job.

The Allen Independent School District recognizes its responsibility to provide a safe workplace for all employees.

Allen ISD Risk Management Department

CONTENTS

INTRODUCTION	2
RESPONSIBILITIES	2
Administrator/Supervisor Responsibilities.....	3
Employee Responsibilities	3
IN THE EVENT OF AN ACCIDENT	4
SAFETY RULES	4
Campus/Office	5
Storage Rooms	8
Lifting and Material Handling	8
Fire Protection	9
Bloodborne Pathogens	10
Drugs and Alcohol	10
Operating Motor Vehicles	10
Chemicals and Safety Data Sheets (SDS)	11
Tools and Equipment.....	12
Tools and Mobile Equipment.....	12
Compressed Gas	12
Ladders	12
Lockout/Tagout.....	12
Personal Protective Equipment (PPE).....	13
Eye Protection	13
Head Protection.....	13
Hearing Protection.....	13
Clothing & Footwear.....	13
Respirator Use	14
Confined Spaces and Excavations	14

INTRODUCTION

This manual outlines the occupational safety procedures for employees of the Allen Independent School District (AISD). It is designed to provide employees with a set of guidelines for working safely to prevent accidents and injuries. Although every attempt has been made to cover the most common safety issues relevant to AISD, this manual is not intended to be all-inclusive. Employees are still expected to follow safe work practices even if they are not specifically covered in this manual.

Many accidents that occur are the result of unsafe acts or unsafe conditions. Some are caused by the use of unsafe equipment or tools. However, nearly all accidents can be prevented by using common sense and following safe work practices.

AISD employees are expected to read and understand the occupational safety program manual and comply with the safety rules contained herein. Violations of safety rules or taking part in unsafe work practices could result in accident or injury. Employees are also encouraged to actively participate in identifying ways to make the district a safer place to work.

AISD is committed to providing a safe and healthful work environment for all employees, which involves identification and correction of hazards and providing initial and ongoing training for employees and administrators/supervisors. Employees can expect accident prevention information to be issued regularly by your administrator/supervisor or the Risk Management Department.

Questions and requests for additional information relative to the contents of this manual should be directed to the AISD Risk Management Department at 972-236-0645.

RESPONSIBILITIES

AISD Board Policy CK (LOCAL) states: The superintendent or designee shall be responsible for developing, implementing, and promoting comprehensive safety programs designed to address safety of students, employees, visitors, and all others with whom the District conducts its business.

The Director of Risk Management is responsible for coordinating occupational safety activities throughout the district, including:

- Overseeing and coordinating the district's occupational safety program.
- Assisting administrators and supervisors on occupational safety issues.
- Providing assistance with and/or conducting accident investigations.
- Reviewing accident reports and other data to identify trends.
- Conducting facility risk inspections and recommending corrective actions when appropriate.
- Coordinating and documenting employee occupational safety training.

ADMINISTRATOR/SUPERVISOR RESPONSIBILITIES

Campus/department administrators are responsible for providing a place of employment that is free from recognized hazards that could result in injury or accidents. The administrator must assume responsibility for safety at his or her campus/department.

Administrator duties relating to the occupational safety program include, but are not limited to:

- Providing leadership and setting a good example by following safety rules.
- Enforcing safety rules.
- Ensuring that prompt preventive and corrective action is taken on unsafe conditions/actions.
- Ensuring that all accidents/injuries are reported and investigated.
- Cooperating with the Risk Management Department on risk control activities.

Direct supervisor duties related to the occupational safety program include, but are not limited to:

- Promoting safety awareness and encouraging safe work practices by setting a good example.
- Ensuring that employees are trained on the correct and safe ways to do their jobs.
- Ensuring that the necessary safety equipment and protective devices for each job are provided and properly used.
- Inspecting work areas and operations in order to eliminate unsafe conditions and encourage safe work practices.
- Taking prompt corrective action whenever unsafe conditions or unsafe actions are observed.
- Reporting and investigating all accidents/injuries.
- Distributing safety information and facilitating training as directed.

EMPLOYEE RESPONSIBILITIES

Each employee is responsible for complying with safety rules contained in the AISD occupational safety program manual and following safe work practices. Employee responsibilities related to the occupational safety program include, but are not limited to:

- Following administrator/supervisor instructions.
- Being familiar with and observing the safe methods of doing their job.
- Using all required safety equipment for their job.
- Reporting all accidents/injuries and unsafe conditions immediately.
- Following good housekeeping practices (keeping clean and orderly work areas).
- Not operating equipment before being properly trained.
- Learning to lift and handle material properly.
- Knowing the location of the fire-fighting equipment.
- Not engaging in horseplay.
- Not being under the influence of alcohol or prohibited drugs during work hours.
- Knowing the location of first aid kits and automated external defibrillators (AEDs).

IN THE EVENT OF AN ACCIDENT

Call 911 immediately for major emergencies or severe injuries. All injuries, even minor ones, must also be reported to the injured employee's administrator/supervisor.

If professional medical attention is warranted for a non-emergency injury, the employee may seek medical attention at any provider who treats workers' compensation injuries.

The administrator/supervisor must ensure that the accident is investigated and the first report of injury and all other relevant workers' compensations forms are completed and submitted to the AISD Benefits Department.

Questions regarding accident reporting or workers' compensation procedures should be directed to the AISD Benefits Department at 972-727-7196.

SAFETY RULES

The safety rules contained herein are designed to help protect you in your daily work. No job is so important that it should be done in an unsafe manner. Employees are expected to follow these rules and review them often. If for any reason you cannot abide by these safety rules, notify your administrator/supervisor immediately.

CAMPUS/OFFICE

General Safety Rules

- Report any unsafe conditions such as loose floor tiles, stair treads, railings, damaged equipment, improper lighting, etc.
- Report all defective equipment such as broken chairs or worn electrical cords.
- Do not use personal space heaters. They are not allowed in district facilities due to fire hazards, safety issues and insurance requirements.
- Do not use open flame candles, warmer plates or plug-in air fresheners.
- Do not overload electrical outlets with more electrical cords than they are designed to handle. Use power strips when multiple plugs are needed. Power strips must be plugged directly into a wall outlet. Never plug one power strip into another.
- Extensions cords are for temporary use only and must be unplugged daily. They are not a replacement for permanent wiring. Only heavy duty extension cords (usually orange or yellow) are allowed for temporary use.
- Electrical cords must not be placed in a manner or location that creates a tripping hazard.
- Do not run electrical wires under carpet or rugs.
- When possible, unplug items that will not be in use for an extended period.
- Never climb on chairs, boxes, file cabinets, etc. Ladders or step-stools are to be used.
- Keep door mats lying flat with no folds or wrinkles.
- Immediately clean all liquid spills or report to the custodian. Block the area around the spill or place wet floor signs until the area is clean and dry.
- Keep aisles, walkways and doorways clear to avoid blocked exits and trip hazards.
- Keep work areas neat and orderly. Avoid accumulating unnecessary items.
- Close desk, cabinet, and file drawers after use. To prevent the cabinet from falling over, only one file drawer should be opened at a time.

Classrooms & Hallways

- Teaching aids and artwork on walls must not cover more than 50% of the surface area. Fabric can only be used if it is fire-retardant.
- No three-dimensional artwork. Only two-dimensional artwork is allowed.

- Decorations must not interfere with or block electrical outlets, security cameras or life safety devices such as fire sprinklers and emergency lights.
- Appliances used for personal cooking (microwaves, coffee pots, toasters, etc.) are not allowed in classrooms, with the exception of consumer & life sciences, culinary arts, or other appropriate classrooms.
- Protect all unused outlets in kindergarten age classrooms and younger with safety plugs.
- Household furniture, such as sofas or recliners, is not recommended in classrooms and must be approved by a campus administrator.

Workrooms

- Copiers must be kept at least 6 inches from any wall.
- Paper slicers must have safety guards and blade locks in place.
- Remove or unplug any equipment that is damaged or not working properly.

Laboratories

- Provide and use appropriate personal protective equipment, such as safety glasses and gloves.
- Store flammable liquids in an approved flammable materials cabinet and dispense of them in an approved manner.
- Store corrosive materials in an approved corrosive material cabinet.
- Avoid storing incompatible chemicals next to each other.
- Survey chemicals on a regular basis and discard any that are obsolete or show signs of decomposition.
- Order and store the minimum supplies necessary.
- Clean up spills immediately.
- Do not block access to the eyewash/shower station. It must remain clear and accessible.

Consumer & Life Sciences, Hospitality, Culinary Arts

- Ensure that the classroom fire extinguisher remains in place and readily accessible.
- Keep all cooking equipment, hoods, filters, and ducts free of grease accumulation.
- Do not allow food waste or other trash to accumulate.
- Do not place combustible materials on stove top burners at any time.

- Properly store knives and other sharp equipment.
- Regularly clean lint traps on clothes dryers.
- Irons must be plugged directly to an outlet. Do not leave irons plugged in when not in use.

Shop, Agriculture and Other Specialty Classes

- Use appropriate personal protective equipment, such as safety glasses and gloves.
- Do not operate equipment or use tools unless properly trained.
- Do not operate tools or equipment with missing safety guards.
- Secure compressed gas cylinders in an upright position.
- Do not weld in areas where flammable materials are stored.
- Dispose of chemicals appropriately.
- Store flammable liquids in an approved flammable materials cabinet.

Kitchen

- Do not use kitchen equipment unless properly trained.
- When storing items, place lighter items on taller shelves. The heaviest items should be stored on shelves at waist height when possible.
- Keep the floor dry while working. Do not allow water to accumulate on the floor.
- Remove any ice build-up from the freezer floor. Report any freezer issues that cause ice to form on the floor.
- Do not leave oven doors open while hot.
- Use oven mitts or pot holders for hot items and long oven mitts for deep ovens.
- Open hot lids away from the body.
- Carry knives by the handle with the blade pointed down. Never hand a knife to a co-worker. Place it on the counter and allow the co-worker to pick it up.
- Cut and slice away from the body.

STORAGE ROOMS

Storage rooms and other storage areas should be kept clean and orderly, to avoid accumulation of unnecessary items. Overcrowded storage rooms can create trip and fall hazards and can provide fuel to fires.

Keep materials clear of aisles and walkways to avoid blocking exits or creating tripping hazards. Stack items securely - damaged containers should not be used when stacking on top of one another. When stacking items, place heavier items on the bottom. Only the lightest items should be stored above shoulder height. Items stored on top shelves must not be stored within 18 inches of the ceiling.

Do not store combustible items or flammable liquids inside boiler rooms, electrical rooms or mechanical rooms. Items must never be stored within 3 feet of electrical panels, electrical shutoff switches or fire extinguishers. Electrical panels, shutoff switches and fire extinguishers must remain clear and accessible at all times.

LIFTING AND MATERIAL HANDLING

Recommended lifting procedures are intended to prevent hand, wrist, shoulder, and back injuries. Strains and sprains account for a large number of injuries, many of which are the result of incorrect lifting.

Do not attempt to lift or move items that appear to be heavy or awkward. Get help from another employee; use a dolly or cart; or break the load into smaller, more manageable sizes.

Proper lifting procedures:

- Plan a route that is free from tripping hazards and, if possible, face the direction you want to go before lifting.
- Get a firm base of support by keeping your feet shoulder's width apart.
- Bend at your knees, not your waist.
- Get a good grip, using your whole hand, not just your fingers.
- Keep the load pulled in close to your body.
- Lift slowly using your leg muscles.
- Do not twist when moving the object. Pivot your feet and turn your entire body at once.

FIRE PROTECTION

Flammable liquids must be stored in accordance with acceptable guidelines for each liquid. Flammable storage cabinets must be used for excess storage of any flammable liquids. Employees must be cautious when handling flammable liquids, avoiding open flames and sparks. Work areas must be kept clean so fire is not given a place to start.

Adequate emergency fire-fighting equipment must be in appropriate locations and properly marked. Extinguishers must not be removed from their mounted location unless being used to extinguish a fire. Any fire extinguisher that has been used shall be immediately taken out of service and reported so it can be replaced. Exit doors, fire extinguishers, and sprinklers must be kept clear and accessible at all times.

Each employee should know the location of the nearest fire extinguishers in his or her area as well as the locations of the nearest exit and an alternate exit from their work area. Employees should also know the procedures for fire reporting, fire escape, and fire extinguishing.

In case of a fire:

- Do not try to put out a fire unless you understand how to use an extinguisher and it is safe.
- Do your part as learned in evacuation procedures and fire drills.
- Leave your personal belongings. Your life and the lives of others are more important.

Refer to the AISD Emergency Operations Plan (EOP) for more information about emergency procedures related to fire.

How to use a fire extinguisher:

The typical type of fire extinguisher found at most AISD facilities is a red Class ABC dry chemical extinguisher. This can be used on most combustible solid fires as well as liquid and electrical fires. Kitchens will also have a silver Class K extinguisher, which is designed to be used on grease and oil fires. Regardless of the type of extinguisher, the steps to take in extinguishing a fire are the same:

1. Determine if it is safe to extinguish the fire. When in doubt, get out!
2. Use the P.A.S.S. method:

Pull the Pin at the top of the extinguisher.

Aim at the base of the fire, not the flames.

Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher.

Sweep from side to side. From a safe distance, move the fire extinguisher back and forth until the fire is completely out.

BLOODBORNE PATHOGENS

In order to properly protect against bloodborne pathogens employees should use Standard Precautions, which means to always treat blood or other body fluids as if they are infectious.

- Whenever possible, nitrile or vinyl gloves should be worn when handling blood or body fluids. Caution should be used when removing gloves so that blood or bodily fluids do not touch the skin.
- Employees should wash hands for 30 seconds with soap and water after coming in contact with blood or bodily fluids, even if gloves were worn.
- Report any contact with blood or bodily fluids to your supervisor. It may be necessary to see a doctor if blood or bodily fluids come in contact with your mouth, inside of your nose, eyes, or an open wound.

Refer to the AISD Bloodborne Pathogen Exposure Control Plan for additional information.

DRUGS AND ALCOHOL

An employee shall not be under the influence of alcohol or illegal drugs during working hours while at school or at school-related activities during or outside of usual working hours.

Avoid driving or operating machinery if taking medications (prescription or over the counter) that may cause side effects that could affect job performance (e.g. drowsiness).

For more information on district policies regarding drugs and alcohol, refer to the AISD Employee Standards of Conduct.

OPERATING MOTOR VEHICLES

All employees who drive district vehicles for AISD are governed by AISD policies and regulations set forth by the Department of Public Safety, the Texas Education Agency and the Department of Transportation. Employees are required to obey all traffic laws.

Employees must wear seatbelts at all times while driving district vehicles. Every person riding inside an AISD vehicle must have a designated seat. Cell phone use is prohibited while driving a district vehicle. Employees shall not drive after taking medications that may negatively affect driving ability.

Always consider proper loading and proper load distribution as factors in safe driving. Tools and equipment placed in cars or truck cabs shall be stored in such a manner as not to interfere with vision or in any way interfere with the proper operation of the vehicle. Any equipment or materials being

transported in the bed of a truck must be properly secured. Any large equipment being pulled on a trailer must be properly secured with safety chains. Trailer mounted equipment shall be towed at speeds no greater than what is recommended by the trailer manufacturer.

Use caution when entering, exiting, or dismounting a vehicle. Watch footing to avoid slipping or falling. When parking, put the transmission in the lowest gear or in park, set the parking brake firmly, and turn the front wheels toward the curb. When a vehicle is left unattended the engine must be stopped, ignition keys removed, and the doors locked. AISD vehicles should always be parked in locations where they will not interfere with the normal flow of traffic and will not obstruct the view of other drivers. Emergency/hazard warning lights must be used when the vehicle is parked or stopped in an area that might interfere with other vehicle traffic.

Employees must perform a pre-trip inspection of their vehicles at the beginning of each shift and a post-trip inspection at the end of each shift. Defective vehicles and equipment must be taken out of service immediately until repaired. AISD employees must not operate, nor instruct others to operate, unsafe vehicles or equipment.

CHEMICALS AND SAFETY DATA SHEETS (SDS)

Chemicals pose a wide range of health and physical hazards and employees have the right to know about any hazardous chemicals that they come in contact with as part of their job. To help accomplish this, the US Government requires chemical manufacturers and importers to evaluate the hazards of the chemicals they produce or import, and provide information about them through labels on shipped containers and more detailed information sheets called material safety data sheets (MSDS) or safety data sheets (SDS).

The Texas Hazard Communication Act provides Texas workers the right to know about the hazards and identities of the hazardous chemicals they are exposed to in the workplace. When workers have this information, they can effectively participate in their employers' protective programs and take steps to protect themselves.

Administrators/Supervisors must ensure that all employees are trained in the proper use of any hazardous chemicals they use as part of their job and all applicable personal protective equipment. All chemicals must be used, stored, and disposed of in accordance with the manufacturer's directions and all chemical containers must be accurately labeled.

Employees should avoid chemical exposure whenever possible by wearing appropriate personal protective equipment. If exposed to a chemical or if there is a chemical spill, notify your supervisor immediately.

Refer to the AISD Hazard Communication (HAZCOM) Plan for more information regarding hazardous chemicals.

TOOLS AND EQUIPMENT

All tools and equipment must be used in accordance with manufacturer's directions and only for the purposes for which they were designed. Learn the capacity and the limitations before operating any piece of equipment. Employees must be trained on the safe and proper operation of any tool or piece of equipment before using it.

TOOLS AND MOBILE EQUIPMENT

Before operating mobile equipment such as a forklift or man-lift, employees must attend and pass a training class held through AISD or an approved vendor. Training must be completed once every three years. When operating heavy equipment use barricades and warning signs to prevent unauthorized people from entering the work area. To protect against exposure to hazardous concentrations of carbon monoxide gas, internal combustion engines must not be operated in a closed area without proper ventilation. Do not leave any tool or piece of equipment running while unattended.

Do not use equipment that is damaged or is missing safety equipment such as a guard. Report any unsafe or damaged equipment to your supervisor immediately. Damaged portable electric tools should be taken out of service until repaired and tested by qualified maintenance personnel. Electric cords should be guarded against damage from heat, oil or sharp objects. All electric tools (i.e., grinders, sanders, etc.) must be properly grounded.

COMPRESSED GAS

All compressed gas cylinders must be secured upright, kept out of direct sunlight, and have valve protection caps in place while being stored. Oxygen cylinders must be stored at least 20 feet from other flammable substances, including acetylene. Compressed air must not be used for blowing dirt from an employee's body or clothing.

LADDERS

Ladders must be of an approved height and industrial grade type for the applications they are to be used. Inspect ladders for signs of damage before climbing. Set up ladders in appropriate areas, avoiding doors, walkways, uneven surfaces, etc. Non-maintenance personnel must not work above heights that cannot be reached by a six-foot ladder. Any work to be performed above the six-foot ladder capability must be performed by the Facilities Department.

LOCKOUT/TAGOUT

Appropriate lockout/tagout procedures must be followed whenever maintenance is performed on any piece of equipment. Disconnect power to the equipment at the source of power. Install a lock at the

power source to prevent the equipment from being started while it is being serviced. If it is impossible to lock out the power source, a tag may be used to notify other employees that the equipment is being serviced.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

EYE PROTECTION

Appropriate safety glasses, goggles, or face shield must be worn when there is a chance of eye injury.

Examples of where proper eye protection must be worn include exposure to:

- Flying particles (chipping, grinding, etc.)
- Dust (wood working)
- Splashing liquid (transfer of chemicals)
- Gases, fumes, and mists (spraying, use of chemicals, etc.)
- Radiant energy (welding)

Eye protection must be kept in a sanitary and serviceable condition and shall be replaced when damaged.

HEAD PROTECTION

Appropriate head protection (hard hat) is to be worn whenever there is a chance of head injury, such as being struck by falling objects or striking the head against an object.

HEARING PROTECTION

Hearing protection devices must be worn wherever the District has determined that noise levels exceed the permissible exposure limits.

CLOTHING & FOOTWEAR

Appropriate footwear for work conditions must be worn. Some jobs may require boots or non-slip work shoes.

Suitable hand protection (gloves) must be worn where appropriate to prevent hand injury. Examples of where hand protection must be worn include work with exposure to:

- Pinch points
- Sharp edges (cutting, handling sharp edges, etc.)
- Chemicals
- Hot objects (welding, hot engine maintenance, etc.)

Loose clothing shall not be worn while working around or near moving equipment. Avoid wearing clothing that has been soiled by oil or chemicals.

RESPIRATOR USE

Every reasonable attempt must be made to remove airborne hazards before opting to use respirators. Employees who use respirators must be trained on their proper use, cleaning, and storage. Any employee who wears a respirator must have a fit test to ensure a proper seal around the face.

Each employee must have his or her own respirator – no sharing. Dust masks are allowed for low levels of non-hazardous dust, but are not to be used in place of a respirator when respirator use is required.

CONFINED SPACES AND EXCAVATIONS

A confined space is a space that has restricted entry and exit points; is large enough for a person to get into and work; but is not designed for continuous occupancy.

Any employee working inside a confined space or excavation must be properly trained on appropriate safe work practices. Confined spaces must be tested for oxygen levels and hazardous atmospheres before an employee is allowed to enter. No employee shall enter a confined space that has been determined to be hazardous.

Excavations (trenches) that go to a depth greater than 4 feet must be adequately protected to prevent cave-in. No materials, soil, debris, equipment, etc., shall be stored or placed within two (2) feet of an open excavation. Excavations must be adequately guarded and marked with a warning sign or encircled with warning tape.