



Fort Bend Independent School District

**SAFETY
FUNDAMENTALS
and
ACCIDENT
PREVENTION
PLAN**

Office of Risk Management

555 Julie Rivers Drive Sugar Land, Texas 77478

Phone: 281-634-3661

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DISTRICT'S ACTION PLAN

SUPERINTENDENT'S LETTER OF SUPPORT



Charles E. Dupre, Ed.D.
Superintendent of Schools

September 11, 2017

Dear Friends,

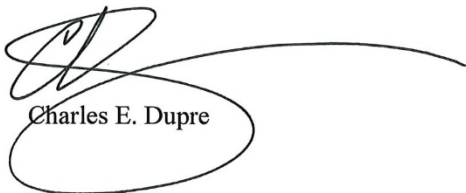
Thank you for joining Fort Bend ISD in our work to inspire and equip all students to pursue a future beyond what they can imagine! Fort Bend ISD is made up of more than 10,000 employees – and whether your work occurs in a classroom, cafeteria, in an office or on the roads, you are a valued member of the team and play a direct role in our District's mission.

Fort Bend ISD is fortunate to have a Board of Trustees to represent our community as well as our staff. In fact, everything we do is guided by our Board-approved guiding documents, including our Core Beliefs and Commitments. We strongly believe that student success is best achieved through effective teachers that inspire learning, and in a supportive climate and safe environment. Our Board has made it clear: we are committed to providing a supportive climate and a safe learning and working environment. That is our commitment to you. We will do everything we can to protect our employees, and all students and community members who enter our facilities or are otherwise impacted by our operations.

This manual includes our safety procedures and the processes that have been developed to recognize and mitigate potential hazards. I encourage you to read over this Accident Prevention Plan, and know that we are committed to effectively implementing these measures to ensure your safety. Fort Bend ISD complies with all federal, state and local safety and health regulations because you are our greatest resource.

Our administration and Board members know that to effectively promote safety, we need to set an example and demonstrate this commitment each and every day through our own actions. We are committed to doing this and ask that you join us. Providing a safe and supportive learning environment takes all of us working together!

Sincerely,



Charles E. Dupre

Fort Bend Independent School District

16431 Lexington Blvd. • Sugar Land, Texas 77479 • 281-634-1000 • charles.dupre@fortbendisd.com • www.fortbendisd.com

**Safety Fundamentals and Accident Prevention Plan
Policy Cross-Reference**

This handbook is an administrative regulation of the District and subject to policies adopted by the Board of Trustees. In case of conflict between administrative regulations and Board policy, policy shall prevail.

Date of Superintendent Approval:  5-14-18

Version Number: 2018.1

The contents of this handbook relate to the following Board policies:

<u>Policy</u>	<u>Title</u>	<u>Page</u>
CK (Local)	SAFETY PROGRAM/RISK MANAGEMENT	4
DMA (Legal)	PROFESSIONAL DEVELOPMENT REQUIRED STAFF DEVELOPMENT	6
DH (Local)	EMPLOYEE STANDARDS OF CONDUCT	7
DI (Legal)	EMPLOYEE WELFARE	33
CKB (Local)	SAFETY PROGRAM/RISK MANAGEMENT – ACCIDENT PREVENTION AND REPORTS	39

RISK MANAGEMENT

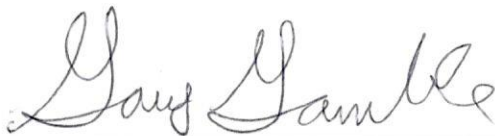
This manual outlines the fundamentals of safe work practices for employees of the Fort Bend Independent School District (FBISD). It is designed to provide employees with a set of guidelines for working safely to prevent accidents and injuries. Although every attempt has been made to cover the most common safety issues relevant to FBISD, this manual is not intended to be exhaustive of all safety risks.

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.

FBISD employees are expected to read and understand this 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.

FBISD 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 Office of Risk Management.

Questions and requests for additional information relative to the contents of this manual should be directed to the FBISD Office of Risk Management at 281-634-3661.



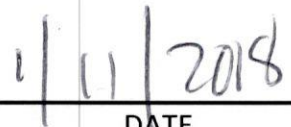
Gary Gamble – Loss Prevention Specialist
RISK MANAGEMENT



DATE



Bridget Morrison – Assistant Director
RISK MANAGEMENT



DATE

GOALS

COMMITMENT: FBISD will provide a supportive climate and a safe learning/working environment.

Safety Program Goals

An effective Safety Program will achieve the following goals:

- Effective involvement of each District employee.
- Eliminate hazards (current and potential) that expose or create risk of any nature.
- Reduce work-related accidents resulting in injury or illness to any employees.
- Increase awareness of the overall safe operation of facilities.
- Increase employee morale through proactive safety procedures.

Objectives

- Implement an effective Accident Prevention Plan.
- Implement effective orientation and training programs.
- Secure ongoing support from each personnel and administration.
- Assign responsibilities and accountabilities for the safety program.
- Allocate adequate resources to the safety program.
- Establish effective communication between administration and personnel regarding safety.
- Organize effective records and document maintenance and review.
- Complete comprehensive surveys and periodic self-inspections.
- Establish effective measures for hazard identification, correction and control.
- Initiate regular review and revision procedures.

If every employee becomes interested in the safety program and its success, and helps to carry out these objectives, the District will achieve the goals of the Accident Prevention Plan.

DESIGNATION OF RESPONSIBILITIES

Implementation of an effective accident prevention plan requires designation of responsibilities at all levels. This section provides an outline of roles and responsibilities throughout the District.

BOARD OF TRUSTEES

The Board of Trustees empowers the Administration to implement an accident prevention plan and supports its continuance throughout the District. See Policy CK (LOCAL).

The Board holds the Superintendent responsible for effective safety and loss prevention as an integral part of the District's operations.

The Board of Trustees establishes a District safety philosophy by the issuance of a statement outlining the expectations of all employees.

SUPERINTENDENT

The Superintendent provides authority and support to keep the safety program at the forefront of day-to-day operations through written communication, oral communication, newsletters, District meetings and Board meetings.

ASSISTANT DIRECTOR OF RISK MANAGEMENT

The Assistant Director of Risk Management is responsible for overseeing the District's accident prevention safety program and all general risk functions of the District.

LOSS PREVENTION SPECIALIST

The Loss Prevention Specialist has the responsibility of coordinating the district's effort for safety and accident prevention by:

- Planning, organizing, leading and monitoring the District-wide loss prevention program.
- Serving as contact person and coordinating the District loss prevention efforts with Texas Association of School Boards Loss Prevention Services and the Claims Administrators.
- Implementing and acting as an advisor to a District-wide safety committee, District-wide departmental/campus safety committees, and campus safety coordinators.
- Acting as an advisor to each department and campus to implement the safety, accident prevention program, consistent with District objectives and individualized for that work environment.

- Ensuring that the appropriate job safety training is provided to each employee.
- Attending safety meetings in an advisory capacity or as a member, depending on the committee structure.
- Reviewing safety recommendations for implementation. Recommending the proper personal protective and safety equipment and safe work procedures.
- Ensuring accidents are investigated and corrective action taken as needed. Conducting periodic inspections of the facilities.
- Ensuring the District complies with federal, state, and local regulations.
- Analyzing and distributing loss data and maintains documentation of the District's safety program.

ADMINISTRATORS

Duties relating to the Accident Prevention Plan 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 Office of Risk Management on risk control activities.

DIRECTORS

The Director of each department is responsible for the implementation of the safety program and shall

- Communicate about safety activities and accident data with the loss prevention specialist regularly and review the loss prevention specialist reports.
- Make inspection rounds with the loss prevention specialist and inspection team on a scheduled basis.
- Follow up on all reported deficiencies to ensure appropriate corrective action has been taken.
- Ensure that appropriate training is provided to all employees to enable them to integrate all safety requirements into their job activities.
- Requires all employees to accept accountability for safety, and assure that performance reports reflect such accountability.
- Accept full responsibility and accountability for preventable injuries caused by employees under his or her supervision.
- Include loss prevention and safety-related items on the agenda for staff meetings.

- Conduct monthly surveys of facilities under his or her administration and initiate work orders to correct deficiencies.
- Document safety-related activities including surveys, training programs, and safety directives issued for the school or facility.
- Maintain contact with employees who may be injured to facilitate return to work on regular duty or placement on modified duty status.
- Ensure the safe operation of work being performed within his or her area of responsibility.
- Keep his or her supervisor (s) informed as to the effectiveness of the loss prevention program within their immediate area(s) of operations.
- Ensure that all installations, repairs, or modifications performed by the department are certified by an appropriate person and comply with regulatory agency standards.

SUPERVISORS

Duties related to the Accident Prevention Plan 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.

WORK AREA INSPECTIONS

Planned inspections are opportunities to discover problems. They can reveal practices and conditions that do not meet safety standards. When these deficiencies are identified, actions can be taken to remedy the basic causes, prevent accidents and reduce losses. Written documentation of the process is necessary to record observations and monitor follow-up corrective measures. Supervisors are responsible for taking prompt corrective action whenever unsafe conditions and/or human errors are noted.

EMPLOYEE TRAINING AND SAFETY MEETINGS

One of the more positive actions supervisors take in accident prevention is to provide job and safety training to their staff. Supervisors share the responsibility for the effectiveness of training efforts. Supervisors may provide the training themselves or choose to delegate some of the training to other skilled staff. On technical subjects, such as fire prevention or first aid, other qualified people may provide assistance and lend their expertise to the training effort. Training should be provided as part of new employee orientation and in refresher courses. (See Policy DMA (LEGAL))

ACCIDENT REVIEW

Try to determine the cause of all accidents, even those that result in only minor injuries, and complete reports as required. Many supervisors give consideration only to those accidents that result in serious injury. If a minor injury or property damage occurs there is a tendency to move on with business as usual, but every incident ignored is a missed opportunity to prevent future incidents. In order to prevent accidents, one must understand how they happen and examine the root causes of all incidents. The hazardous condition or action that causes a "near" accident or small loss may cause a serious injury or fatality if it occurs again.

SAFETY COMMITTEE

Encourage safety awareness by setting a proactive safety example of involvement in department or District programs. Allow staff to participate in safety activities and on committees as scheduling permits.

COUNSELING EMPLOYEES ON SAFETY

Instruct each employee concerning the hazards of the job and how to avoid injury. Instill safety awareness in each employee through personal contact and by conducting group safety meetings. Impart to each employee the understanding that willful violation of established safety rules may result in disciplinary action including termination.

DEVELOPMENT OF SAFE WORK ENVIRONMENT

Ensure that safety is designed into each operation and procedure. Seek the assistance and advice of safety professionals on matters concerning safe practices or procedures. Conduct a formal hazard analysis of all processes, operations, and facilities. See that essential safety devices and personal protective equipment are used on each job when required.

The success of any safety program requires the combined efforts of management, supervisors, and employees. The key to success is the supervisor's understanding of the objectives of the program, as well as the application of the principles of safety. Employees will perform according to what their supervisor demonstrates is important.

PRINCIPALS

Principals are responsible for assigned safety programs and activities on their campuses and shall designate a campus safety coordinator who shall:

- Conduct regular surveys of campus, reports unsafe conditions to appropriate departments, and follow up to ensure they are corrected on a timely basis.
- Keep Assistant Superintendent for that campus informed as to the effectiveness of the loss prevention program within the principal's areas of operation.
- Document all safety-related events and activities in his or her areas of responsibility.
- Communicate safety activities and accident data with the loss prevention specialist regularly; reviews the loss prevention specialist reports.
- Make inspection rounds with the loss prevention specialist on a scheduled basis.
- Follow up on all reported deficiencies to ensure appropriate corrective action has been taken.
- Ensure that appropriate training is provided to all employees to enable them to integrate all safety requirements into their job activities.
- Require all employees to accept accountability for safety.
- Accept responsibility and accountability for preventable injuries caused by employees under his or her supervision.
- Maintain contact with employees who may be injured to facilitate return to work on regular duty or placement on modified duty status.
- Ensures with the Facilities department the safe operation of work being performed on the campus.

ALL EMPLOYEES

Every employee is responsible for adhering to District policy and procedures, and for following recognized safe work procedures adopted by the District. See Policy DH (Local).

In doing so, every employee shall:

- Follow safety procedures and takes an active part in protecting themselves, their fellow workers, equipment, and facilities.
- Report all accidents and work-related illnesses immediately to his or her supervisor.
- Attend safety training meetings when requested to do so.
- Report to work free from the effects of drugs or alcohol.
- Cooperate during the review of any accidents that occur.
- Dress appropriately for the job and use required personal protective equipment.
- Maintain the required physical condition to perform the job assigned.
- Takes reasonable and prudent action to prevent involvement in accidents.
- Make a visual inspection of the work area prior to beginning work to avoid safety hazards.
- Keep supervisor informed as to observed effectiveness of the loss prevention program within his or her immediate area of operations.
- Report all hazards that would affect the safety and health of employees and students. Maintain and use all safety devices and required equipment.
- Recognize that proper observance of safety procedures is a condition of employment.
- Perform work duties in a safe manner.
- Participate in the District's Return-to-Work program when deemed necessary.
- Practice proper lifting techniques.

ELEMENTS OF A SAFE WORK ENVIRONMENT

We recognize the success of any District-wide endeavor ultimately depends upon the entire work force. This District values employee involvement and input as we work toward realizing the goals we have set for ourselves. The **FBISD EXECUTIVE TEAM** actively encourages and expects all employees to commit to, assist with, and become involved in all aspects of implementing safe work practices.

All employees are expected to follow established avenues to solicit and provide comments, information, and assistance where safety and health are concerned.

All employees are expected to perform their job duties in a manner that is safe for them and those around them.

All employees of this District are expected to adhere to the safety and health regulations established by federal, state, and local agencies.

EMPLOYEE INVOLVEMENT

Administration encourages employee involvement in the implementation process for the ongoing safety and health program of this District. We solicit this involvement by giving each employee an opportunity to participate and be responsible for implementation of the safety program for his or her respective areas.

REPORTING OF HAZARDS AND UNSAFE CONDITIONS

As a condition and requirement of employment, all employees are required to report hazards and unsafe conditions in the workplace to their supervisor. Each employee will take prompt and appropriate action to determine if a hazard exists. If it is determined that a hazard does exist, immediate attention for correction or interim protective measures will be taken. The reporting employee will be notified of the corrective action taken or the procedures used to conclude that no hazard existed. If practical, this information will be shared with all employees of the District.

DEPARTMENTAL SAFETY MEETINGS

This District will ensure that all employees meet periodically to discuss safety and health issues or concerns and to increase employee awareness of the Accident Prevention Program.

Regular meetings will keep the program active in the mind of the employees, and offer an avenue for employees to voice concerns regarding workplace safety and health. Meeting minutes and attendance records will be kept on file at the office or campus. Minutes will include all safety items and procedures discussed as well as the date and time of the meeting. (see Exhibit B, p. 54)

ACCIDENT REVIEW

Every accident should be reviewed for cause as soon as possible after it occurs. If you wait, facts are forgotten and evidence is lost. Prompt review gets the most complete and useful information. The review should begin at the scene of the accident.

Accidents do not just happen; they are caused. First, find out who and/or what caused the accident. Second, develop a plan of action to eliminate or control the cause. All accidents should be analyzed, no matter how minor. Eliminating the causes of minor accidents will prevent serious accidents in the future.

SAFETY TRAINING

Employee training is probably the most valuable accident prevention tool in developing employee awareness of safety. Through training, your employees learn to recognize and eliminate hazards. Many accidents may be avoided if the employee is shown safe work practices and made aware of the hazards of the job.

The supervisors are the key to FBISD accident prevention program, and with your support and guidance, they can have a direct impact on the reduction of workplace accidents. Supervisors should provide safety training for their respective departments.

SAFETY INSPECTIONS

A self-inspection program is a good way to detect unsafe conditions as well as unsafe acts that lead to accidents. Ask yourself what conditions or operations exist that could cause serious injury. Falls, lifting, reaching, twisting, being struck by an object, striking against, cuts, burns, etc., are just some of the ways employees are injured. A self-inspection form is a helpful guide in identifying problem areas that need correction. Establish a schedule for regular inspections.

SAFETY DATA ANALYSIS

A safety analysis is a means of studying data to determine trends or identify problem areas. It allows you to concentrate your efforts on areas of your District that pose the greatest threat to the safety and health of your employees.

EMPLOYEE ON-BOARDING

Employee on-boarding shall include a departmental safety overview and shall:

- Give the employee a tour explaining the operation, the processes, and any equipment.
- Explain any hazards that could lead to injury and the safety precautions to prevent injury.
- Discuss the district's safety policy and dedication to providing a safe and healthful work environment.
- Provide the employee with Safety Fundamentals and Accident Prevention Plan, and answer any questions or particular items of interest with the employee (accident reporting, hazard reporting, etc.).
- Discuss or provide training on any specific hazard(s) of the employee's job.
- Include briefings, videos, discussions, informal talks, etc., on topics that affect the employee's safety and health.

The few extra minutes taken at this time to make sure the employee understands the potential hazards of the job will pay for itself later on.

Supervisors should review equipment operation and maintenance manuals, product information, SDS records, safety manuals, standards, and training instruction for specialized operations. These documents should be maintained at work locations for reference.

Supervisors should also review the procedure for reporting injuries that occur while on duty and performing assignments as employees. Failure to report an accident as soon as possible may cause a delay in the claim being processed by the District. It is the district's responsibility to report promptly to the Texas Department of Insurance all accidents that require medical treatment.

ACCIDENT AND HAZARD REVIEW

ACCIDENT AND HAZARD REVIEW

The Administration is committed to correcting or controlling, in a timely manner, all hazards identified.

HAZARD CORRECTION

Whenever possible and feasible, all hazards identified at facilities will be corrected by the responsible department, eliminating the cause of the hazard at its source. This will include, but not be limited to, the following:

- Discontinuation or removal of hazardous chemicals, materials, or substances from the workplace.
- Discontinuation from use or removal of defective equipment until replaced or repaired.
- Correction of any unsafe acts or conditions in existence, by in-service or individual training.

HAZARD CONTROL

When identified hazards cannot be eliminated, the hazard will be effectively controlled by engineering, administrative procedures, work practices, personal protective equipment, or any suitable combination of these measures.

Engineering controls will include, but not be limited to, the following:

- Isolation of employee exposure to the hazard.
- Guarding or displacement of employee exposure to the hazard.
- Preventive maintenance or replacement of machinery and equipment.

Administrative procedures will include, but not be limited to, the following:

- Written programs to establish administrative guidelines for safe work practices.
- Established and implemented work rules and procedures.

Work practices will include, but not be limited to, the following:

- Careful planning and performance of each assigned job, duty, or task.
- Reduction in duration of exposure to hazards.
- Adherence to safety and health rules and procedures.

ACCIDENT REVIEW AND REPORTING

All work-related accidents and near miss incidents involving employees or District property will be reviewed in order to develop preventive measures and implement corrective actions.

ACCIDENT REVIEW

Each Department Director or Campus Administrator shall designate a person who will be responsible for conducting a review of accidents that occur in their areas or that affect employees under their supervision. Upon notification of an accident or near miss incident, the responsible person will begin review proceedings to determine the following:

- How the accident or incident occurred.
- Special circumstances involved.
- Underlying, indirect, or associated causes.
- Corrective actions or preventive measures and controls, and who will perform them.
- Follow-up of corrective actions.

Accidents and incidents involving situations where multiple supervisors are affected (such as an employee of one department injured in another) will be reviewed jointly. The supervisor of the area where the incident occurred will be in charge of, and held accountable for, the review.

DOCUMENTATION

All activities and findings related to the reviews will be documented and recorded. Many required details are collected on the Employee First Report of Injury of the Workers' Compensation packet (see Appendix B.)

- Name of person(s) conducting the accident review.
- Name of immediate supervisor of employee.
- Job assignment or duties being performed at time of incident.
- Special circumstances.
- Details of how the accident occurred.
- Description of any equipment affected or involved.
- Names and comments of witnesses.
- Direct cause.
- Indirect, underlying, or contributing factors.
- Corrective action implemented or preventive measures taken; Safety follow-up report.

SAFETY PROCEDURES

ELECTRICAL AND MECHANICAL LOCKOUT/TAGOUT PROCEDURES

INTRODUCTION/OVERVIEW

District maintenance staff is often called on to maintain electrical and mechanical powered equipment. It is important for the safety of the maintenance worker that all sources of power be disconnected before work actually begins. It is also imperative that these power sources not be re-established until all repairs are completed. If guards or other protective devices must be removed for any reason, servicing personnel must use Lockout/Tagout procedures.

Electrical and Mechanical Lockout/Tagout procedures should be used to ensure that machinery or equipment is free of all residual or accumulated energy before authorized employees do any servicing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury.

The purpose of lockout/tagout procedures is to control hazardous energy sources so that the maintenance employee and the worker are both safe from accidents. The procedure isolates the equipment from the energy source, so the equipment is inoperable before servicing or maintenance is begun.

ENERGY SOURCES

The following is a list of basic hazardous energy sources:

- Electricity
- Steam
- Heat
- Gases
- Chemicals

These are only a few of the basic hazardous energy sources. All machinery should be inspected to determine what hazardous energy sources are involved in running the machinery. Any energy source that has a potential to injure is hazardous and should be considered for lockout/tagout procedures before any maintenance is done.

EMPLOYEES

There are two types of employees involved in lockout/tagout procedures: “Authorized” and “Affected.”

Authorized employees are those employees who are authorized to perform maintenance and actually use lockout/tagout procedures while they are cleaning or repairing equipment.

Affected employees are those employees who work around equipment or machinery.

All employees whether authorized or affected should have a basic knowledge of lockout/tagout procedures.

DEVICE AND TAG

A lockout device is any mechanism that uses a positive means, such as a lock, to prevent the accidental energizing of machinery or equipment. The lockout device cannot be removed by anyone other than the person who attached the device.

A tagout is a tag showing that the machine or equipment to which it is securely attached is not to be operated until the tagout device is properly removed by the person attaching the tag.

WHEN TO LOCKOUT/TAGOUT

If guards or other protection must be removed during normal production operations, servicing employees need to use lockout/tagout procedures. When employees are protected by machine guarding, lockout/tagout is not necessary.

Lockout/tagout procedures should be used in clearing a jam during normal operation if it is determined that the possibility of injury is present.

The only exception to lockout/tagout procedures during maintenance is when an electrical cord is the only source of power. The person who is cleaning or maintaining the equipment must have control of the plug thus preventing the machine from becoming re-energized during these procedures.

The use of tagout procedures alone does not prevent re-energizing. The best method to prevent injury is to use both lockout and tagout procedures during maintenance.

INSPECTIONS

An inspection or audit should be done to ensure that employees are trained and have basic knowledge of company policies and procedures regarding lockout/tagout procedures. All machinery should be inspected to determine what lockout/tagout procedures are needed for each individual machine. Documentation should be kept on company policies, procedures, and training involving lockout/tagout.

PROCEDURES

Operations procedures should be adopted that consistently determine when and where lockout/tagout procedures will be used. Lockout/tagout hardware should never be used for any purpose other than what it is intended for. Each individual must accept the rules that are established for lockout/tagout and abide by them.

HAZARD COMMUNICATION PROCEDURES

Fort Bend Independent School District

**For Public Employers in Texas
Subject to the Texas Hazard Communication Act**

**Risk Management
281-634-3661**

Texas Department of State Health Services
Division for Regulatory Services, Enforcement Unit
1100 W. 49th Street, Austin, TX 78756
Phone: (512) 834-6665
Fax: (512) 834-6606

GENERAL INFORMATION

The Texas Hazard Communication Act (THCA), codified as Chapter 502 of the Texas Health and Safety Code (HSC), requires all public employers in Texas to provide their employees with information regarding hazardous chemicals to which employees may be exposed in their workplace. In order to comply with Section 502.009(b) of the THCA and Section 295.7(a) of the THCA Rules (Title 25 of the Texas Administrative Code (TAC), Section 295.1- 295.12), the following written Hazard Communication Program has been established for Fort Bend Independent School District.

The master copy of the written hazard communication program will be maintained on the FBISD web site and as a paper file in the Office of Risk Management. Copies of the written procedures will be modified as needed for each separate workplace where hazardous chemicals are used or stored and a copy maintained at each workplace. The written procedures will be available to all interested employees upon request.

To facilitate administration of and compliance with these procedures, the following levels of responsibility have been established:

- The Office of Risk Management will have overall responsibility for administering and maintaining this program and ensuring that it meets all requirements of the THCA.
- Supervisors will be responsible for purchasing the least hazardous chemicals, obtaining a Safety Data Sheet (SDS) for new products purchased, and providing same to appropriate office for input into on-line database. All chemicals must be kept in their labeled container.
- Individual employees will be responsible for keeping the SDS where the product is stored or in vehicle if used away from storage area; they will also be responsible for following safety guidance, storage procedures, Personal Protective Equipment (PPE), and disposal precautions.

EXEMPTIONS

Per Section 502.004(f), the following chemicals are exempt from the requirements of the THCA and are outside the scope of this written program:

- Hazardous waste that is subject to regulation by the Texas Natural Resource Conservation Commission and/or the U.S. Environmental Protection Agency
- A chemical in a laboratory under the direct supervision or guidance of a technically qualified individual if:
 - Labels on incoming containers of chemicals are not removed or defaced;
 - This employer complies with Sections 502.006 and 502.009 of the THCA with respect to laboratory employees;
 - The laboratory is not used primarily to produce hazardous chemicals in bulk for commercial purposes.

- Tobacco or tobacco products
- Wood or wood products
- Articles formed to a specific shape or design during manufacture and that do not release or otherwise result in exposure to a hazardous chemical under normal conditions of use
- Food, drugs, cosmetics or alcoholic beverages
- Consumer products or hazardous substances used in the workplace in the same manner as normal consumer use and if the use results in a duration and frequency of exposure that is not greater than exposures experienced by a consumer
- Radioactive waste

DEFINITIONS

“Appropriate Hazard Warning” – Any words, pictures, symbols, or combination thereof that appears on a label or other appropriate form of warning which convey the health and physical hazards, including the target organ effects, of the chemical(s) in the container(s).

“Categories of Hazardous Chemicals” – A grouping of hazardous chemicals with similar properties.

“Container” – Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical or contains multiple smaller containers of an identical hazardous chemical. The term “container” does not mean pipes or piping systems, nor does it mean engines, fuel tanks, or other operating systems in a vehicle. A primary container is one in which the hazardous chemical is received from the supplier. A secondary container is one to which the hazardous chemical is transferred after receipt from the supplier.

“Employee” – A person who may be or may have been exposed to hazardous chemicals in the person’s workplace under normal operating conditions or foreseeable emergencies. Workers such as office workers or accountants who encounter hazardous chemicals only in non-routine, isolated instances are not employees for purposes of this Act.

“Expose” – Subject an employee to a hazardous chemical in the course of employment through any route of entry, including inhalation, ingestion, skin contact, or absorption. The term includes potential, possible, or accidental exposure under normal conditions of use or in a reasonably foreseeable emergency.

“Hazardous Chemical” or **“Chemical”** – An element, compound, or mixture of elements or compounds that is a physical hazard or a health hazard.

“Health Hazard” – A chemical for which acute or chronic health effects may occur in exposed employees and which is a toxic agent, irritant, corrosive, or sensitizer.

“Safety Data Sheet” (“SDS”) – A document containing chemical hazard and safe handling information that is prepared in accordance with the requirements of the federal Occupational Safety and Health Administration (OSHA) standard for that document. A **current SDS** is one that contains the most recent significant hazard information for the hazardous chemicals as

determined by the chemical’s manufacturer.

“Label” – Any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals, and which includes the same name as on the safety data sheet.

“Physical Hazard” – A chemical that is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive), or water-reactive.

“Personal Protective Equipment” – Protective equipment provided to an employee by the employer that provides a level of protection to chemicals to which the employee may be exposed and that be adequate to ensure the employee’s health and safety based on current industry standards.

“Stationary Process Container” – A tank, vat, or other such container that holds different hazardous chemicals at different times.

“Technically Qualified Individual” – An individual with a professional education and background working in the research or medical fields, such as a physician or registered nurse, or an individual holding a minimum of a bachelor’s degree in a physical or natural science.

“Work Area” – A room, defined space, utility structure, or emergency response site in a workplace where hazardous chemicals are present, produced, or used, and where employees are present.

“Workplace” – A contiguous facility that is staffed 20 hours or more per week, unless such a facility is subdivided by the employer. Normally this subdivision would be a building, cluster of buildings or other structures, or a complex of buildings, but could be for a portion of a building if the employer chooses. Noncontiguous properties are always separate workplaces unless they are temporary workplaces, in which case they can be either work areas of a headquarters’ workplace or separate workplaces, which is at the discretion of the employer.

WORKPLACE CHEMICAL LIST (HSC §502.005 AND 25 TAC §295.4)










Fort Bend ISD, Department of Facilities, has compiled and shall maintain a list of hazardous chemicals normally present in the workplace in excess of 55 gallons or 500 pounds. This Workplace Chemical List will be developed for each workplace where such quantities of hazardous chemicals are used or stored and will be available for review by employees and their designated representatives.

The Department of Facilities will be responsible for reviewing and updating the Workplace Chemical List(s) for Fort Bend ISD as necessary, but at least by June 30 of each year. The Department will also be responsible for filing the annual Tier Two form and the appropriate filing fee no later than March 1 of each year.

Further information on chemicals listed on the Workplace Chemical List can be obtained by referring to the Safety Data Sheet (SDS) located in each workplace where these chemicals are used or stored.

HAZARD COMMUNICATION STANDARD PICTOGRAMS

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

 <ul style="list-style-type: none"> ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity 	 <ul style="list-style-type: none"> ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides 	 <ul style="list-style-type: none"> ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
<p style="text-align: center;">Gas Cylinder</p>  <ul style="list-style-type: none"> ▪ Gases Under Pressure 	<p style="text-align: center;">Corrosion</p>  <ul style="list-style-type: none"> ▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals 	<p style="text-align: center;">Exploding Bomb</p>  <ul style="list-style-type: none"> ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
<p style="text-align: center;">Flame Over Circle</p>  <ul style="list-style-type: none"> ▪ Oxidizers 	<p style="text-align: center;">Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> ▪ Aquatic Toxicity 	<p style="text-align: center;">Skull and Crossbones</p>  <ul style="list-style-type: none"> ▪ Acute Toxicity (Fatal or Toxic)

SAFETY DATA SHEETS (HSC §502.006 AND 25 TAC §295.5)

Each Fort Bend ISD department will maintain a current and appropriate Safety Data Sheet (SDS) if any hazardous chemical purchased.

The Risk Management Generalist is responsible for the SDS system for FBISD with support from each Operations Department Administrator to develop and maintain the Workplace Chemical List. This is done to ensure that:

- Incoming SDS are reviewed for new and significant health/safety information and that any new information is passed on to the affected employees.
- Hazardous chemicals received without an SDS are withheld from use until a current SDS is obtained.
- Missing SDS are requested from an appropriate source (e.g., chemical manufacturer, distributor, or electronic database) within 30 days from receipt of the hazardous chemical.
- Affected employees are provided a description of any alternative system (such as electronic databases) being used in lieu of hard copy SDS.
- Emergency responders are provided SDS as soon as practical upon request.

SDS files for Fort Bend Independent School District will be kept in an on-line web based program (printable).

SDS will be readily available for review by employees or their designated representatives by a direct link icon on District computers.

ON-LINE SDS WEBSITE

<https://msdsmanagement.msdonline.com/company/8CF78D4E-4954-47FA-9077-1805A227F1AE>

CHEMICAL CONTAINER LABELS (HSC §502.007 AND 25 TAC §295.6)

All containers of hazardous chemicals used or stored by the District shall be appropriately labeled.

Department Directors will be responsible for the hazardous chemical labeling system and will verify that:

- 1) All **primary containers** of hazardous chemicals are clearly labeled to include:
 - a) The identity of the chemical as it appears on the SDS
 - b) The appropriate hazard warnings
 - c) The name and address of the manufacturer
- 2) All **secondary containers** of hazardous chemicals are clearly labeled to include:
 - a) The identity of the chemical as it appears on the SDS
 - b) The appropriate hazard warnings
- 3) A description of alternative labeling systems, if used, is provided to employees.

Examples of alternative labeling systems are the National Fire Protection Association (NFPA) 704m Standard and the Hazardous Materials Information Systems (HMIS) Standard.

Fort Bend ISD will rely on the chemical manufacturers or distributors to provide labels that meet the above requirements for primary containers of all hazardous chemicals purchased, and will re-label containers only when the existing label is illegible or otherwise does not meet the above requirements.

EMPLOYEE TRAINING PROGRAM

The District shall provide an education and training program to all employees who routinely use or handle hazardous chemicals in their workplace.

Appropriate training is provided to all covered employees and includes:

- The use of information provided on SDS and chemical container labels. The location of hazardous chemicals in the employees' work areas.
- The physical and health effects of exposure. Proper use of personal protective equipment. Safe handling of hazardous chemicals.
- First aid treatment for exposure to hazardous chemicals.
- Safety instruction on clean-up and disposal of hazardous chemicals.

Required training records shall be maintained in Department files and should include:

- The date of the training session.
- A legible list of all employees attending the training session.
- The subjects covered.
- The name(s) of the instructor(s).

(Employers may use either Attachment A, *Employee Training Roster*, or Attachment B, *Employee Training Sheet*, to comply with this requirement).

All covered employees are identified and incorporated into the training program.

Employees are provided information concerning the hazardous chemicals to which they may be exposed during the performance of non-routine tasks.

New employees shall be trained prior to their being required to use or handle a hazardous chemical. The need and frequency for periodic/refresher training is assessed.

Employees subject to these training requirements will sign an attendance roster for each training session attended, verifying that they received and understood the information.

REPORTING EMPLOYEE DEATHS AND INJURIES (HSC §502.012 AND 25 TAC §295.9)

The District will notify the Texas Department of State Health Services, Division for Regulatory Services, Enforcement Unit, of any employee accident that involves a hazardous chemical exposure or asphyxiation, and that is fatal to one or more employees or results in the hospitalization of five or more employees.

The Office of Risk Management will be responsible for reporting all such accidents to The Texas Department of State Health Services, Division for Regulatory Services, Enforcement Unit within 48 hours after their occurrence. Notifications will be made either orally or in writing to:

Texas Department of State Health Services
Division for Regulatory Services, Enforcement Unit
1100 West 49th Street
Austin, Texas 78756
Phone: (512) 834-6665
Fax: (512) 834-6606

Employees will be responsible for reporting all accidents involving a hazardous chemical to their supervisor.

Supervisors will be responsible for reporting all accidents involving a hazardous chemical to the Office of Risk Management.

POSTING THE *NOTICE TO EMPLOYEES*..... (HSC §502.0017 AND 25 TAC §295.12)

The Office of Risk Management will post and maintain, in all workplaces where hazardous chemicals are used or stored, the most current version of the TDH *Notice to Employees* informing employees of their rights under the THCA (See attachment C, *Notice to Employees*).

Notice to Employees will be clearly posted and unobstructed at all locations in the workplace where notices are normally posted, and with at least one location in each workplace.

In workplaces where employees that have difficulty reading or understanding English may be present, a copy of the *Notice*, printed in Spanish, will be posted together with the English version of the *Notice* (See attachment D, *Notice to Employees*, Spanish version).

Additional copies of the *Notice*, in both English and Spanish, are available on the chemical right-to-know website at www.tdh.state.tx.us/beh/hazcom.htm or on request from the Enforcement Unit at the address or telephone number listed on the cover page of this written program.

PERSONAL PROTECTIVE EQUIPMENT (HSC §502.017 AND 25 TAC §295.12)

The District shall provide appropriate personal protective equipment (PPE) to all employees who use or handle hazardous chemicals.

Each Department Director will assume responsibility for their PPE program and will ensure that appropriate equipment and training are provided, to include:

Proper selection of PPE based on:

- Routes of Entry
- Permeability of PPE material
- Duties being performed by the employee
- Hazardous chemicals present
- Proper fit and functionality of PPE as described by the manufacturer's specifications
- Appropriate maintenance and storage of PPE

MAINTAINING EMPLOYEE RIGHTS (HSC §502.017 AND TAC §295.12)

The District shall not discipline, harass, or discriminate against any employee for filing complaints, assisting inspectors of the Texas Department of State Health Services, participating in proceedings related to the Texas Hazard Communication Act, or exercising any rights under the Act. (See Policy DI (LEGAL.))

Employees cannot waive their rights under the Texas Hazard Communication Act.

A request or requirement for such a waiver by an employer is a violation of the Act.

The Division for Regulatory Services, Enforcement Unit, welcomes your questions or comments regarding this Model Written Hazard Communication Program, the Texas Hazard Communication Act, or any aspect related to the Enforcement Unit's administration and enforcement of the Act.

You may contact the Enforcement Unit at:

Texas Department of State Health Services Division for
Regulatory Services, Enforcement Unit 1100 W. 49th
Street, Austin, TX 78756
Phone: (512) 834-6665
Fax: (512) 834-6606

ATTACHMENTS

- A. Employee Training Roster
- B. Employee Training Sheet
- C. Notice to Employees (English version)
- D. Notice to Employees (Spanish version)

EMPLOYEE TRAINING ROSTER
Texas Hazard Communication Act, Section 502.009(g)

Department/Work Area: _____

Instructor: _____ Date: _____

Employee Name (Print)	Employee Signature	Job Title

Employee Training Roster (continued)
Attachment A

EMPLOYEE TRAINING SHEET
Texas Hazard Communication Act, Section 502.009(g)

Department/Work Area: _____

Instructor: _____ **Date:** _____

A. Per Sections 502.009(c) and (g) of the Texas Hazard Communication Act (THCA), the following subject(s) were covered in this training:

- Reading and interpreting chemical container labels
- Reading and interpreting alternative labeling systems, if such labeling systems are being used by the employer
- Reading and interpreting Safety Data Sheets (SDS)
- Location of hazardous chemicals in the workplace
- Physical and health effects of exposure
- Proper use of personal protective equipment
- First aid treatment for exposure
- Safety instruction on handling, cleanup and disposal procedures

B. Per Section 502.009(g) of the THCA, training was conducted based on:

- Categories of hazardous chemicals
- Individual hazardous chemicals

C. This hazard communication training was provided as:

- Initial training per Section 502.009(a) and (f) of the THCA
- Periodic/refresher training per Section VII(B)(6) of this policy

Instructor _____

(Name)

(Signature)

NOTICE TO EMPLOYEES

The Texas Hazard Communication Act (revised 1993), codified as Chapter 502 of the Texas Health and Safety Code, requires public employers to provide employees with specific information on the hazards of chemicals to which employees may be exposed in the workplace. As required by law, your employer must provide you with certain information and training. A brief summary of the law follows.

HAZARDOUS CHEMICALS

Hazardous chemicals are any products or materials that present any physical or health hazards when used, unless they are exempted under the law. Some examples of more commonly used hazardous chemicals are fuels, cleaning products, solvents, many types of oils, compressed gases, many types of paints, pesticides, herbicides, refrigerants, laboratory chemicals, cement, welding rods, etc.

WORKPLACE CHEMICAL LIST

Employers must develop a list of hazardous chemicals used or stored in the workplace in excess of 55 gallons or 500 pounds. This list shall be updated by the employer as necessary, but at least annually, and be made readily available for employees and their representatives on request.

EMPLOYEE EDUCATION PROGRAM

Employers shall provide training to newly assigned employees before the employees work in a work area containing a hazardous chemical. Covered employees shall receive training from the employer on the hazards of the chemicals and on measures they can take to protect themselves from those hazards. This training shall be repeated as needed, but at least whenever new hazards are introduced into the workplace or new information is received on the chemicals which are already present.

MATERIAL SAFETY DATA SHEETS

Employees who may be exposed to hazardous chemicals shall be informed of the exposure by the employer and shall have ready access to the most current material safety data sheets (MSDSs), which detail physical and health hazards and other pertinent information on those chemicals.

LABELS

Employees shall not be required to work with hazardous chemicals from unlabeled containers, except portable containers for immediate use, the contents of which are known to the user.

EMPLOYEE RIGHTS

Employees have rights to:

- X access copies of MSDSs
- X information on their chemical exposures
- X receive training on chemical hazards
- X receive appropriate protective equipment
- X file complaints, assist inspectors, or testify against their employer

Employees may not be discharged or discriminated against in any manner for the exercise of any rights provided by this Act. A waiver of employee rights is void; an employer's request for such a waiver is a violation of the Act. Employees may file complaints with the Texas Department of State Health Services at the telephone number provided below.

EMPLOYERS MAY BE SUBJECT TO ADMINISTRATIVE PENALTIES AND CIVIL OR CRIMINAL FINES RANGING FROM \$50 TO \$100,000 FOR EACH VIOLATION OF THIS ACT

Further information may be obtained from:

Texas Department of State Health Services
Division of Regulatory Services
Enforcement Unit
1100 West 49th Street
Austin, Texas 78756

(512) 834-6665
Fax: (512) 834-6606



Texas Department of
State Health Services
Approved 5/05

AVISO A LOS TRABAJADORES

La Ley sobre Comunicaciones de Peligro en Texas (revisión de 1993), codificada bajo el Capítulo 502 del Código de Salud y Seguridad de Texas, exige que los patrones o empleadores del sector público ofrezcan a los trabajadores con información específica sobre los peligros de aquellos productos químicos a los que trabajadores pueden estar expuestos en su lugar de trabajo. De acuerdo con la ley, el patrón debe ofrecer la información y entrenamiento correspondiente. A continuación tenemos un breve resumen de la ley.

PRODUCTOS QUÍMICOS PELIGROSOS

Los productos químicos peligrosos pueden ser cualquiera de los productos o materiales que presentan algún peligro físico o de salud cuando se está usando, a menos de que sea uno de los exentos por la ley. Algunos ejemplos de los productos químicos peligrosos usados más comúnmente son los combustibles como la gasolina, productos de limpieza y muchos tipos de pinturas, pesticidas, herbicidas, congelantes, productos químicos de laboratorio, cemento, varillas de soldadura, etc.

LISTA DE PRODUCTOS QUÍMICOS EN LOS CENTROS DE TRABAJO

Los patrones deben desarrollar en el lugar de trabajo una lista de productos químicos peligrosos usados o almacenados de tamaño mayor de 55 galones o de 500 libras de peso. Esta lista deberá ser renovada por el patrón, cuando sea necesario, pero cuando menos una vez al año, y debe ponerse al alcance de los trabajadores y sus representantes cuando lo soliciten.

PROGRAMA DE EDUCACIÓN PARA EL TRABAJADOR

Los patrones deberán proveer entrenamiento a los trabajadores nuevos asignados antes de que los trabajadores trabajen en una área que contiene un producto o material peligroso. Los trabajadores cubiertos deberán recibir entrenamiento por parte del patrón sobre el peligro de los productos químicos y sobre las medidas que pueden tomar para protegerse a sí mismos de esos peligros. Este entrenamiento deberá ser repetido tantas veces como sean necesario, pero por lo menos cuando un nuevo producto peligroso es introducido en el lugar de trabajo o se reciba nueva información sobre los productos químicos que ya están presentes.

HOJAS DE DATOS SOBRE LA SEGURIDAD DEL MATERIAL

Los trabajadores que pueden estar expuestos a productos químicos peligrosos deberán ser informados por el patrón sobre esa exposición y deberán tener libre acceso a las hojas de datos más recientes sobre la seguridad de los materiales vigentes (MSDSs), en donde se explican los peligros físicos y de salud y dan información adicional sobre estos productos químicos.

ETIQUETAS

Los trabajadores no deberán trabajar con productos químicos peligrosos con recipientes sin etiquetas, a excepción de los recipientes portátiles para su uso inmediato, cuyos contenidos son conocidos por el usuario.

DERECHOS DE LOS TRABAJADORES

Los trabajadores tienen los siguientes derechos:

- tener acceso a las copias de MSDSs,
- recibir información sobre su exposición a productos químicos peligrosos.
- recibir entrenamiento sobre los productos químicos peligrosos.
- recibir equipo de protección apropiado.
- levantar quejas, ayudar a los inspectores, o atestiguar contra su patrón.

No se pueden despedir o discriminar contra los trabajadores en ninguna forma por hacer ejercicio de cualquiera de estos derechos proporcionados por esta Ley. La renuncia de un trabajador a sus derechos es nula; el patrón que solicita tal renuncia comete una violación de esta Ley. Los trabajadores pueden llamar al número de información que aparece más adelante, para levantar quejas ante el Departamento Estatal de Servicios de Salud.

LOS PATRONES PUEDEN RECIBIR PENALIZACIONES ADMINISTRATIVAS Y MULTAS CRIMINALES O CIVILES QUE VARÍAN DE \$50 HASTA \$100,000 POR CADA VIOLACIÓN A ESTA LEY.

Para poder recibir más información por favor llame al:

Texas Department of State Health Services
Division for Regulatory Services
Enforcement Unit
1100 West 49th Street
Austin, Texas 78756

(512) 834-6665
Fax: (512) 834-6606



Texas Department
of State Health
Services
Approved 5/05

BLOOD BORNE PATHOGENS EXPOSURE CONTROL PROCEDURES

INTRODUCTION

This exposure control plan is adopted as the minimum standard to implement the Blood-borne Pathogen Exposure Control Procedures required in the Texas Health and Safety Code, 81.301 – 81.306, and the Texas Administrative Code, Title 25, Part 1, Chapter 96. The intent of these procedures is to address the issue of exposure to blood-borne pathogens. The plan will demonstrate an effort to respond effectively to health concerns while respecting the rights of all students, employees, contractors, and those who are so affected. See CKB (Local)

The OSHA standard (29 Code of Federal Regulations (CFR) 1910.1030) defines blood-borne pathogens as pathogenic microorganisms that are present in human blood and can infect and cause disease in persons who are exposed to blood containing the pathogens. These pathogens include, but are not limited to the Hepatitis B virus (HBV,) Hepatitis C virus (HCV,) and the human immunodeficiency virus (HIV) which causes Acquired Immune Deficiency Syndrome (AIDS.)

These procedures are consistent with the UNIVERSAL PRECAUTIONS guidelines issued by the Centers for Disease Control (CDC.) These precautions are mandated by the Texas Health and Safety Code, Chapter 85, Subchapter 1, S85.203(a).

RESPONSIBILITY

It is the responsibility of every applicable school District employee to comply with this program/plan. There are four major “Categories of Responsibility” that are central to the effective implementation of our Exposure Control Plan. These are:

The Exposure Control Administrator

Fort Bend ISD Coordinator of Health Services, Diana Barton, will assume the overall responsibility for management and support of our Blood-borne Pathogen and Exposure Control Plan as the Exposure Control Administrator.

Site Administrators

Site administrators are responsible for exposure control, compliance, and procedures in their respective areas. Site administrators will annually review tasks and procedures performed at school sites where work practice controls can be implemented or updated.

Education/Training

Fort Bend ISD Coordinator of Health Services, along with Human Resources, will be responsible for providing all employees with the appropriate education and training regarding blood-borne pathogens and exposure control practices.

Employees

Employees of Fort Bend ISD are responsible for knowing what tasks they perform that have occupational exposure, attending documented blood-borne pathogen training when required and necessary, planning and conducting all operations in accordance with our work practice controls, and developing good personal hygiene habits.

EXPOSURE DETERMINATION

Potential occupational exposure is defined as a job that includes the following job responsibilities and/or duties:

- Administers vaccines
- Performs specialized health care procedures
- Feeds students
- Renders first aid
- Toilets or diaper changes students
- Cleans up blood, saliva, vomit, or semen
- Cleans up body fluid tinged with blood
- Handles, repairs, and maintains any equipment or tools that may be contaminated with blood
- Demonstrates medical procedure where potential exists for contact with blood, saliva, or other body fluid

METHODS OF COMPLIANCE

There are a number of areas that must be addressed in order to eliminate or minimize exposure to blood-borne pathogens in the District.

- Awareness
- Workplace Transmission
- Universal Precautions
- Engineering and Work Practice Controls
- Personal Protective Equipment
- Good Housekeeping

AWARENESS

Occupational exposure to blood-borne pathogens or other potentially infectious materials may cause an employee to be at risk of acquiring Hepatitis A Virus (HAV), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV). Blood/body fluids is the

number one cause of these viruses in the workplace. The risk of contracting one of these viruses at school is low, but when the need arises, you must be prepared to deal with it safely.

WORKPLACE TRANSMISSION

Blood-borne pathogens can cause infection by entering your body in a variety of ways including: open cuts, nicks, skin abrasions, dermatitis, acne, and the mucous membranes of your mouth, eyes, or nose. Any employee will take extra caution while working with children with severe disabilities. Extra caution will be taken when working around broken glass, sharp metal, needles, and knives.

UNIVERSAL PRECAUTIONS

Universal precautions will be observed to prevent contact with blood or other potentially infectious body fluids such as semen, vaginal secretions, and saliva. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids must be considered potentially infectious materials. Universal precautions will be taught as part of blood-borne pathogen training during new employee orientation and annually.

ENGINEERING AND WORK PRACTICE PROCEDURES

Work practice controls are specific procedures you must follow on the job to reduce your exposure to blood or other potentially infectious materials. These work practice controls include:

- Handwashing facilities (or waterless hand sanitizer) will be readily accessible to all employees who have the potential for exposure.
- Employees will wash their hands with soap and water immediately, or as soon as possible, after removal of potentially contaminated or other personal protective equipment.
- Following contact by any skin area with blood or potentially infectious body fluids, employees must wash with soap and water. They should also flush any exposed mucous membranes with sterile water at an eye flushing station or with cool or room temperature water.
- Employees will wash their hands with water and an antiseptic soap before and after preparing food, feeding students, and toileting or diapering students.
- Employees must wear disposable gloves when preparing and serving food, and when feeding and toileting/diapering students.
- Eating, drinking, applying cosmetics or lip balm, or handling contact lenses is prohibited in work areas where there is the potential for exposure to blood-borne pathogens.
- No food or drinks may be kept in refrigerators, freezers, shelves, cabinets, or countertops or bench tops where blood or other potentially infectious materials are present.
- Contaminated needles or other contaminated sharps are not to be recapped or bent but placed in a sharps container for proper disposal. Breaking or shearing of needles is prohibited.

- Employees must perform all procedures involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances, and while wearing the appropriate protective clothing.
- When containers of contaminated sharps are being moved from the area of use or discovery, the containers must be closed immediately before removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping and be disposed of at a local disposal center.
- Reusable containers should not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous (breaking the skin) injury.

HEPATITIS B VACCINATION

The Hepatitis B vaccination will be made available after the employee has received training in occupational exposure and within 10 working days of initial assignment, at no cost, at a reasonable time and place, under the supervision of a licensed healthcare professional and according to the latest recommendations of the U.S. Public Health Services (USPHS). It will be made available to all employees who have potential occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that employee is immune, or the vaccine is contraindicated for medical reasons.

Employees must sign a declination form if they choose not to be vaccinated, but may later opt to receive the vaccine at no cost to the employee. If the employee initially declines the Hepatitis B vaccination, but at a later date decides to accept the vaccination, the vaccination will then be made available. If a routine booster dose of Hepatitis B vaccination is recommended by the USPHS at a future date, such booster doses will be made available at no cost to the employee.

ELIGIBLE JOB CATEGORIES FOR VACCINES

- ✓ School Nurses
- ✓ Clinic Assistants
- ✓ Athletic Trainers
- ✓ Coaches/Physical Education Teachers
- ✓ Child Nutrition
- ✓ Bus Drivers/Monitors
- ✓ Custodians
- ✓ Plumbers
- ✓ Police Officers

- ✓ ROPES
- ✓ Marching Band (Directors, Assistants)
- ✓ Employees who are assigned to assist students where exposure to blood/body fluids or other potentially infectious material is common.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) deemed necessary will be determined by each job description and may include the following at no cost to the employee:

- Disposable gloves
- Disposable protective gowns
- Face shields/masks

All items come in Blood-borne Pathogen Kit.

Whenever splashes, spray, spatter, or droplets of blood or other potentially infectious material may be generated and contaminate eyes, nose, or mouth, masks in combination with eye protection devices (glasses with solid side shields) or chin –length face shields must be worn. All PPE should be removed prior to leaving the emergency/incident area.

Site administrators and nursing personnel will be responsible for ensuring that all site facilities have appropriate PPE and that it is being appropriately used by staff. Employees will be trained regarding the use of appropriate PPE for their job assignment and tasks/procedures they perform. Additional training will be provided if the employee takes a new position or new tasks/procedures are added to the present position. All PPE will be inspected at least annually.

HANDWASHING

The District will provide hand-washing facilities that are readily accessible to employees. When provision for hand washing facilities is not feasible, the District will provide appropriate antiseptic hand cleanser.

Employees will wash hands or any other skin with soap and water or flush mucous membranes with water immediately, or as soon as feasible, following contact of such body areas with blood or other potentially infectious materials.

Employees should wash their hands immediately, or as soon as feasible, after removal of gloves or other PPE. When antiseptic hand cleaners are used, hands should be washed with soap and running water as soon as feasible. Do not reuse gloves.

Proper hand washing procedures include the use of running water. Apply soap to hands and wrists to reach any organisms that may have traveled above the hand. Scrub between fingers and under fingernails for a minimum of 15 seconds. Air-dry or use a single-use towel to dry hands.

CUSTODIAL SERVICES

Good housekeeping and work practice procedures play a major role in preventing and minimizing the spread of blood-borne pathogens and other potentially infectious materials.

The Director of Custodial Services for FBISD will be responsible for custodial services and the implementation and compliance of all mandates, rules and regulations for the blood-borne pathogen exposure standards. The Director, along with the custodial supervisors, will work to ensure that the worksites of FBISD are clean and in sanitary condition. The custodial supervisors will determine and implement an appropriate written schedule for cleaning and method of cleaning and decontamination of areas based upon the location within the facility, the type of surface to be cleaned, type of contamination present and tasks or procedures performed in the area.

FBISD policies and procedures for all custodial services are kept in the office of the Director of Custodial Services. This policy is a public record and available for review. It will be reviewed and updated annually by appointed FBISD staff members.

CLEANING PROCEDURES AFTER CONTAMINATION EVENT

All equipment, furniture, toys, tools, and surfaces will be cleaned and decontaminated after contact with blood or other potentially infectious materials. A bleach solution or Environmental Protection Agency (EPA) approved germicide will be used.

All surfaces will be cleaned and decontaminated after completion of medical procedures, when surfaces are overtly contaminated, after any spill of blood or infectious material, and at the end of work shift if the surface may have been contaminated.

Cleaning procedures for the spill of blood or other potentially infectious material are as follows:

- Wear gloves.
- Use paper towels or commercially prepared absorbent product.
- Clean area with antibacterial soap and water.
- Disinfect with approved disinfectant (Envirocide® Disinfectant and Cleaner).
- Place paper towels, gloves, and absorbent material in a leak-proof disposable bag.
- Wash your hands with soap and water.

- Laundry contaminated with blood or other potentially infectious material will be handled as little as possible and not sorted or rinsed where it is used.
- At all times, universal precautions are to be used when laundry is done, using bleach in an appropriate solution with hot water.
- Broken glassware will not be picked up directly with the hands. Sweep or brush material into a dustpan.
- All sharps must be discarded immediately in sharps containers that are closeable, puncture-resistant, leak-proof on sides and bottom, and marked with an appropriate biohazard label.

CONTAMINATED SHARPS DISCARDING AND CONTAINMENT

Contaminated sharps must be discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on sides and bottom, and labeled or color-coded in accordance with OSHA 29 CFR 1910.1030.

During use, containers for contaminated sharps must be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found, maintained upright throughout use, and replaced routinely and not be allowed to overfill.

When moving containers of contaminated sharps from the area of use, the containers must be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. If leakage is possible, the sharps container must be placed in a secondary container that is closeable, constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping, and labeled or color-coded according to the OSHA 29 CFR 1910.1030 standard.

Reusable containers should not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous injury.

OTHER OPERATIONAL DEPARTMENTS

The designated Directors for Maintenance, Food Service, and Transportation are responsible for the implementation and compliance of all mandates, rules and regulations for the blood-borne pathogen exposure standards. The policy and procedures will be kept in each director's office. They will be reviewed and updated annually by appointed FBISD staff members.

DEFINITION OF EXPOSURE INCIDENT

Exposure incident means a specific eye, mouth, non-intact skin, mucous membrane, or parenteral (piercing the skin barrier by human bites, cuts, abrasions, needle sticks) contact with blood or other potentially infectious materials that results from the performance of the duties of an employee with occupational exposure.

POST EXPOSURE EVALUATION AND FOLLOW-UP

When an employee incurs an exposure incident:

- The employee will report to the campus nurse or supervisor, if no nurse available.
- The nurse will notify the campus principal.
- The nurse (or supervisor) will fill out the Employee Exposure Incident Form.
- The nurse (or supervisor) will provide a copy of the incident form to the injured employee for inclusion in the Workers' Compensation claim packet.
- The nurse (or supervisor) will provide the employee with a Post-Exposure Medical Referral Form or the employee must sign a Refusal of Post-Exposure Medical Evaluation Form. The completed form will be included in the Workers' Compensation packet.
- The nurse (or supervisor) will instruct the employee to follow protocol for Workers' Compensation claim with the Office of Risk Management.
- The nurse (or supervisor) will provide the individual whose blood or body fluids provided the source of the exposure with a Source Individual's Consent or Refusal Form.
- Copies of all forms will be submitted and retained by the Office of Risk Management as part of the Workers' Compensation claim file.

INFORMATION AND TRAINING

Fort Bend Independent School District will provide training initially upon job assignment and annually. Employees who have received appropriate training within the past year need only receive additional training in items not previously covered.

RECORDKEEPING

Fort Bend Independent School District will establish and maintain an accurate record in accordance with 29 CFR 1910.1020 for each employee with occupational exposure. Medical records for each exposed employee will be maintained for at least the duration of employment plus 30 years. The medical records will include:

- Name and social security number of the employee
- A copy of the employee's hepatitis B vaccinations status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive the vaccination
- Copies of all examination results, medical testing, and follow-up procedures
- A copy of the health care professional's written opinion following an exposure incident and a copy of the information provided to the healthcare professional.

Fort Bend Independent School District will ensure that the employee medical records are kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the school District except as required by this program/plan or as may be required by law.

The District will maintain an accurate record of all training. Training records will be maintained for three years from the date on which the training occurred. Training records will include dates and contents or a summary of the training sessions, names, and qualifications of persons conducting the training and names and job titles of persons attending the training.

REVIEW

The District will review the Blood-born Pathogen Exposure Control Procedures at least annually to ensure its effectiveness. The plan will be updated whenever necessary to reflect new or modified tasks and procedures that affect an employee's exposure and to reflect new or revised employee positions with occupation exposure.

WORKERS' COMPENSATION

Workers' Compensation at FBISD is a state-regulated insurance program that provides covered employees with income and medical benefits if they sustain a work-related injury or illness. Coverage under the Texas Workers' Compensation Act, Title 5, subtitle A, Labor Code pays medical bills and replaces a portion of lost wages if you are injured at work or have a work-related illness. Injuries should be reported immediately to your supervisor; the First Report of Injury will initiate claim processing.

The complete Workers' Compensation claim packet is included in Appendix C of this handbook and can be accessed at the Risk Management SharePoint site at <https://fortbend.sharepoint.com/sites/Risk-Management/Pages/Workers-Compensation.aspx>.

SAFETY RULES

General Safety Rules have been developed for each work environment within the District. Following these guidelines will help prevent injuries and even save lives; protecting employee well-being. Employees can perform their jobs more effectively, and confidently, which creates a more positive work environment.

The complete set of Safety Rules is included in Appendix D of this handbook and can be accessed at the Risk Management SharePoint site at <https://fortbend.sharepoint.com/sites/Risk-Management>.

APPENDICES

Appendix A

IMPORTANT PHONE NUMBERS

Safety Fundamentals & Accident Prevention	Gary Gamble	x43661
Risk Management	Bridget Morrison	x41721
Workers' Compensation Claims	Anita Bertucci	x41209
Workers' Compensation Claims	Raquel Lozano	x43577
Emergency Management	Judith Lefevers	x41597
Life Safety Systems	Steve Dancer	x41677
FBISD EMERGENCY PHONE NUMBER		x45500
Blood Borne Exposure Control Admin.	Diana Barton	x41288

Appendix B



FORT BEND INDEPENDENT SCHOOL DISTRICT SAFETY INCIDENT FOLLOW-UP REPORT

PART I Supervisor Complete

Complete Investigation & Corrective Action Plan within 5 Business Days

Name of Employee: _____ Emp. # _____

Date of Injury: _____

Type of Incident: _____

School: _____

Supervisor: _____

ACTION STEPS:

- Interview Employee
- Determine ROOT CAUSE of incident
- Corrective Action Plan for Employee
- Employee Signature / Supervisor Signature
- Send copy of form to Gary Gamble via email
- Take photos

Description of Incident: _____

PART II Supervisor check all that apply

Unsafe Acts

- Improper lifting, pushing, pulling
- Improper use of tools/equipment
- Operating without authority
- Failure to wear PPE
- Lack of Safety Awareness
- Lack of training
- Distractive action/horseplay, phone
- Failure to follow safe work practices
- Unsafe actions
- Tools/equipment altered
- Other

Unsafe Conditions

- Slippery floors/stairs/area
- Defective floors/stairs/area
- Inadequate lighting
- Lack of PPE
- Poor housekeeping
- Defective equipment
- Unsafe design
- Unsafe procedures
- Improper machine guarding
- Improper footwear
- Other

Corrective Action

- Employee Counseling
- Employee Instruction
- Employee Retraining
- Disciplinary Action
- Remove equipment
- Repair equipment
- Eliminate condition
- Repair/fix condition
- Pothole repair
- Building repair
- Provide PPE
- Other

PART III Supervisor Complete This Section

(Use Back of Form for Additional Comments)

CORRECTIVE ACTION PLAN (Complete Action Plan within 5 business days) (Send copy to Gary Gamble)

1. _____ Date Completed: _____

2. _____ Date Completed: _____

3. _____ Date Completed: _____

Employee: _____ Date: _____

Supervisor: _____ Date: _____

**Attendance Form
 Safety Meeting Sign In Sheet**

Topic: _____ Date: _____
 Trainer: _____ Location: _____

PRINT NAME	SIGNATURE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Please attach any supporting document/materials to this form.

SAFETY RULES

Employee Name: _____
(Print Name)

Campus Location: _____

I have received, reviewed, and understand the contents of the SAFETY RULES, and as such will observe and follow safe work practices as outlined and as a condition of employment to protect my safety and health. I understand that the safety rules 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

Appendix C

GENERAL INSTRUCTIONS:

For emergencies please direct employee to nearest Emergency Room or Clinic. If possible, ensure employee leaves with **Medical Notice of Reported WC Claim (Page 2)** **Optum Medical First Fill Card (Page 9 & 10)**

NOTE: A First Report of Injury must be filed once employee reports or campus is made aware of any on the job injury, illness or incident. Personal insurance does not cover medical treatment for compensable workers' compensation injury. Employees should not pay for medical treatment for a workers' compensation injury.

1. Upon receipt of a **Fort Bend ISD Report of Injury – Employee's First Report of Injury(FROI)** must be completed via the TASB site, www.tasbrmf.org. Completed paperwork and any witness statements should be emailed to workers.compensation@fortbendisd.com no later than the next business day.
If you have knowledge of a possible WC injury or illness but have not received the completed Fort Bend ISD Report of Injury, then complete the online FROI with however much information you know and notify Risk Management. Print a copy the First Report of Injury for your records.
2. Forms below will need to be complete & signed by the employee, then emailed to: workers.compensation@fortbendisd.com
 - Acknowledgement of Medical Alliance** [English](#), [Spanish](#). (Form D, page 5 &6)
 - Leave Election Form (Form E, page 8)**
 - Workers' Compensation Reference Sheet (Form F, page 13)**
3. If employee feels he/she needs to seek medical treatment, they should complete and be provided
 - Verification of Reported WC Claim form (Form A, page 2)**
 - Optum First Fill® Program Information (Page 9 & 10)**
4. A copy of the employee's job description should be provided
5. Be sure to notify the **Risk Management Department:**
 - ❖ If employee misses any time
 - ❖ Returns to work

To search for primary care physicians in your area go to [the Find A Doctor link](#) at the Political Subdivision Medical Alliance (www.pswca.org) website.

All signed paperwork must be emailed or faxed no later than the next business day
workers.compensation@fortbendisd.com or (281) 327-4575

All questions or concerns should be directed to Risk Management:
Anita Bertucci (281) 634-1209 or Raquel Lozano (281) 634-4673

Texas Association of School Business (TASB)
PO Box 2010
Austin, TX 78768-2010
(800) 482-7276

A. VERIFICATION OF EMPLOYMENT FOR A REPORTED WORKERS' COMPENSATION INJURY OR ILLNESS

Employee Name _____ Date of Injury _____

Date of Birth _____ Social Security _____

Reported Work Related Injury or Illness:

Fort Bend ISD's workers' compensation coverage provider is the Texas Association of School Boards Risk Management Fund which is a member of the Political Subdivision Workers' Compensation Alliance (the Alliance.) For emergencies, an injured employee may go to the nearest emergency room. Otherwise, all other treatment must be from an Alliance Provider listed at www.pswca.org.

Please submit all claim and medical billing information to:

TASB Risk Management Fund

PO Box 2010 Austin, TX 78768-2010

Phone: (800) 482-7276

Fax: (800) 580-6720

Pre-Authorization - Phone: (800) 482-7276 ext. 6654 Fax: (888) 777-8272

Fort Bend ISD has implemented a modified duty, Return To Work Program, which is designed to return an injured employee to the workplace as soon as medically possible. If this employee is unable to return to his/her original job, we will make every attempt to return this employee to a temporary modified duty assignment. We will ensure the temporary position meets with all medical restrictions that you prescribe.

Issuing Signature _____ Title _____

Phone Number _____ Date _____

Providers please submit Work Status Reports and all Job Description inquiries to:

Fort Bend ISD Office of Risk Management

Email: Workers.compensation@fortbendisid.com

Fax: (281) 327-4575

B. EMPLOYEE REPORT OF INJURY

Employee ID#: _____

TO BE COMPLETED BY EMPLOYEE- PRINT LEGIBLY						
Last, First, Middle		Job Title	Social Security No.		Date of Birth	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
Mail Address:	Number & Street	City	Zip	County	State	Home Phone: Work Phone:
Race: Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/>	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated			Date of Injury	Time <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
Date of Notification	Time of Notification	Reported to Whom Last, First, Middle Name				
Specific Part of Person Injured (left forearm, right foot, left eye, etc.)			Cause of Injury (fall, slip, struck by/against, etc.)			
Subject or substance that caused injury or illness (tool, chemical, fence, ground, etc.)			Nature of Injury (bruise, cut, strain, irritation, etc.)			
Location of Accident: Name of School/Building	Number & Street	City	Zip	County	State	
Any Witnesses to Accident? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, MUST provide Name of Witness: Name / Address Name / Address					
EMPLOYEE'S ACCOUNT OF HOW ACCIDENT OCCURRED:						
EMPLOYEE INFORMATION COMPLETED BY SUPERVISOR						
Supervisor's Last & First Name (Print)			Present Dept./Div.		Phone Number	
Employee Date of Hire ____/____/____	Rate of Pay This Job Hourly:	Rate of Pay This Job Weekly:	Full Work Week Is ____ Hours ____ Days	Length of Service in Current Position ____ Months ____ Years		
Was employee doing his/her regular job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Work Location: _____	Work Site of Injury: (stairs, hallway, kitchen area, wet floor)				
Was the accident or exposure on Employer's premises <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, Specific Location (Name School, If applies)				
Did employee see a Physician? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Attended:		If Yes, Name of Physician & Address				
Was Employee Treated at a Hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Hospital's Name & Address				
Supervisor/Crew Leader's Account or comments. (Attach Additional sheet, if necessary)						

Pursuant to the terms of the Medical Practices Act, I hereby consent to any physician's release to my employer or its authorized representatives of any and all information or medical records, confidential or otherwise, which he may acquire in the course of my examination or treatment. The reasons or purposes for this release are my employer's payment to me or supplemental or sick pay, medical or other benefits, investigation of my medical condition or other purposes related to my employment.

In the event of any overpayment or underpayment to me, I authorize Fort Bend I.S.D., without separate notice, to make any adjustments to my pay in subsequent pay periods for errors incurred during preceding pay periods. Falsification of any portion of this report may result in termination.

Employee's Signature

Date

Supervisor's Signature

Date

C. WITNESS REPORT

Date: _____

Witness Name:	Phone number:	
Name of Injured Employee:		
Location of incident:		
Date of Injury:	Time of Injury:	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

Please give an account of the incident to the best of your recollection:

The above statement is true and accurate to the best of my knowledge. By clicking the submit button below and emailing this document back to the sender, I consent to electronic signature.	
Name:	Date:

D. EMPLOYEE ACKNOWLEDGEMENT of THE ALLIANCE DIRECT CONTRACTING PROGRAM

I have received information that tells me how to get health care under my employer's workers' compensation coverage. If I am hurt on the job and live in a service area described in this information, I understand that:

1. I must choose a treating doctor from the Alliance list of doctors designated as treating doctors.
2. I must go to my treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me. If I need emergency care, I may go to any licensed medical professional within the United States.
3. Even though my treating doctor should refer me to a specialist of providers contracted with the Alliance, I understand that I need to verify that the referral doctor is a member of the Alliance provider panel.
4. The Texas Association of School Boards Risk Management Fund will pay the treating doctor and other Alliance providers for all health care related to my compensable injury.
5. I understand that my medical and/or income benefits may be disputed if I receive health care from a provider other than an Alliance provider without prior approval from the Fund.
6. Making a false or fraudulent workers' compensation claim is a crime that may result in fines and or imprisonment.
7. If I want to change doctors after my first choice, I can do so within the first 60 days of starting treatment, and I can only choose from the Alliance list of providers. A third choice requires approval from my adjuster.

Signature

_____/_____/_____
Date

Printed Name

I live at: _____
Street Address

_____, _____
City State Zip Code

Name of Employer: _____

Name of Direct Contracting Program: Political Subdivision Workers' Compensation Alliance (the Alliance)

Direct contracting service areas are subject to change. To locate a treating doctor within your area, visit the PSWCA web site at www.pswca.org or call your adjuster at 800-482-7276.

D. RECONOCIMIENTO DEL EMPLEADO PARA EL PROGRAMA DE CONTRATAR DIRECTAMENTE CON MEDICOS

He recibido la informacion que explica como obtener tratamientos medicos si me lastimo en el trabajo. Si estoy lastimado en el trabajo y vivo en un área de servicio descrita en esta información, entiendo que:

1. Tengo que escoger un doctor de la lista de la Alliance (PSWCA), que son señalados para tartar.
2. Debo ir a este doctor para todo el tratamiento médico para mi lesión. Si necesito un especialista, el doctor que me trata me referirá. Si necesito tratamientos de emergencia, yo entiendo que puedo ir a cualquier profesional médico licenciado dentro de los Estados Unidos.
3. Si el doctor me refiere a un especialista, yo entiendo que necesito verificar que el doctor sea un miembro del la Alliance.
4. TASB le pagara al doctor escojido y a doctores tambien que son partidos de PSWCA.
5. Puedo ser responsable de la cuenta si recibo tratamiento medico de doctores que no son miembros de la Alliance y sin la aprobacion anterior de TASB.
6. Reportando un reclamo de lastimaduara falsa o fraudulenta es un crimen que puede resultar en multas y o al encarcelamiento.
7. Si deseo cambiar doctores despues de mi primera opción, puedo hacerlo dentro 60 dias de comensar mi tratamieto. Puedo solamente escojer de la lista de doctores que estan en el Alliance. La tercer opción necesita probacion de mi ajustador antes de cabiar doctor.

Signature (Firma)

_____/_____/_____
Date (Fecha)

Printed Name (Nombre en imprenta)

Address (Direccion de domicilio incluyendo ciudad, estado y zip)

Employer (Nombre de empleo)

Name of Direct Contracting Program (Nombre del programa de contratar doctores directament): Political Subdivision Workers' Compensation Alliance (the Alliance)

El servicio de contratar doctores directamente en las areas de servicio, son subjetivos a cambiar. Para localizar un doctor de tratamiento en su area, visite al Internet en: www.pswca.org o llame a su ajustador al numero: 800-482-7276.

Alvin**Affinity Immediate Care**

3128 Hwy. 35 S.
Alvin, TX 77511
Phone: (866) 905-2029

Cypress**Excel Urgent Care**

25801 US Hwy 290, Cypress, TX 77429
(281) 304-1100

Friendswood**Twin Oaks Urgent Care**

1111 S. Friendswood Dr., Ste. 105
Friendswood, TX 77546
Phone: (832) 569-4390

Houston**Concentra Medical Center**

12345 Katy Frwy.
Houston, TX 77079
(281) 679-5600

Concentra Medical Center

9321 Kirby Dr.
Houston, TX 77079
(713) 797-0991

Concentra Medical Center

6545 Southwest Frwy.
Houston, TX 77074
(713) 955-6998

Dr. Walter Holmsten II

7545 S. Braeswood Blvd., Houston, TX 77071
(713) 777-3131

Next Level Urgent Care

8100 Highway 6 North, Suite E
Houston, TX 77095-1900
(832) 304-2314

Next Level Urgent Care

5535 Memorial Dr., Suite B
Houston, TX 77077
(713) 391-8533

Next Level Urgent Care

4936 Beechnut Street
Houston, TX 77096
(713) 893-1223

Next Level Urgent Care

2323 Clear Lake City Blvd., Suite 130
Houston, TX 77062
(281) 907-9669

Katy**Next Level Urgent Care**

10705 Spring Green Blvd., Suite 600
Katy, TX 77494
(281) 907-9646

Missouri City**Excel Urgent Care**

9840 Highway 6, Missouri City, TX 77459
(281) 403-3660

Next Level Urgent Care

8720 Highway 6 Suite 400
Missouri City, TX 77459
(832) 342-9204

Pearland**Pearland Healthcare Center**

2404 Smith Ranch Rd. # 200
Pearland, TX 77584
(713) 436-4333

Richmond**Next Level Urgent Care**

7101 W. Grand Parkway S., Richmond, TX 77407
(832) 304-2309

Rosenberg**Dr. Walter Holmsten II**

1730 B F Terry Blvd, #302
Rosenberg, TX 77471
(281) 633-0148

Spring**Next Level Urgent Care**

15882 Champion Forest Dr.
Spring, TX 77379
(281) 809-6615

Stafford**Stafford Occupational Medical Clinic**

3832 Greenbriar Dr., Stafford, TX 77477
(281) 980-1901

U S Healthworks - Stafford

10521 Corporate Dr., Ste. 102, Stafford, TX 77477
(281) 277-7997

Sugar Land**Med Spring Urgent Care**

1403 Hwy. 6
Sugar Land, TX 77478
(832) 260-0640

Next Level Urgent Care

16902 Southwest Freeway, Suite I 08, Sugar Land, TX 77479
(832) 342-9205

A complete directory of Alliance providers is available at www.pswca.org or by calling 1-800-482-7276

E. LEAVE ELECTION FORM

Name _____

Employee Number _____

Position _____

Department Campus _____

This employee is absent from duty because of a job related illness or injury beginning on (**date of first absence attributable to the illness or injury**):_____. If eligible, workers’ compensation insurance may begin paying a percentage of the employee’s current wages on the eighth day of absence from duty if an extended absence is required.

District authorized signature

Date

Employee choice: (Please choose one only)

If I am absent from duty because of a job-related illness or injury, I understand that I am not eligible for worker’s compensation weekly income from benefits until my absence exceeds seven calendar days and that I am responsible for reporting my absences to my supervisor. I also understand that the District will continue to pay its contributions toward the cost of my group health insurance coverage (if applicable) as long as I am on **paid** leave and/or family and medical leave (**FMLA**). I further understand that I will be responsible for paying all health insurance premiums if I am on **unpaid** leave that is not FMLA leave. I choose the following option:

- I choose **to use all** available paid leave for absences related to this job-related illness or injury. I understand that I will not receive worker’s compensation weekly income benefits until I have exhausted all of my paid leave or to the extent that paid leave does not equal my pre-illness or injury wage.
- I choose **not to use any** available paid leave. I understand that I will not receive any regular salary payments from Fort Bend ISD while receiving weekly income benefits under workers’ compensation. No available paid leave will be deducted from my leave balance. I further understand that by selecting this option, I will only receive workers’ compensation wage benefits for any absences resulting from this work-related illness or injury.
- I intend to request **ASSAULT LEAVE** for absences related to this injury. In accordance with policy, I understand that days of leave granted as assault leave will not be deducted from available paid leave. I also understand that following an investigation of the claim, the District may change the assault leave status and charge the leave against my available paid leave. My pay will be reduced if accrued paid leave is not available. My absences must be reported to my supervisor.

If you are out more than 5 consecutive days, it is your responsibility to contact the Leaves Department. Leaves.HR@fortbendisd.com

Employee signature

Date

For Claims Reporting Purposes Only:	
<p style="text-align: center; margin: 0;">FOR ALL EMPLOYEES:</p> <p>Amount of leave paid to employee: \$ _____</p> <p>Daily Rate: \$ _____</p> <p>Period of payment: From ___/___/___ through ___/___/___ for ___ days or ___ weeks.</p>	<p style="text-align: center; margin: 0;">FOR HOURLY EMPLOYEES ONLY:</p> <p>Hourly rate: \$ _____ Number of hours paid: _____</p>



Optum
PO Box 152539
Tampa, FL 33684-2539

MAKING IT EASY... TO GET WORKERS' COMPENSATION PRESCRIPTIONS FILLED.

Optum has been chosen to manage your workers' compensation pharmacy benefits for TASB Risk Management Fund. Below is your First Fill card that will allow you to receive your injury-related prescriptions at your local pharmacy. Please fill out the card based on the instructions below.

Injured Employee:



If you need a prescription filled for a work-related injury or illness, go to an Optum Tmesys® network pharmacy. Give this temporary card to the pharmacist. The pharmacist will fill your prescription at low or no cost to you.



If your workers' compensation claim is accepted, you will receive a more permanent pharmacy card in the mail. Please use that card for other work-related injury or illness prescriptions.



Most pharmacies, including Walgreens, our preferred provider, and all major chains, are included in the network. To find a network pharmacy call 1-866-599-5426 or visit tmesys.com.

Questions? Need Help?



1-866-599-5426

WORKERS' COMPENSATION PRESCRIPTION DRUG PROGRAM			
TASB Risk Management Fund		Fort Bend ISD	
CARRIER/TPA		EMPLOYER	
INJURED WORKER NAME			
Please provide directly to Pharmacist			
SOCIAL SECURITY NUMBER		DATE OF INJURY (YYMMDD)	
Notice to Cardholder: Present this card to the pharmacy to receive medication for your work-related injury. To locate a pharmacy: tmesys.com .			

Attention Pharmacists: Enter RxBIN, RxPCN and GROUP. Member ID # format is the date of injury and SSN combined as follows: YYMMDD123456789. Tmesys is the designated PBM for this patient. This card is not valid for compound medications.

Tmesys Pharmacy Help Desk
1-800-964-2531

	<u>NDC</u>	or	<u>Envoy</u>
RxBIN	004261	or	002538
RxPCN	CAL	or	Envoy Acct. #
GROUP	TASBFF		

NOTE: This First Fill card is only valid for your workers' compensation injury or illness.



Employer:

Immediately upon receiving notice of injury, fill in the information above and give this form to the employee.

The following entities comprise the Optum Workers Compensation and Auto No Fault division: PMSI, LLC, dba Optum Workers Compensation Services of Florida; Progressive Medical, LLC, dba Optum Workers Compensation Services of Ohio; Cypress Care, Inc. dba Optum Workers Compensation Services of Georgia; Healthcare Solutions, Inc., dba Optum Healthcare Solutions of Georgia; Settlement Solutions, LLC, dba Optum Settlement Solutions; Procura Management, Inc., dba Optum Managed Care Services; Modern Medical, dba Optum Workers Compensation Medical Services, collectively and individually referred as "Optum."

tmesys®

IMP14-1614-167



Optum
PO Box 152539
Tampa, FL 33684-2539

HACEMOS MÁS SENCILLO...

EL ABASTECIMIENTO DE LAS RECETAS MÉDICAS DEL PROGRAMA DE COMPENSACIÓN POR ACCIDENTES LABORALES.

Optum ha sido elegido para administrar los beneficios farmacéuticos de su programa de compensación por accidentes laborales para TASB Risk Management Fund. Más adelante incluimos su tarjeta First Fill que le permitirá recibir las recetas médicas relacionadas con su lesión en su farmacia local. Llene esta tarjeta siguiendo las instrucciones que se indican a continuación.

Empleado lesionado:



Si necesita que se le abastezca su receta médica para una lesión o enfermedad relacionada con su trabajo, visite una farmacia de la red Optum Tmesys®. Entregue esta tarjeta temporal al farmacéutico. El farmacéutico abastecerá su receta médica bajo costo o sin costo alguno.



Si se acepta su reclamación del programa de compensación por accidentes laborales, recibirá una tarjeta permanente por correo. Use esa tarjeta para otras recetas médicas de lesiones o enfermedades relacionadas con su trabajo.



La mayoría de farmacias, incluyendo Walgreens, nuestro proveedor preferido, y todas las grandes cadenas de farmacias, forman parte de la red. Para encontrar una farmacia de la red, llame al 1-866-599-5426 o visite tmesys.com.

¿Tiene alguna pregunta?
¿Necesita ayuda?



1-866-599-5426

WORKERS' COMPENSATION PRESCRIPTION DRUG PROGRAM			
TASB Risk Management Fund		Fort Bend ISD	
PORTADORA		EMPLEADOR	
NOMBRE DEL TRABAJADOR LESIONADO			
Please provide directly to Pharmacist			
NUMERO DE SEGURO SOCIAL		FECHA DE ALA LESION (AAMMDD)	
Aviso para el titular de la tarjeta: Presente esta tarjeta a la farmacia para recibir los medicamentos para la lesión relacionada con su trabajo. Para ubicar una farmacia, visite tmesys.com .			

Attention Pharmacists: Enter RxBIN, RxPCN and GROUP. Member ID # format is the date of injury and SSN combined as follows: YYMMDD123456789.
Tmesys is the designated PBM for this patient. This card is not valid for compound medications.

Tmesys Pharmacy Help Desk
1-800-964-2531

	<u>NDC</u>	or	<u>Envoy</u>
RxBIN	004261		002538
RxPCN	CAL	or	Envoy Acct. #
GROUP	<u>TASBFF</u>		

NOTA: Esta tarjeta First Fill solo es válida para una lesión o enfermedad cubierta por su programa de compensación por accidentes laborales.



Empleador:

Inmediatamente después de recibir un aviso sobre una lesión, llene la información antes indicada y entregue este formulario al empleado.

The following entities comprise the Optum Workers Compensation and Auto No Fault division: PMSI, LLC, dba Optum Workers Compensation Services of Florida; Progressive Medical, LLC, dba Optum Workers Compensation Services of Ohio; Cypress Care, Inc. dba Optum Workers Compensation Services of Georgia; Healthcare Solutions, Inc., dba Optum Healthcare Solutions of Georgia; Settlement Solutions, LLC, dba Optum Settlement Solutions; Procura Management, Inc., dba Optum Managed Care Services; Modern Medical, dba Optum Workers Compensation Medical Services, collectively and individually referred as "Optum."



IMP14-16167



OFFICE OF INJURED EMPLOYEE COUNSEL

NORMAN DARWIN, PUBLIC COUNSEL

Notice of Injured Employee Rights and Responsibilities in the Texas Workers' Compensation System

As an injured employee in Texas, you have the right to free assistance from the Office of Injured Employee Counsel (OIEC). This assistance is offered at local offices across the State. These local offices also provide other workers' compensation system services from the Texas Department of Insurance (TDI). TDI is the State agency that administers and regulates the workers' compensation system through the Division of Workers' Compensation (DWC).

Many services provided by OIEC and DWC can be completed over the telephone. You can contact OIEC by calling the toll-free telephone number 1-866-EZE-OIEC (1-866-393-6432). Additional information, including office locations, is available on the Internet at: www.oiec.texas.gov. You can contact DWC by calling the toll-free telephone number 1-800- 252-7031. Information about DWC is available on the Internet at: www.tdi.texas.gov.

Your Rights in the Texas Workers Compensation System:

1. You have the right to hire an attorney to help you with your workers' compensation claim.

For assistance locating an attorney, contact the State Bar of Texas' lawyer referral service at 1-877-983-9227 or <http://www.texasbar.com/>. Attorney referral information can also be found on OIEC's website at www.oiec.texas.gov.

2. You have the right to receive assistance from OIEC if you do not have an attorney.

OIEC Customer Service Representatives and Ombudsmen are available to answer your questions and provide assistance with your workers' compensation claim by calling OIEC or visiting an OIEC office. **You must sign a written authorization before an OIEC employee can access information on your claim.** Call or visit an OIEC office to fill out the written authorization. Customer Service Representatives and Ombudsmen are trained in the field of workers' compensation and can help you with scheduling a dispute resolution proceeding about your workers' compensation claim. An Ombudsman can also assist you at a benefit review conference (BRC), contested case hearing (CCH), and an appeal. However, Ombudsmen cannot make decisions for you or give legal advice.

3. You may have the right to receive medical and income benefits regardless of who was at fault for your injury, with certain exceptions. Your beneficiaries may be entitled to death and burial benefits.

Information about the exceptions can be found at www.tdi.texas.gov or by visiting with OIEC staff.

4. You may have the right to receive medical care to treat your workplace injury or illness for as long as it is medically necessary and related to the workplace injury.

You may have the right to reimbursement of your incurred expenses after traveling to attend a medical appointment or required medical examination if the trip meets qualifying conditions.

5. You may have the right to receive income benefits for your work-related injury.

There are several types of income benefits and eligibility requirements. Information on the types of income benefits that may be available and the eligibility requirements can be found at www.tdi.texas.gov or by visiting with OIEC staff

6. You may have the right to dispute resolution regarding income and medical benefits.

You may request Medical Dispute Resolution if you disagree with the insurance carrier regarding medical benefits. You may request Indemnity (Income) Dispute Resolution if you disagree with the insurance carrier regarding income benefits. The law provides that your dispute proceedings will be held within 75 miles from your residence.

7. You have the right to choose a treating doctor.

If you are in a Workers' Compensation Health Care Network (network), you must choose your doctor from the network's treating doctor list. You may change your treating doctor once without network approval. If you are not in a network, you may initially choose any doctor who is willing to treat your workers' compensation injury; however, changing your treating doctor must be pre-approved by the DWC if you are not in a network. If you are employed by a political subdivision (e.g. city, county, school district,) you must follow its rules for choosing a treating doctor. It is important to follow all the rules in the workers' compensation system. **If you do not follow these rules, you may be held responsible for payment of medical bills.** OIEC staff can help you to understand these rules.

8. You have the right for your workers' compensation claim information to be kept confidential.

In most cases, the contents of your claim file cannot be obtained by others. Some parties have a right to know what is in your claim file, such as your employer or your employer's insurance carrier. Also, an employer that is considering hiring you may get limited information about your claim from DWC.

Your Responsibilities in the Texas Workers' Compensation System

1. You have the responsibility to tell your employer if you have been injured at work while performing the duties of your job. You must tell your employer within 30 days of the date you were injured or first knew your injury or illness might be work-related.

2. You have the responsibility to know if you are in a Workers' Compensation Health Care Network (network).

If you do not know whether you are in a network, ask the employer you worked for at the time of your injury. If you are in a network, you have the responsibility to follow the network rules. If there is something you do not understand, ask your employer or call OIEC. If you would like to file a complaint about a network, call TDI's Customer Help Line at 1-800-252-3439 or file a complaint online at <http://www.tdi.texas.gov/consumer/complfrm.html#wc>.

3. If you worked for a political subdivision (e.g., city, county, school District) at the time of your injury, you have the responsibility to find out how to receive medical treatment.

Your employer should be able to provide you with the information you will need in order to determine which health care providers can treat you for your workplace injury.

4. You have the responsibility to tell your doctor how you were injured and whether the injury is work-related.

5. You have the responsibility to send a completed Employee's Claim for Compensation for a Work-Related Injury or Occupational Claim Form (DWC041) to DWC.

You have one year to send the form after you were injured or first knew that your illness might be work-related. Send the completed DWC041 form even if you already are receiving benefits. You may lose your right to benefits if you do not timely send the completed claim form to DWC. For a copy of the DWC041 form you may contact DWC or OIEC.

6. You have the responsibility to provide your current address, telephone number, and employer information to DWC and the insurance carrier. DWC can be contacted at 1-800-252-7031.

7. You have the responsibility to tell DWC and the insurance carrier anytime there is a change in your employment status or wages. (Examples of changes include: you stop working because of your injury; you start working; or you are offered a job).

8. Eligible beneficiaries or persons seeking death and burial benefits have the responsibility to send a completed Beneficiary Claim for Death Benefits (DWC-042) to DWC within one year following the employee's date of death.

9. You are prohibited from making frivolous or fraudulent claims or demands.

F. ON THE JOB REFERENCE SHEET

_____ **In case of an emergency** – If you are hurt at work and it is a life threatening emergency; you should go to the nearest emergency room. If you are injured at work after normal business hours or while working outside your service area, you should go to the nearest care facility. After you receive emergency care, you may need ongoing care. Except for emergency care, you must obtain all health care and specialist referrals through your treating doctor. You will need to select treating doctor from the Alliance provider list. A treating provider list is included in this packet. To find a doctor closer to your or for the most current provider list go online at www.pswca.org or call Texas Association of School Boards (TASB) Risk Management Fund at **(800)482-7276**.

_____ **Optum First Fill Card** – Allows you to obtain the “initial” prescriptions needed upon injury with no out-of- pocket expense. Please be sure to present it at your pharmacy.

_____ **Rights and Responsibilities Notice** – Required by the Department of Insurance Division of Workers’ Compensation. Please ensure you take the time to review and adhere to all state requirements.

_____ In the event you are medically unable to work due to a compensable injury on the job, there is a mandatory waiting period of 7 calendar days or 5 work days. You are not eligible for Temporary Income Benefits for the first week unless you are off 14 calendar days. You must elect whether you wish to use your available leave in order to be paid immediately for the first 5 days of time. If you elect not to use leave, and you are off work less than 14 calendar days you will not receive payment for the first 5 work days.

_____ **TASB Risk Management Adjuster** – You will be contacted by a TASB Risk Management Adjuster who will take your recorded statement and complete a full investigation. The Adjuster will explain your Workers’ Compensation Benefits in detail.

_____ **Medical Follow-Up Visits** – You are responsible for providing your supervisor with an updated work status report after every doctor’s visit.

_____ If you are losing time due to your injury, the TASB Risk Management Fund Adjuster will contact you every 2 weeks to discuss your status.

_____ By initialing each section and signing the bottom of this page, you agree that your supervisor fully explained each section and that you have received your injured employee accident “Information Packet”. Your supervisor will keep your acknowledgement, which will be kept in your personnel file for documentation.

Date of injury: ____ / ____ / ____

Employee Signature: _____

Today’s Date: ____ / ____ / ____

Supervisor Signature: _____

Today’s Date: ____ / ____ / ____

Appendix D

CENTRAL OFFICE/CAMPUS

SAFETY RULES



CENTRAL OFFICE

The following are some important general safety rules that each employee is required to follow, *regardless of work assignments:*

GENERAL SAFETY

- Keep aisles, stairways, and exits clear of boxes and other tripping hazards. Do not obstruct exits.
- Furniture, desks, chairs, file cabinets, etc., should be kept in safe condition and positioned so drawers do not open into walkways or halls. Desk and file cabinet drawers should not be left open.
- Use caution when opening doors that open into hallways and/or serve two-way pedestrian traffic.
- Do not do any job that appears unsafe; ask your supervisor for guidance.
- Material Safety Data Sheets must be available, at the point of use, to any person who requests this information.
- All employees should know the location of the nearest first aid kit.
- Never burn candles or otherwise produce open flames in an office environment.
- 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 warmer plates or plug-in air fresheners.
- Smoking will not be allowed at any facility.
- Any employee who, while on duty or on District property, possesses, sells, or receives any illegal drug or is under the influence of drugs or alcohol, will be discharged and, in appropriate situations, referred to law enforcement authorities.
- Report all accidents to your supervisor.
- While in a District vehicle, seat belts must be worn at all times. Do not disable airbags unless you have written permission from your supervisor. (See Policy DM and DME)

GOOD HOUSEKEEPING

- Good housekeeping is an aid to safety. All employees should keep tools, equipment, and work areas clean and orderly.
- Clean spills immediately. Mark the spill if you must leave to retrieve assistance or additional supplies.

- Gasoline will not be used as a washing or cleaning fluid. When cleaning solvent is required, use an approved cleaning solvent.

STORAGE

- Material will be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved Flammable Storage Cabinet.
- Items such as pens, pencils, and scissors stored on top of the desk should be placed with the pointed ends facing down.
- Store supplies in an orderly fashion. Heavier items should be stored waist high or lower. Light items can be stored on upper shelves.
- File cabinet drawers should be opened one at a time, and lower drawers should hold the heaviest load.

LIFTING AND CARRYING

- Do not attempt to move heavy objects. Get assistance from other personnel or a mechanical device.
- Never carry a load that is so high it blocks your view while walking.

LADDERS AND STAIRS

- Use a stepladder or a step stool for reaching above shoulder height. Never stand on the cap of a ladder.
- Furniture should never be used as stools or ladders.
- When climbing or descending stairs stay to the right, always use the handrail to maintain balance, and do not carry any materials that obstruct your view.
- Never take more than one stair at a time. Horseplay or practical jokes will not be tolerated.

OPERATING EQUIPMENT

- Do not operate machinery that you are not familiar with and have not been trained to use. Personnel operating office equipment should be trained before operating equipment.
- Inspect all tools and equipment prior to use to ensure they are in working order and do not present a hazard. Office machines should be double insulated or grounded with ground wires or three-prong plugs.
- After use, put all tools and/or equipment back in their proper place.

ELECTRICITY SAFETY

- Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by

the cord.

- If an electrical cord is frayed or wires are exposed, remove it from service.
- Do not attempt to make any electrical repairs on equipment or electrical cords. Only qualified, designated employees should work on electrical wiring and equipment.
- Electrical extension cords should be three-wire, ground type. Ensure they are not placed where they may cause a tripping hazard. Extension cords should only be used as a temporary electrical solution.

FIRE AND OTHER EMERGENCIES

- Each employee should know the location of fire extinguishers in their work area.
- The area in front of a fire extinguisher should be kept clear for ready access.
- Employees should be trained in how to use portable fire extinguishers and should be familiar with building evacuation procedures.
- Employees should not fight fires that are beyond their fire training and limitations of the available firefighting equipment. When in doubt, call professional help and evacuate to a safe area.

CAMPUS

GENERAL SAFETY

- 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 doormats 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 AND 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.
- Decorations and artwork displays 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.

SPECIAL EDUCATION SPECIALIZED SETTING

- Furniture, desks, chairs, etc. should be kept in safe working condition.
- Desk and file cabinet drawers should not be left open. Close when finished. Furniture should not be used as stools or ladders.
- Walkways, aisles, hallways, stairways should be kept clear of obstructions.
- Never turn your attention away from a student whose behavior has become escalated.
- Have at least two staff members in all special needs classrooms whenever possible. Get help when attempting a manual student transfer.
- If student is unable to provide assistance or support during transfer, and weighs more than 35 pounds, ask for help and do not transfer alone. Use various adaptive equipment as necessary.
- Always use universal precautions.
- Refer to the Special Education Handbook at <https://fortbend.sharepoint.com/sites/SPED/Pages/Special-Education-Handbook.aspx> for additional information.

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/PHYSICAL SCIENCE LABORATORIES

The following are some important general science lab personnel safety rules that each employee is required to follow:

Protective equipment and personal safety:

- Provide and use appropriate personal protective equipment, such as safety goggles and gloves.
- Jewelry, neckties, and loose clothing should not be worn when working in the laboratory. Long hair should also be tied back.
- Always wear proper protective equipment when working with chemicals. Contact lenses

should not be worn when using any type of chemicals.

- All protective equipment should be checked and maintained at each use and on a regular basis.

General lab safety:

- Clean up spills immediately.
- All water, gas, and electrical outlets should be turned off when not in use. Safe laboratory practices should be followed during all experiments.
- When diluting acids always pour the acid into the water. Never pour water into acid.
- Do not block access to the eyewash/shower station. It must remain clear and accessible.
- Know the location of the fire extinguisher, fire blanket, and first aid kit, and know how to use each in case of an emergency.
- In the event that clothing should catch fire, **DO NOT RUN!** Drop to the floor and roll. Observers should help extinguish the flames with a blanket or wet towel.
- Report any accident or injury to your immediate supervisor.

Storage:

- Store flammable liquids in an approved Flammable Materials storage cabinet and dispense of them in an approved manner.
- Flammable liquids should not be stored near an open flame.
- Store corrosive material in an approved corrosive materials cabinet. Avoid storing incompatible chemicals next to each other.
- Order and store the minimum supplies necessary.
- Students are never permitted access to prep areas or science storage rooms without permission from the instructor

Chemicals:

- Survey chemicals on a regular basis and discard any that are obsolete or show signs of decomposition.
- A physical inspection of each chemical should be done to ensure against defective containers and improper labeling.
- Storage and disposal of excess chemical and empty containers must be in accordance with the label.
- A list of hazardous chemicals found in the laboratory and classroom must be compiled and maintained.
- Maintain the most current Material Safety Data Sheet for each hazardous chemical. These sheets should be made readily available to students and employees.
- Report the purchase of all chemicals properly to obtain an SDS.
- Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapor.

- Chemical containers should not be used to store anything other than the original contents; nor should chemicals be stored in unmarked containers.

CONSUMER & LIFE SCIENCE, 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 stovetop 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 AND AGRICULTURE 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 ASAP. Do not leave oven doors open while hot.
- Use oven mitts or potholders 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 coworker. 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 & MATERIAL HANDLING

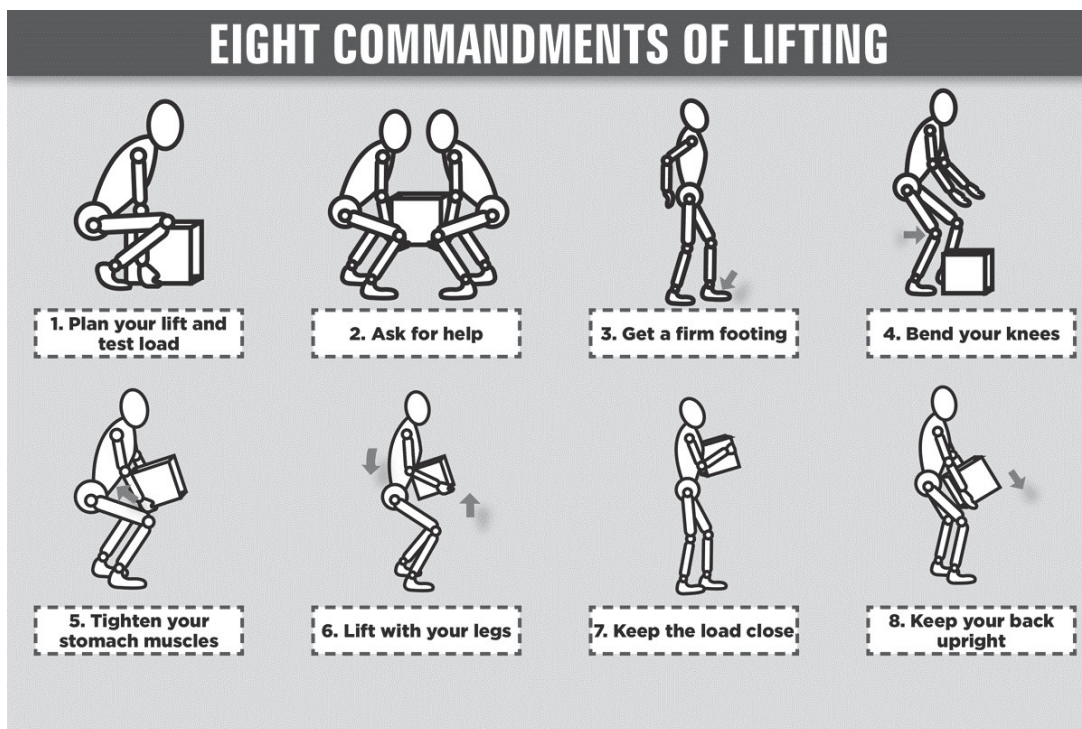
Recommended lifting procedures are intended to prevent hand, wrist, shoulder, and back injuries.

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.
- 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.



SAFETY RULES

Employee Name: _____
(Print Name)

Campus Location: _____

I have received, reviewed, and understand the contents of the SAFETY RULES, and as such will observe and follow safe work practices as outlined and as a condition of employment to protect my safety and health. I understand that the safety rules 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

BUILDING MAINTENANCE

SAFETY RULES



BUILDING MAINTENANCE

The following are some important general building maintenance personnel safety rules that each employee is required to follow:

ELECTRICAL EQUIPMENT

- Office machines should be grounded if they are equipped with a ground wire or three-prong plug. New equipment should have grounded connections.
- Electrical cords and plugs should be in safe repair. Check for loose plugs, worn insulation, and defective outlets.
- If an adapter must be used to insert a grounded plug into an ungrounded receptacle, attach the pigtail to a grounded object.
- Electrical extension cords should be 3-wire grounded type. They should be arranged so as not to cross walkways.
- Wall outlets should not be overloaded by connecting additional appliances with adapters or extension cords.

ELECTRICAL POWER CORDS

- Worn cords can cause short circuits, shocks, and fires. Always be sure you are using the right type of cord for the job. Use heavy-duty cords for tools, moisture resistant for outdoors and always use the 3-wire type of cords
- Extension cords must never be affixed to a wall with metal staples.
- Never place cords under rugs or across a driveway because damage can occur to the insulation.
- Never wrap cords around steam pipes, metal, or warm appliances. Protect them from heat and water.
- Never use extension cords that are defective. Check the continuity and use no cords that are frayed. Check to see that the strain relief is proper.
- Pull the plug - not the cord - to disconnect from a wall outlet and check the cord often for wear at the plugs and connections.

COMPRESSED GAS CYLINDERS

Compressed gas cylinders can become extremely dangerous if mishandled or if the valve is broken off the top. They must be stored away from direct sunlight, out of extreme heat, and in an area that is properly ventilated. The cylinders should be kept in racks or stands or set in an upright position. They should also be leashed or chained to prevent them from falling over.

Protective caps must be installed on all cylinders, whether empty or full, when they are not being used. Never drop a gas cylinder.

STEPLADDER SAFETY

- Completely inspect all ladders before using and set up the ladder properly. The inspection should include the hardware and fittings. Defective ropes/cables should be replaced. Comply with the weight limits and specific uses for a ladder by referring to its label. When a ladder is detected to have defects, it should be tagged or marked as “Dangerous, Do Not Use” and repaired or discarded.
- Ladders should not be painted: defects may be covered by paint. Clean off any paint spilled on the ladder during use.
- Secure ladders before climbing. If necessary, a second person should be present to hold the bottom from slipping. The ladder should be equipped with safety shoes to prevent the bottom from slipping. When on a ladder, the climber’s body must be centered at all times.
- Never stand on the two top steps of a ladder nor on the bucket shelf.
- Any stepladder in use should be opened wide enough that the spreaders lock in the fully open position. Set the ladder base firmly on the ground.
- Portable metal ladders should not be used for electrical work or where they may contact electrical conductors. Use a wood or fiberglass ladder instead and shut off power first if ladders must be used in such locations.
- Do not place ladders in front of a door unless the door is locked or adequately guarded.
- Never lean a ladder against unsecured or unsafe objects, surfaces, or piping that could be damaged. Stepladders should not be substituted for scaffolds or work stands.
- Select a ladder tall enough to reach the work. No attempts should be made to reach beyond a normal arm’s length while standing on the ladder, especially to the side. Move the ladder instead.

EXTENSION LADDER SAFETY

- Completely inspect the ladder before using. The inspection should include the hardware and fittings. If a defect is discovered, tag or mark the ladder as “Dangerous, Do Not Use” and repair or discard the ladder.
- Ladders should not be painted: defects may be covered by paint. Clean off any paint spilled on the ladder during use.
- Never use a metal ladder near electrical wires or electrical equipment. Use a wood or fiberglass ladder instead and shut off power first if ladders must be used in such locations.
- Secure ladders before climbing. If necessary, a second person should be present to hold the bottom from slipping. The ladder should be equipped with safety shoes to prevent the bottom from slipping.

- Set the ladder squarely on the ground.
- Shoes and ladder rungs should be free of dirt, mud, grease, or ice.
- Always face the ladder and have both hands free when climbing or descending.
- Secure the ladder to prevent it from slipping or falling by tying it off to a fixed object at the top of both side rails or to a proper sized single support attachment.
- Use ladders or ladder sections right side up. The extension ladder should always be erected so that the upper section is resting on the bottom section.
- Position straight ladders so that the base of the ladder is a distance equal to one-fourth the vertical height away from the wall. If the ladder is too close, it can tip backwards. If it is too far away, the ladder may break or slide downwards.
- When working from a position on the ladder, knees should be braced against the side rails near the end of the ladder rungs to increase stability.
- Never lean out from a ladder to work. Get down and move the ladder.
- Never carry heavy or bulky tools and materials up or down a ladder. Raise or lower them by a hand line, bucket or crane. Small tools should be carried in a tool pouch to leave both hands free.

SCAFFOLDS

- The span-scaffold platform is designed to carry a maximum distributed load of 500 pounds with a safety factor of four. Do not exceed this 500-pound load. The maximum static load is 25 pounds per square foot on any platform and 3000 pounds total on any base section of 1600 pounds with legs extended.
- The horizontal brace of the span scaffold should never be installed at the same level as the intersection of the diagonal braces. Always install it either higher or lower than this intersection point.
- Never climb a span scaffold that does not have at least two diagonal braces and one horizontal brace properly installed in the bottom section. Double width spans require double bracing.
- Lock all caster brakes before climbing the scaffold. Never move a scaffold when anyone or material is on it.
- If in doubt as to the ability of a scaffold to handle a job, write or telephone the manufacturer for instructions.
- Never use a scaffold that is damaged or improperly erected. Do not force parts that do not fit freely. Be sure the scaffold is level at all times. When the leg is adjusted, be sure to push the locking collar completely over the expanding nut and below the safety locks. Never make leg adjustments when anyone is on the scaffold.
- Never lean a ladder against a scaffold. Never place a ladder on the platform of a scaffold.

Never push, pull, or lean against a wall or ceiling when standing or sitting on a scaffold, unless it is securely tied to the building.

- Never try to stretch the platform height with the adjustable legs. When additional height is required, add more scaffold sections. Save the leg adjustment for leveling the scaffold.
- Make sure all locking hooks are firmly in position and that the spring-loaded locking pins have functioned properly. These hooks appear at each end of the separate horizontal and diagonal braces and at the upper end of the stairways.
- Before using a scaffold with folding braces, be sure that the latches of all locking hinges are locked.
- Metal scaffolds must never be used while working near electricity, electrical wires or electrical equipment, even for changing light bulbs. Shut off power first if the scaffold must be used in such locations. Electricity is conducted by metal. Look up and look out for power lines.

PORTABLE POWER TOOLS

- All portable power tools should be electrically grounded when they are in use. On some machines, this is done by the use of a three-wire cord and plug which fits a three-hole receptacle. The receptacle is grounded to the circuit ground. On others, there is a three-wire cord with a small tail that should be screwed to the junction box, thus grounding it to the conduit.
- Electrical accidents are not frequent but can be fatal. USE THE GROUNDS PROVIDED ON YOUR MACHINES. Do not cut ground prongs off plugs.
- Be sure all portable machines are pointed in a safe direction with the switch off when the plug is put into the electrical circuit.

ELECTRIC HAND DRILLS

- Use only sharp, straight bits of the size intended for the machine.
- Keep eyes away from electrical hand tool cooling air vents; wear an eye shield or goggles to keep dust from being blown into the eyes.
- Severe injury may result if a live or coasting bit gets hold of a piece of clothing. When using attachments, follow the instructions.
- Do not try to hold small pieces of material with the fingers.
- Always use the screwdriver attachment in such a way that it cannot injure the operator.

PORTABLE BELT SANDERS

- Always hold the handle of the sander when plugging it into the electrical circuit. Never set a coasting machine down on the bench.
- The user should inspect the tracking of the belt whenever a new belt is put on.

- Wear eye protection when using the portable belt sander. The fan vents may blow dust into the eyes.
- Keep both hands on the handles provided on the belt sander. Arrange the electric cord so that it cannot be caught by the belt.

POWER HAND SAW

- Before inserting the plug, be sure the switch is off and the saw is lying or held in a safe position. Unplug the power when changing the blade or handling the blade.
- Take care to prevent the electric cord from getting into the blade.
- In a diagonal cut, the guard may catch. Do not try to release it with your fingers, unless it has a handle for this purpose.
- Do not stand directly in the saw line of this or any other saw. If the blade binds, it has a tendency to kick the saw back out of the cut, and legs have been severely cut in this way.
- These machines are provided with two handles. Keep both hands on these handles when operating this saw. Holding work with one hand and cutting with the other is dangerous.
- Sawing through loose knots may cause the saw to kick. Defective material may break under the weight of the saw when cut, thus causing the saw to strike the leg of the operator.

HAND ROUTER

- Always wear eye protection when using this tool.
- Be sure the fence or pilot is securely locked.
- Feed the machine so that the leading edge of the knife is biting in as the router is pushed along. Keep both hands on the handles when using this machine.
- Lay the machine down with the cutter pointing away, and beware of the coasting machine.

GRINDER

- Wear clean goggles that shield the eyes from all directions when grinding.
- Keep the tool rest as close to the wheel as possible. Under no conditions should the distance between the tool rest and the wheel exceed one-eighth inch.
- Keep the fingers clear of the stone.
- Keep the path of the wheel travel clear of any obstructions.
- Do not rub the face or eyes with hands that are soiled with emery dust.
- Do not stand in line with the wheel when starting the grinder. Faulty grinding wheels usually break on **START**.
- Hold small pieces securely in a proper holder. Do not hold small pieces with the hand. Ensure side guards are installed on all table grinders.

AIR COMPRESSORS

Air compressors must have their flywheel and drive pulley fully enclosed.

COMPRESSED AIR

Beware of compressed air; it can be dangerous. Seek alternate methods of cleaning surfaces. Compressed air should never be used to blow debris from a person.

The downstream pressure of compressed air must remain at a pressure level below 30 PSI whenever the nozzle is dead-ended and then only when effective chip guarding and personal protective equipment are used.

PLANER

- Make certain the stock has no large cracks, loose knots, nails, screws, dirt, paint, or varnish on any of the surfaces.
- Turn the shaving exhaust on before starting the machine.
- Never run stock through the planer if it is less than 18" long.
- Limit the depth of cut to one-eighth inch for narrow stock and one-sixteenth inch for stock of full planer width.
- Never plane stock less than one-fourth inch thick unless it is placed on a thick board for support. Keep hands away from the feed rolls, and keep "hands off" boards that are gripped by the feed rolls. Never attempt to shift a board after it has been gripped by the feed rolls.
- Never change the depth of cut while a board is going through.
- Never plane two boards side by side. One board may be thinner than the other, and a serious kickback may result.
- Never plane the edge of a board in the planer.
- Never attempt to look into the planer while it is in operation. Never allow the planer to run unattended.
- Never stand directly in line with the rotation of the planer head or directly behind the board that is being fed.
- Anchor the planer to a solid foundation to reduce vibration. Wear ear protection and eye protection.
- Enclose the cutter heads completely.
- Keep feed roll guards on and properly adjusted.

PAINTING

- Have the spray booth ventilation system in operation during every spraying operation. Use the proper type of respirator at all times when spray painting with toxic paints.

- Regulate the air and paint pressure on the spray gun before starting work. Exercise caution in the handling of compressed air and power paint equipment.
- Clean the spray gun and other equipment thoroughly after each use. Never put your hand in front of an airless paint spray nozzle.
- Follow all rules governing safe handling of combustible materials. Read and follow the manufacturer's directions carefully when using finishing materials. This is especially important when using lacquer, enamel, or paint in pressurized cans. Spray 20 feet away from possible source of ignition.
- Store flammable paints and thinners, etc., in approved storerooms with explosion-proof wiring or a metal storage cabinet.
- Never have more than a one-day supply of flammable paint outside an approved storage area. Clean up all spills promptly.
- Store thinners in UL approved safety cans with spring-loaded and vented lids. Dispose of oily paint or solvent rags in metal containers with tight fitting lids.
- Bond metal containers when transferring flammable liquids, especially those that are known as Class I Flammable liquids.

PLUMBING

- Eye protection of an approved type should be worn when any type of eye hazard exists. This would include welding or cutting operations, grinding, chipping, or working on steam or chemical lines.
- Hard hats should be worn by all persons working in areas where tools, materials, or objects may fall from above.
- Safety belts and lifelines should be used when it is necessary to work at elevations where scaffolding or staging is not practical, such as running pipes or ducts along members of open roof trusses, and when working on unguarded catwalks.
- Gloves should be worn when handling pipe, sheet metal, or other material with rough edges.
- Wear adequate clothing, which includes long sleeves, and keep the cuffs buttoned when welding, cutting, or working on chemical or steam lines.
- Exercise care when handling pipes, ducts, or other materials to avoid catching fingers and hands between the materials and the floor, or other objects.
- Use only tools and equipment that are in first-class condition. Examine the tools periodically to make sure they are in good working order.
- Be considerate at all times of the safety of your fellow workers and the general public, including the students.
- All electricity-driven power tools and machinery should be properly grounded.
- Check the torches to determine that no leaks exist and that they are in good operating condition. Do not place them where surrounding material could be ignited. Never leave any torches

unattended when lighted.

- Never leave tools on ledges, beams, or any other elevated places. Store all material in a safe and orderly manner.
- Material should not be stored in such quantity as to exceed the safe carrying capacity of the floor or platform.
- Pipes or ducts should be securely tied and latched to prevent movement or shifting when being transported on elevators or material hoists.
- When using a rope to hoist pipe or ducts, secure them with a double hitch, well-spaced to prevent shifting.
- Hoists or block and tackle should be of sufficient size and strength to safely raise or lower the load for which it is intended.
- The sides of trenches should be shored or braced to prevent cave-ins or collapse when excavated to a depth of four (4) feet or more, where soil is likely to crumble, or where hydrostatic pressure exists and the sides are not sloped to the angle of repose.
- Substantial barricades should be erected around pits and trenches to protect employees, the public, and students.
- Do not force powered sewer augers, especially if there is too much distance between the auger and the drain.
- All attempts should be made to avoid the use of caustic drain cleaners, but if necessary to use, always use goggles and gloves and follow product instructions.

WELDING, ARC CUTTING, AND BRAZING

- When welding or cutting outside the designated welding area in a hazardous area, one person must be designated to stand fire watch with a fire extinguisher. Additionally, a portable gas detector should be used periodically to check for combustible atmosphere. If the person standing fire watch is called away to perform another job, welding must cease.
- Clean flammable and other materials from surfaces before welding. Proper eye protection must be worn by all personnel in the welding area. Contact lenses should not be worn
- Gas cylinders require careful handling. Store cylinders under cover, protected from the direct rays of the sun, sparks, flame, and heat. They must be secured in an upright position with caps in place when stored or not in use. Caps must be in place before cylinders are moved.
- Light acetylene first. This prevents back-pressuring the acetylene with higher-pressure oxygen.
- Leave a special wrench in position on the valve stem so the fuel gas flow can be shut off in an emergency.
- Keep the acetylene and oxygen hoses out of the doorways and the path of workers. If the

hose is flattened, a flashback may occur, causing the hose to rupture and catch fire.

- Report worn or leaking hoses.
- Report damaged arc welding cables immediately. Secure the ground lead firmly.
- Never join cables without proper connectors. Do not force connections that do not fit. Wear a welding helmet with the proper shade of lens.
- Wear clean, fire-resistant gloves and clothes with collar and sleeves buttoned.
- Protect others in the vicinity by using screens, shields or booths.
- Never carry disposable butane lighters in shirts or pant pockets as these can be burned by welder sparks and could possibly explode.
- Arcs generated by an arc welder may cause blindness. Never use an arc welder in wet areas or when it is raining.
- Never weld or cut containers (drums, cans, etc.) which have held a flammable substance until they have been thoroughly cleaned, made vapor free, and tested for presence of flammable vapors.
- Check vessels and tanks with a gas detector any time there has been a break in welding or cutting operations to determine that there has been no accumulation of gas.
- Move all combustible and flammable materials away before welding. Keep fire extinguishers handy.
- Provide local exhaust ventilation when the ceiling is less than 16 feet high or when welding in confined spaces. Use respirators if you are going to do prolonged welding where ventilation is not provided, or when welding on metals or coated metals such as those painted with lead paint or cadmium-plated metals or plastics. These produce toxic fumes.
- Welders must be qualified to do the appropriate procedure for the given work.
- All welding should be performed according to procedures that have been reviewed by a qualified supervisor.

GENERAL DRIVERS' SAFETY

- Only authorized employees are permitted to operate District vehicles.
- Anyone driving a District vehicle must have a valid Texas driver's license with appropriate class and endorsement(s).
- Keep windshields, windows, and headlights clean to maintain visibility. Slow down in heavy traffic or densely populated areas.
- Adjust speed for low-visibility or adverse-weather conditions.
- Slow down before intersections or curves. Use appropriate signals well in advance of any action.

- 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.
- Use extra caution and reduce speed when approaching children at play or when passing through school zones.
- When driving at night, keep to the right; avoid looking into the headlights of oncoming vehicles, and use low beams.
- Drive at speeds that permit stopping within visibility range of your headlights.
- Keep headlights on low beams to reduce the reflected glare caused by fog, rain, or wet pavement.
- Engines should be stopped, ignition keys removed, and doors locked when you leave the vehicle unattended.
- All persons riding in a vehicle must use seat belts. Do not carry more passengers than the number of working seat belts in the vehicle.
- Do not carry passengers in pickup truck beds.
- Tools and equipment placed in cars or truck cabs should be stored so as not to interfere with vision or with the proper operation of the vehicle. Any equipment or materials being transported in the bed of a truck must be secured.
- Never store anything on the rear window ledge of any vehicle.
- Never attempt to enter, exit, or dismount from a vehicle while it is moving.
- Do not drive a vehicle or operate a piece of equipment that is defective. Lock out defective machinery or equipment and notify your supervisor.
- 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.
- Trailers, toolboxes, and trailer-mounted machinery should be secured to the towing vehicle with safety chains, in addition to the towing hitch.
- No person should rise in or on trailer-mounted equipment while it is being towed.
- Signs for slow-moving vehicles (a reflective orange triangle with 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.
- Emergency/hazard warning lights should be used when vehicles are operating or parking under conditions that might interfere with other vehicle traffic.
- 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.
- When entering, exiting, or dismounting from a vehicle, watch footing to avoid slipping and falling.

NOTES

SAFETY RULES

Employee Name: _____
(Print Name)

Campus Location: _____

I have received, reviewed, and understand the contents of the SAFETY RULES, and as such will observe and follow safe work practices as outlined and as a condition of employment to protect my safety and health. I understand that the safety rules 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

CHILD NUTRITION

SAFETY RULES



FOOD SERVICE

GENERAL SAFETY PRACTICES

- Employees must be properly trained in the safe operation of machines used in the kitchen cafeteria. No employee may use any power machine unless trained to do so.
- Empty glass drink bottles are not allowed. Radios are not allowed in work areas.
- Matches must be stored in covered containers.
- Electrical appliances must be disconnected when being cleaned or not in use.
- Do not apply force to glass containers. If tight, try hot water on metal lid or carefully tap lid. If this fails, wrap lid in towel before trying to open.
- Do not overload pushcarts or dollies. Keep wheels clean and unclogged.
- Keep sharp protruding objects out of the aisles and away from busy employees; all drawers must be kept closed.
- Place all cleaning equipment such as brooms, mops, carts, pails, etc., where they will not be a hazard to others
- Keep aisles clean and clear at all times.
- A first aid kit and fire extinguisher must be accessible to all employees. Keep all cleaning products away from food.
- Exhaust hoods must be operated at all times when ranges and/or steam kettles are in operation. Filters in hoods must be kept clean and free of accumulated grease.

RECEIVING AREA

- Floors must be kept in safe condition and free from broken tiles, defective floor surfaces and unsafe or sliding floor mats.
- All employees are required to use correct lifting and handling methods for various types of food and other materials.
- Be certain trash containers are free of leaks, adequate in numbers and size, and properly placed in work areas. Do not overload these containers.
- Floors must be kept clear and free of hazards.
- Adequate tools must be available for opening boxes, cartons, etc. of products and materials.

STORAGE AREAS

- Shelves must be adequate to bear the weight of items stored.
- Heavy items must be stored on middle (waist high) shelves or below. Medium to lightweight

items must be stored on middle shelves and light items on top shelves. Store all glass containers on bottom shelves.

- An appropriate size stepladder must be available in storeroom and other areas. Do not use milk crates, chairs or other unstable items to stand on.
- Store cartons and other combustible/flammable materials away from light bulbs/florescent lights.
- Light bulbs/fluorescent lights must be guarded.

FOOD PREPARATION AREA

- Electrical equipment must be properly grounded.
- Electrical equipment must be inspected monthly for defects.
- Floors must be clean and free of spillage. Employees must immediately clean up spilled items and dry mop to minimize excess water on the floor.
- Equipment must be stored out of the way, preventing possible struck by/ struck against and trip/fall injuries.
- Mixers, slicers and other equipment must be in safe operating condition and adequately guarded.
- Beaters must be properly maintained to avoid injury from broken metal parts and foreign particles in food.
- Machines not working properly must be tagged and/or locked out and not used until repaired. For equipment emergency repairs, contact the Maintenance Department/Division of Operations. Non-emergency requests for equipment repairs must be reported to the food service manager.

SERVING AREA

- Steam tables must be cleaned daily and regularly maintained.
- Safety valve equipment must be operative, especially as it pertains to gas and steam.
- Serving counters and tables must be free from broken parts and wooden or metal splinters and burrs.
- Silverware and plastic equipment must be inspected regularly and chipped or cracked items removed.
- Floors and ramps must be in good condition. These areas must be mopped when necessary and on a daily basis.
- The traffic flow must be organized so that students do not collide while carrying trays or obtaining food.

FOOD PREPARATION MACHINES

- Clear the immediate area around all equipment used for cutting, slicing, or chopping. Never place your fingers in the cutting point of operation.
- If any machine jams, shut off the power immediately; contact your manager.
- If any of the machines are not functioning properly, stop operation and notify your manager immediately.
- Pay close attention when operating any machines or equipment; a moment of distraction could result in an accident.
- Always return the slicer to the zero position. When finished using this equipment, unplug it. This will help to prevent injury during clean up. Use appropriate gloves when using or cleaning the slicer.
- When using chopping or slicing attachments on the mixing machine, be sure that the attachment is firmly placed in the operating position and the guard is in place.
- Never leave a machine running without attention. Shut off the power before leaving, even if it is only for a moment.

CUTLERY

- When not in use, knives or other sharp instruments must be stored in the racks provided and/or in designated drawers.
- Always select the correct knife for the job.
- Pay close attention to the job at hand, particularly when handling sharp knives. Distractions cause accidents.
- Before using a knife, inspect it for defects; the handle must be dry and free of splinters and burrs, and the blade must be properly sharpened.
- Special metal-mesh gloves must be worn during boning and cutting.
- Butcher's steels, used for sharpening knives, must be operated by keeping the blade edge of the knife away from the body.
- Only authorized and properly training persons are permitted to sharpen knives.
- Knives with rusty or chipped blades are not allowed and must be discarded. Keep knives sharp; dull knives cause more accidents than sharp ones.

DISHWASHING EQUIPMENT

- Floors around the dish machine must be mopped frequently to prevent slips and falls. Only authorized employees may make adjustments on automatic equipment.
- If a machine jams, shut off the power and the hot water immediately. Do not reach into the wash area; serious scalds could result from such action.

- Handle trays with care and do not overload machine.
- When moving carts, trays or utensils, consider other employees in the area. Rush period and close quarters call for job concentration in order to prevent accidents.

GARBAGE DISPOSALS










- Do not reach into the grinding chamber under any condition. If the machine is jammed, stop it immediately and report the problem to your manager.
- Electric garbage disposals operate safely and efficiently only when sufficient water is used. The valve must be set so that water swirls around the cone.
- Do not stuff or pack waste into the opening.
- Be certain all controls are working properly and all guards are in place before operating.
- Do not allow glass, metal, crockery or plastic to enter the grinder. If this occurs, stop the grinder immediately and notify your manager.
- Do not attempt to repair any garbage grinders. Report all problems to your manager.

CHEMICAL USAGE

- Do not mix chemicals – only mix them with water. Every year over 500 persons die from mixing bleach and ammonia.
- Read product labels – mix product in recommended solutions. Ask your manager how to mix a 4 to 1 solution or 10 to 1, etc., if you do not understand.
- Wash your hands after using any chemical including dishwater. Never transfer chemicals from one container to another.
- Make sure you have available Safety Data Sheets (SDS) on each chemical used in your food service areas. This is important in case of an accident.
- Your supplier or distributor must furnish you with these SDS's.

HAZARD COMMUNICATION STANDARD PICTOGRAMS

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

 <ul style="list-style-type: none"> ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity 	 <ul style="list-style-type: none"> ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides 	 <ul style="list-style-type: none"> ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
<p style="text-align: center;">Gas Cylinder</p>  <ul style="list-style-type: none"> ▪ Gases Under Pressure 	<p style="text-align: center;">Corrosion</p>  <ul style="list-style-type: none"> ▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals 	<p style="text-align: center;">Exploding Bomb</p>  <ul style="list-style-type: none"> ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
<p style="text-align: center;">Flame Over Circle</p>  <ul style="list-style-type: none"> ▪ Oxidizers 	<p style="text-align: center;">Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> ▪ Aquatic Toxicity 	<p style="text-align: center;">Skull and Crossbones</p>  <ul style="list-style-type: none"> ▪ Acute Toxicity (Fatal or Toxic)

SLIP, TRIP & FALL PREVENTION

Slips, trips, and falls are among the most common causes of employee injuries in the District. Many people think of these as “accidents” we can’t control. Often, though, we *can* prevent slips, trips, and falls by increasing our awareness and understanding of how these incidents happen.

SLIPS are a loss of balance caused by too little friction between your feet and the surface you work or walk on. Slips can be caused by constantly wet surfaces, occasional spills, or weather-related hazards such as ice or snow. Walking carelessly, ignoring occasional spills, and wearing shoes without adequate traction for the surface can cause painful slip injuries.

Preventing Slips

- The most common causes of slips are walking on constantly wet surfaces, occasional spills, and weather hazards.
- Practice safe walking skills. If you must walk on wet surfaces, you can prevent slip injuries by taking a few simple precautions. Take short steps to keep your center of balance under you. Walk with your feet pointed outward slightly for a stable base of support.
- Clean spills up right away. Whenever you see a water, oil, or other substance spill, clean it up right away, or mark the spill by placing a sign, paper towels or wastebasket over or next to the spill and report it to the appropriate person for clean-up.
- Wear slip-resistant shoes.

TRIPS are losses of balance caused by interference between your forward motion and some object. Taking shortcuts, leaving clutter in walkways, working under poor lighting, and walking on loose, uneven footing are common causes of trips.

Preventing Trips

- Trips can occur whenever your foot strikes an object and you are moving with sufficient momentum to be thrown off balance.
- Be cautious. Take the most common path of travel available; that will be free of trip hazards. When you are carrying loads, make sure you can see above and around the articles you are carrying.
- Keep work areas well lit and free of clutter. Do not compromise the common path of travel with telephone or electrical cords, furniture, boxes, tools, machinery, or equipment.
- Always use the handrail when climbing or descending stairs.

FALLS from the same level involve a person falling to the floor or to the ground; examples include slips and trips. Slip and trips have a high frequency rate but a low injury severity rate.

FALLS from an elevation involve falling from one level to another. Examples include falling from a scaffold to the ground below. These types of falls have a relatively low frequency rate but a

high injury severity rate.

Preventing Falls

- Make sure you have the right climbing equipment for the job. Proper step stools, ladders, or industrial lift devices.
- Do not invent climbing equipment such as office chairs, boxes, or shelving. Use fall restraint devices as appropriate when using industrial lift devices.
- Follow ladder safety rules. Follow the 1-to-4 rule when using a ladder. The base of the ladder should be 1 foot from the support for every 4 feet of working ladder height (measure "working ladder height" from the ground to where the ladder hits its support). It is always good to have someone hold the base of the ladder on firm stable ground. Extend an extension ladder three beyond its contact with the building. Never use the top rung of any ladder. Inspect a ladder before using it.

Slip-Resistant Shoes

It is important to wear slip resistant shoes in the workplace. Before and after studies show dramatic declines in slip and falls when people wear shoes with slip resistant soles. Falls are the most common cause of traumatic brain injuries. Falls are the leading cause of non-fatal medically treated injuries in the United States. Each year, over 8 million emergency room visits are due to slips, trips, and falls.

BACK-RELATED INJURIES

Regardless of the weight, if the load is not handled properly, unnecessary injuries can occur. Take time to plan your lifting jobs.

Before Lifting

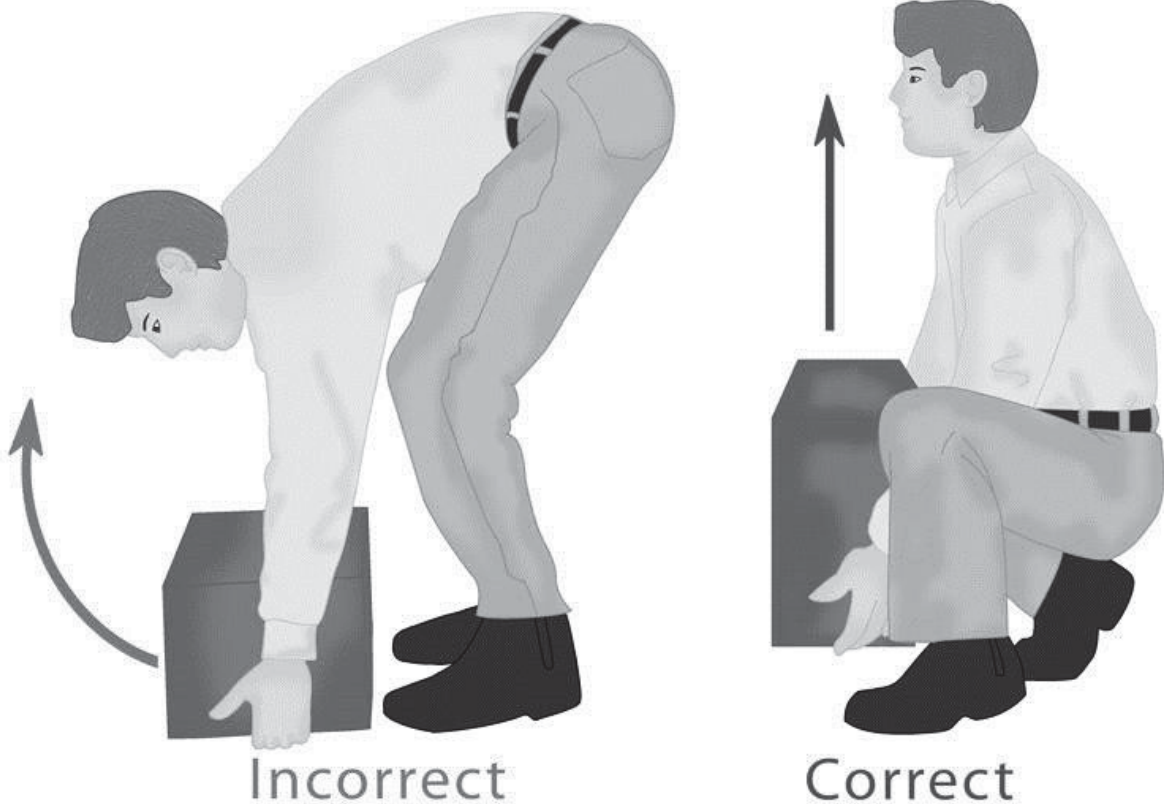
- Plan the task and know your lifting limits.
- Check the area for tripping and/or stumbling hazards.
- Be sure the load is not too heavy for one person. Get help for heavy loads. Do not rush the task.
- Be sure you are well balanced, and footwear is adequate for solid, firm support. Stand close to the object to be lifted.
- Properly adjust lift belts or back braces, if provided.

During Lifting

- Keep your body balanced.
- Keep your back straight.
- If the object is too heavy, get help.

- Take your time lifting and moving heavy objects.
- Make sure you have solid footing. Place one foot beside the object and the other foot slightly behind the object to increase your balance and stability.
- Get a good grip on the object. Use your entire hand for grasping the object, not just the tips of your fingers.
- Keep the load as close to your body as possible while lifting and carrying. Take a deep breath while lifting.
- Keep your muscles tense while lifting.
- Lift with your legs, keep your back as straight as possible, and your chin tucked in. Never twist while lifting.
- Never lift while twisted.
- Never jerk a heavy load; lift it slowly. If it does not feel right, get help.

Proper Lifting



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DRIVERS' SAFETY

- Only authorized employees are permitted to operate District vehicles.
- Anyone driving a District vehicle must have a valid Texas driver's license with appropriate class and endorsement(s).
- Keep windshields, windows, and headlights clean to maintain visibility. Slow down in heavy traffic or densely populated areas. Adjust speed for low-visibility or adverse-weather conditions.
- Slow down before intersections or curves. Use appropriate signals well before any action.
- 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.
- Use extra caution and reduce speed when approaching children at play or when passing through school zones.
- When driving at night, keep to the right; avoid looking into the headlights of oncoming vehicles, and use low beams.
- Drive at speeds that permit stopping within visibility range of your headlights.
- Keep headlights on low beams to reduce the reflected glare caused by fog, rain, or wet pavement.
- Engines should be stopped, ignition keys removed, and doors locked when you leave the vehicle unattended.
- All persons riding in a vehicle must use seat belts. Do not carry more passengers than the number of working seat belts in the vehicle. *Do not carry passengers in pickup truck beds.*
- Store tools and equipment in cars or trucks so as not to interfere with vision or with the proper operation of the vehicle. Secure any equipment or materials being transported in the bed of a truck.
- Nothing should be stored on the rear window ledge of any vehicle.
- Never attempt to enter, exit, or dismount from a vehicle while it is moving.
- Do not drive a vehicle or operate a piece of equipment that is defective. Lock out defective machinery or equipment and notify your supervisor.
- 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.
- Emergency/hazard warning lights should be used when vehicles are operating or parking under conditions that might interfere with other vehicle traffic.
- When entering, exiting, or dismounting from a vehicle, watch footing to avoid slipping and falling.

NOTES

SAFETY RULES

Employee Name: _____
(Print Name)

Campus Location: _____

I have received, reviewed, and understand the contents of the SAFETY RULES, and as such will observe and follow safe work practices as outlined and as a condition of employment to protect my safety and health. I understand that the safety rules 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

GROUNDS MAINTENANCE

SAFETY RULES

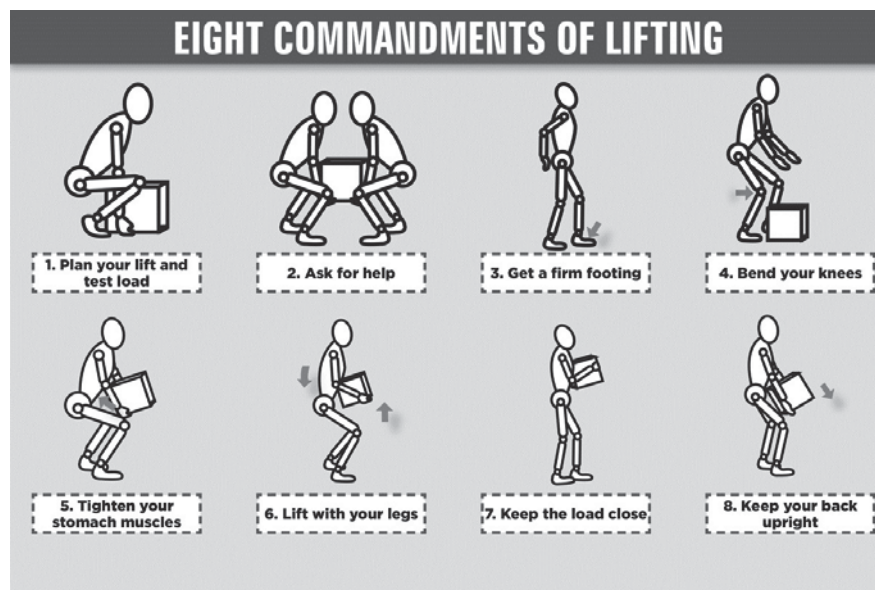


GROUNDS MAINTENANCE

GENERAL SAFETY RULES

Lifting improperly is a major factor in the tremendous number of claims for back injuries. The following procedures should be followed:

- Size up the load; make sure it is stable and balanced. Test the weight to ensure you can lift it yourself.
- Plan the job. Ensure that your path of travel is clear and that you have identified the location where you will place the load.
- Establish a good base of support. Use a wide and balanced stance, with one foot ahead of the other.
- Bend your knees and get as close to the object as possible. Lift with your legs and not your back.
- Get a good grip on the object to be lifted. Make sure you can maintain your hold throughout the lift and will not have to adjust your hands later.
- Lift gradually; do not jerk, but use a slow steady movement.
- Keep the load close while carrying; this prevents you from arching your back and adding additional stress to your back.
- Pivot; do not twist when you need to change directions. Move your feet in the direction of the lift. Twisting is especially harmful for your back.
- If the load is too heavy, either enlist another helper or use a mechanical device.



GOOD HOUSEKEEPING

Good housekeeping is an aid to safety. All employees should keep tools, equipment, and work areas clean and orderly.

- Keep aisles, stairways, and exits clear of boxes and other tripping hazards. Do not obstruct exits.
- Clean spills immediately. Mark the spill if you must leave to retrieve assistance or additional supplies.
- Each employee should know the location of fire extinguishers in their work area. The area in front of a fire extinguisher should be kept clear for ready access. Employees should not fight fires that are beyond their fire training and the limitations of the available firefighting equipment. When in doubt, call professional help and evacuate to a safe area.
- Never use gasoline as a washing or cleaning fluid. When cleaning solvent is required, use an approved cleaning solvent.
- Material must be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved Flammable Storage Cabinet.
- Any employee, while on duty or on District property, who possesses, sells, or receives any illegal drug or who is under the influence of drugs or alcohol will be discharged and, in appropriate situations, referred to law enforcement authorities.
- Smoking will not be allowed at any facility.
- Use caution when opening doors that serve two-way pedestrian traffic.
- Use a stepladder or a step stool for reaching above shoulder height. Never stand on the cap of a ladder.
- While in a District vehicle, seat belts must be worn at all times. Do not disable airbags unless you have written permission from your supervisor.
- Do not operate machinery that you are not familiar with and have not been trained to use.
- Inspect all tools and equipment prior to use to ensure they are in working order and do not present a hazard.
- After use, put all tools or equipment back in their proper place.
- Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed, remove it from service.
- Use handrails when using the stairways. Never take more than one stair at a time. Only qualified, designated employees should work on electrical wiring and equipment. Horseplay or practical jokes will not be tolerated.
- Safety Data Sheets must be made available, at the point of use, to any person who requests this information.
- Report all accidents to your supervisor.

- Report all unsafe or broken tools and equipment to your supervisor. Mark the tool or equipment so that no one else will use it.
- Observe all warning signs, safety bulletins, and posters.
- Do not do any job that appears unsafe; ask your supervisor for guidance.

GROUND MAINTENANCE SAFETY

- Do not operate any equipment unless you have been properly trained and are familiar with the specific equipment.
- Use equipment only for jobs for which it was designed, etc.; do not trim hedges with mowers. Keep hands and body parts from under machines.
- Do not leave machinery running unattended.
- Prior to mowing, pick up rocks, wire, bottles, and any item that may damage a mower or become an airborne missile.
- Prior to mowing, locate and mark all obstacles.
- Always wear eye and ear protection when mowing (dust masks, optional).
- Use drop chains on tractor-towed mowers; be sure the chains are within one-half inch of the ground. Watch for slopes and go slow.
- Disengage PTO prior to leaving tractor seat. Use proper “KILL” switches to stop engine.
- Use extreme caution when attempting to field repair any mower. Ensure all ignition sources are deactivated.
- Report all mechanical defects to your supervisor. Do not refuel mowers indoors.
- Keep all flammable liquids in an approved Flammable Liquid Storage Cabinet. Use eye goggles and gloves when handling chemicals.
- Know your chemicals; review Safety Data Sheets regularly.
- When in doubt of any grounds procedures, contact your supervisor.

MOWING SAFETY

- Keep gasoline in an approved safety can and properly labeled. These safety cans are the type with spring-loaded and vented caps.
- Do not fill tanks of mowers indoors.
- Do not operate any grounds maintenance equipment unless you have been properly instructed and authorized.
- Keep hands and feet from under machine.
- Do not leave mowers running unattended. This means leaving it by a distance of 25 feet or more. Do not use mowers to trim hedges.

- Wear proper eye protection, dust masks and hearing protection. Pick up rocks, wire, etc., before mowing. Watch for other obstacles.
- Use drop chains on tractor-towed mowers and be sure that the chains are within one-half inch of the ground. Watch slopes.
- Use proper “kill” switch to stop the engine.
- All power lawn mowers and edgers must be equipped with adequate guards which must remain in place while being operated.
- Electric mowers and edgers must be properly grounded.
- Check the following before making inspections, repairs, or adjustments:
- Turn control lever to the “off” position on gas and electric mowers and edgers. Remove the spark plug wire on gas mowers and edgers.
- Disconnect the power source on electric mowers and edgers.

MOTOR VEHICLE SAFETY

- Do not operate your phone while driving. This includes: texting, taking pictures, making calls, or using the internet.
- Never press for the right of way. Always yield to avoid an accident.
- Always limit vehicle speed so there is clear space and time for an emergency stop. Remember that at high speed, drivers have less time to think and react in an emergency and a far greater distance is required to stop.
- Slow down in heavy traffic or densely populated areas.
- Adjust speed for low visibility or adverse weather conditions.
- Slow down at intersections or curves. Use appropriate signals well in advance of any action.
- When driving in city traffic, be alert for mistakes or unexpected actions of others, drive more slowly, and keep alert for pedestrians and cross traffic.
- 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.
- Avoid “tailgating”. Use safe following distance.
- Use extra caution and slow vehicle when approaching children at play or when passing through school zones.
- Keep alert at railroad crossings. Make sure you have a clear view of the tracks. School buses must stop at all railroad crossings.
- When driving at night, keep the windshield clean, keep to the right, avoid looking into the headlights of oncoming vehicles, and use lower beam.
- Drive at speeds that permit stopping within visibility range of your headlights.

- Keep headlight beams depressed to reduce the reflected glare caused by fog, rain, or wet pavement.
- Vehicles should be parked off the traveled way where they will not interfere with normal flow of traffic.
- When parking put transmission in lowest gear or in park, set parking brake firmly, and turn the front wheels toward the curb.
- Engines are to be stopped, ignition keys removed, and the doors locked when the operator leaves the vehicle unattended.
- All persons riding inside a vehicle must use seat belts when provided and required by law.
- Perform a pre-trip inspection. This includes checking the following:

✓ All fluid levels	✓ Directional Signals
✓ Horn	✓ Brakes and Related Equipment
✓ Fire Extinguisher	✓ Lights and Warning Reflectors
✓ Windshield Wipers	✓ Muffler and Exhaust System
✓ Steering Mechanism	✓ Safety Belts
✓ All Safety Equipment	
✓ Heater and Defroster	
✓ Tires, Including Spares	
- When a vehicle is returned to the facility, a post-trip inspection is required. It is a requirement that vehicles transporting students be parked with no less than half a tank of fuel. All other vehicles will be fueled as designated by the appropriate department.
- Always consider proper loading and proper load distribution as factors in safe driving.
- Always store tools and equipment in cars or truck cabs in such a manner as not to interfere with vision or in any way interfere with the proper operation of the vehicle. Always secure any equipment or materials being transported in the bed of the truck.
- Never store anything on the rear window ledge of any vehicle.
- When entering, exiting, or dismounting from a vehicle, watch footing to avoid slipping or falling. Never attempt to enter, exit, or dismount from a vehicle while it is moving.
- Always hitch trailers, toolboxes, and trailer-mounted machinery to the towing truck with safety chains, in addition to the towing eye fastening.
- No person is permitted to ride in or on trailer-mounted equipment while it is being towed.
- Trailer-mounted equipment must be towed at a speed reasonable under the conditions and with due regard for safety.

- Slow-moving vehicle signs must be used on tractors, slow-moving vehicles, and equipment (maximum speed 25 miles per hour).
- Never drive a vehicle or operate a piece of equipment that is defective.
- 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. Send someone for medical help.
- In the event of an accident, all employees must contact their supervisor immediately. Any bus driver involved in an accident may be subject to a drug and alcohol test.
- Never take drugs or strong medications before driving. Remember that drugs, illness, or extreme fatigue may affect your ability to judge distances, speed, and driving conditions, and slow your reaction time.
- Do not hang items from the rear view mirror of vehicles.
- Ear protection is required for heavy equipment operators when there is a noise hazard to the ear.
- Emergency/hazard warning lights should be used when vehicles are operating (or parking) under conditions that might interfere with other vehicle traffic.
- Do not operate, or instruct other employees to operate, unsafe vehicles or equipment.
- Drivers of vehicles transporting loose materials such as dirt, sand, gravel, sludge, or other material that can blow (or spill) off the vehicle must cover the material with canvas or otherwise secure it as appropriate.

SAFETY RULES

Employee Name: _____
(Print Name)

Campus Location: _____

I have received, reviewed, and understand the contents of the SAFETY RULES, and as such will observe and follow safe work practices as outlined and as a condition of employment to protect my safety and health. I understand that the safety rules 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

TRANSPORTATION

SAFETY RULES

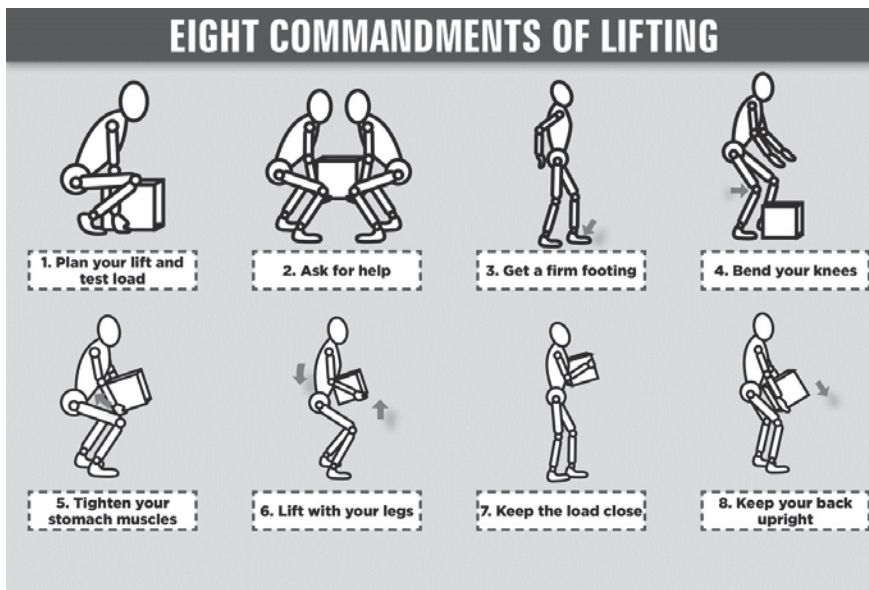


TRANSPORTATION

GENERAL SAFETY RULES

Lifting improperly is a major factor in the tremendous number of claims for back injuries. The following procedures should be followed:

- Size up the load; make sure it is stable and balanced. Test the weight to ensure you can lift it yourself.
- Plan the job. Ensure that your path of travel is clear and that you have identified the location where you will place the load.
- Establish a good base of support. Use a wide and balanced stance, with one foot ahead of the other.
- Bend your knees and get as close to the object as possible. Lift with your legs and not your back.
- Get a good grip on the object to be lifted. Make sure you can maintain your hold throughout the lift and will not have to adjust your hands later.
- Lift gradually; do not jerk, but use a slow steady movement.
- Keep the load close while carrying; this prevents you from arching your back and adding additional stress to your back.
- Pivot; do not twist when you need to change directions. Move your feet in the direction of the lift. Twisting is especially harmful for your back.
- If the load is too heavy, either enlist another helper or use a mechanical device.



GOOD HOUSEKEEPING

Good housekeeping is an aid to safety. All employees should keep tools, equipment, and work areas clean and orderly.

- Keep aisles, stairways, and exits clear of boxes and other tripping hazards. Do not obstruct exits.
- Clean spills immediately. Mark the spill if you must leave to retrieve assistance or additional supplies.
- Each employee should know the location of fire extinguishers in their work area. The area in front of a fire extinguisher should be kept clear for ready access. Employees should not fight fires that are beyond their fire training and the limitations of the available firefighting equipment. When in doubt, call professional help and evacuate to a safe area.
- Never use gasoline as a washing or cleaning fluid. When cleaning solvent is required, use an approved cleaning solvent.
- Material must be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved Flammable Storage Cabinet.
- Any employee, while on duty or on District property, who possesses, sells, or receives any illegal drug or who is under the influence of drugs or alcohol will be discharged and, in appropriate situations, referred to law enforcement authorities.
- Smoking will not be allowed at any facility.
- Use caution when opening doors that serve two-way pedestrian traffic.
- Use a stepladder or a step stool for reaching above shoulder height. Never stand on the cap of a ladder.
- While in a District vehicle, seat belts must be worn at all times. Do not disable airbags unless you have written permission from your supervisor.
- Do not operate machinery that you are not familiar with and have not been trained to use.
- Inspect all tools and equipment prior to use to ensure they are in working order and do not present a hazard.
- After use, put all tools or equipment back in their proper place.
- Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed, remove it from service.
- Use handrails when using the stairways. Never take more than one stair at a time. Only qualified, designated employees should work on electrical wiring and equipment. Horseplay or practical jokes will not be tolerated.
- Safety Data Sheets must be made available, at the point of use, to any person who requests this information.
- Report all accidents to your supervisor.
- Report all unsafe or broken tools and equipment to your supervisor. Mark the tool or

equipment so that no one else will use it.

- Observe all warning signs, safety bulletins, and posters.
- Do not do any job that appears unsafe; ask your supervisor for guidance.

STEPLADDER SAFETY

- Completely inspect all ladders before each use and set up the ladder properly. The inspection should include the hardware and fittings. Defective ropes/cables should be replaced. Comply with the weight limits and specific uses for a ladder by referring to its label. When a ladder is detected to have defects, it should be tagged or marked as “Dangerous, Do Not Use” and repaired or discarded.
- Ladders should not be painted: defects may be covered by paint. Clean off any paint spilled on the ladder during use.
- Secure ladders before climbing. If necessary, a second person should be present to hold the bottom from slipping. The ladder should be equipped with safety shoes to prevent the bottom from slipping. When on a ladder, the climber’s body must be centered at all times.
- Never stand on the two top steps of a ladder or on the bucket shelf.
- All stepladders should be open wide enough that the spreaders lock in the fully open position. Set the ladder base firmly on the ground. Never place a stepladder on a desk, table or other ladder.
- Portable metal ladders should not be used for electrical work or where they may contact electrical conductors. Use a wood or fiberglass ladder instead and shut off power first if ladders must be used in such locations.
- Do not place ladders in front of a door unless the door is locked or adequately guarded.
- Stepladders should never be used as an extension ladder with the spreaders closed and leaned against a surface.
- Stepladders should not be substituted for scaffolds or work stands.
- Select a ladder tall enough to reach the work. No attempts should be made to reach beyond a normal arm’s length while standing on the ladder, especially to the side do not place a ladder on a desk, table, truck bed or anything other than a stable surface.
- Do not attempt to move a ladder while still on it. Dismount and move the ladder to the new position. A hard hat may be necessary if hazards exist above the ladder.

VEHICLE MAINTENANCE

The following are some important general vehicle maintenance personnel safety rules that each employee is required to follow:

- Report any injury to your supervisor immediately.
- Do not indulge in horseplay, practical jokes, or scuffling.

- Wear proper work clothes, with no open shirt cuffs or shirttails left hanging out. Roll up your sleeves and avoid loose clothing.
- Remove rings, watches, necklaces, and ID chains with metal bands, especially when working on engines or when testing electrical circuits and parts.
- Do not put sharp, pointed tools in pockets.
- Always wipe up spills, oil, or grease off the floor immediately and wipe the area dry. Dispose of oil absorbent material properly.
- Avoid using refrigerants, aerosols, adhesives, propellants, or any toxic or flammable liquids or gases in a tight or closed area.
- Do not smoke near, and keep flames and sparks away from, flammable liquids.
- Be sure to wash hands after handling acids or batteries to avoid getting chemicals on your skin, mouth, or into eyes.
- Always use mechanical handling or lifting devices wherever possible and get help when pushing vehicles.
- Always use the right tool for the job. Keep tools off the floor.
- Do not leave creepers on the floor.
- Always position the jack handle to its highest point. Never allow a jack handle to stick out from under a vehicle.
- Be sure to place safety jack stands under the vehicle after it has been raised. Never overload a lift, hoist, or jack.
- Keep legs under a vehicle when working under it. Never lift or lower a vehicle with someone under it.
- Do not point an air blowgun at others. Never use compressed air to spin bearings or to blow dust or dirt off clothes. The maximum pressure allowable at the nozzle is 30 PSI.
- Turn off ignition and remove key before working on an engine.
- Always disconnect battery ground cable before starting work on an engine.
- Use protective goggles and face shields when drilling, using wire brushes, bench grinders, brake drum lathers, valve grinders, or when using caustics. Also, use protective eye equipment when cutting off mufflers or tailpieces or while working under a vehicle.
- Use a good step stool with non-slip tread bearing surface to gain access to high vehicles. Use stools with a wide base. Do not climb on bumpers or fenders with grease or oil on your shoes.
- Use ladders properly (see the special safety rules on ladder usage).
- Do not run an engine in a closed room. Provide a means to vent the exhaust to the outside. Do not stand in front of a vehicle when it is being started.
- Be careful when removing a radiator cap from a hot radiator. Use a heavy cloth, or let the

radiator cool down.

- Remove gas or fuel tanks and drain the gasoline before welding near them. Do not repair any tanks that have held any fuel or oil unless it has been thoroughly steamed and tested with an “explosimeter.”
- When removing a battery, always disconnect the ground cable first. Always carry a battery with a carrier strap or handle.
- Always place oily rags, oily waste materials, or solvent soaked rags in closed metal containers with tight fitting covers to prevent spontaneous combustion.
- Know the location of fire extinguishers and how to use them. (See the section on fire controls).
- When working on fuel lines or fuel pumps, clean up all spills immediately and dispose of the rags properly.
- Always store gasoline in safety cans: this means the type that has a spring-loaded vented cap. Never carry flammable liquids in open containers.
- Prevent flash fires by avoiding sparks around the battery charging areas. Always report any broken or damaged tools or equipment.
- Do not pour gasoline into a carburetor while the engine is being turned over. Do not use your hand to cover a carburetor to choke it.
- Always turn the power switch off before removing battery charger cables. When using cables, make the last connection to a part of the vehicle far away from the battery to avoid explosion if a spark occurs.
- Do not lay tools on operating machines. Keep hands away from moving parts.
- Always keep the work area clean, especially bench tops and underneath benches. Do not get under raised objects on a chain hoist.
- Always wind up the droplight when you are finished with it.
- Always return special tools, testing machines, and battery charger to their specified place. Do not throw tools.
- Do not use any electrical power tools when your feet are wet.
- Be extremely careful when using a 1/2-inch electrical drill. Always have a firm grasp. Be sure the drill switch requires constant pressure and stops if released.
- Before starting the engine, make sure the vehicle is out of gear. Keep hands out of doorjamb.
- Handle brake fluid carefully so that it does not splash in the eyes. Keep all chemicals, solvents, etc., properly sealed and labeled.
- Keep all traffic lanes, parking stalls, zones, and aisles properly marked. Sound horn before passing through entrance or exit doors.
- Use a tire safety cage when inflating tires with split rims. Use good lock rings and double

check the fit of the ring before inflating. Only authorized persons should work on tires with split rims.

- Stand to one side when inflating any tire. Do not inflate a split rim tire if it is on a vehicle; remove it first and have it repaired.
- Do not cut, weld, or use the torch unless authorized.
- Get help by having someone give you signals when backing up. Never stand directly behind the vehicle when giving signals; that is, stand to one side.
- Post a list of emergency phone numbers near the phone. Wear rubber boots with nonskid treads in the wash rack area.
- Do not jump-start any vehicle without proper safety instructions and/or authorization.
- Report defective equipment in time so that it can be maintained to avoid the need for jump-starting.
- When spray painting, in the absence of a rated paint booth, always paint in a well-ventilated area and use goggles and proper respiration.

GENERAL MOTOR VEHICLE OPERATION AND SAFETY

The following are some important general motor vehicle operation safety rules that each employee is required to follow. Please refer to your Department manual for guidelines specific to driving District busses.

- Concentrate on driving. A good driver dismisses all worries or anger when operating a vehicle. Never press for the right of way. Always yield to avoid an accident.
- Always limit vehicle speed so there is clear space and time for an emergency stop. Remember that at high speed, drivers have less time to think and react in an emergency and a far greater distance is required to stop.
- Slow down in heavy traffic or densely populated areas. Adjust speed for low visibility or adverse weather conditions.
- Slow down at intersections or curves. Use directional signals well in advance of any action.
- When driving in city traffic, be alert for mistakes or unexpected actions of others, drive more slowly and keep alert for pedestrians and cross traffic.
- 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.
- Avoid “tailgating”. Use safe following distance.
- Use extra caution and slow vehicle when approaching children at play or when passing through school zones.
- Keep alert at railroad crossings. Make sure you have a clear view of the tracks. School buses must stop at all railroad crossings.
- When driving at night, keep the windshield clean, keep to the right, avoid looking into the

headlights of oncoming vehicles, and use lower beam.

- Drive at speeds, which permit stopping within visibility range of your headlights.
- Keep headlight beams depressed to reduce the reflected glare caused by fog, rain, or wet pavement.
- Vehicles should be parked off the traveled way where they will not interfere with normal flow of traffic and will not obstruct the view of other drivers.
- When parking put transmission in lowest gear or in park, set parking brake firmly, turn the front wheels toward the curb.
- Engines are to be stopped ignition keys removed, and the doors locked when the operator leaves the vehicle unattended.
- All persons riding inside a vehicle must use seat belts, when provided.
- Always consider proper loading and proper load distribution as factors in safe driving.
- When entering, exiting, or dismounting from a vehicle, watch footing to avoid slipping or falling. Never attempt to enter, exit or dismount from a vehicle while it is moving.
- Perform a pre-trip inspection. This includes checking the following:

- | | |
|---|--------------------------------|
| ✓ All fluid levels | ✓ Windshield Wipers |
| ✓ Horn | ✓ Brakes and Related Equipment |
| ✓ Directional Signals | ✓ Heater and Defroster |
| ✓ Fire Extinguisher, if Provided | ✓ Steering Mechanism |
| ✓ Lights and Warning Reflectors | ✓ All Safety Equipment |
| ✓ Rear view mirrors. Inside and outside | ✓ Flares |
| ✓ Tires, Including Spares if Provided | ✓ Flags |
| ✓ Safety Belts | ✓ Chock blocks |
| | ✓ Chains |
| | ✓ Muffler and Exhaust System |

- When a vehicle is returned to the facility, a post trip inspection is required. It is a requirement that vehicles transporting students be parked with no less than 1/2 tank of fuel. All other vehicles will be fueled as designated by the appropriate department.
- Tools and equipment placed in cars or truck cabs must be stored in such a manner as not to interfere with vision or in any way interferes with the proper operation of the vehicle. Any equipment or materials being transported in the bed of the truck should be secured.

- Never store anything on the rear window ledge of any vehicle.
- Trailer, toolboxes, and trailer-mounted machinery should be hitched to the towing truck with safety chains, in addition to the towing eye fastening.
- No person is permitted to ride in or on trailer-mounted equipment while it is being towed.
- Trailer mounted equipment should be towed at a speed reasonable under the conditions and with due regard for safety.
- Slow moving vehicle signs (inverted triangle) must be used on tractors, slow moving vehicles, and equipment (maximum speed 25 miles per hour).
- Never drive a vehicle or operate a piece of equipment that is defective.
- 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. Send someone for medical help.
- In the event of an accident, all employees must contact their supervisor immediately. Any bus driver involved in an accident may be subject to a drug and alcohol test.
- Never take drugs or strong medications before driving. Remember that drugs, illness, or extreme fatigue may affect your ability to judge distances, speed, and driving conditions, and may slow your reaction time.
- Do not hang items from the rear view mirror of vehicles.
- Ear protection is required for heavy equipment operators when there is a noise hazard to the ear.
- Emergency/hazard warning lights should be used when vehicles are operating (or parking) under conditions that might interfere with other vehicle traffic.
- Do not operate, nor instruct other employees to operate an unsafe vehicle or equipment.
- Drivers of vehicles transporting loose materials such as dirt, sand, gravel, sludge, or other material that can blow (or spill) off the vehicle must cover the material with canvas or otherwise secure it as appropriate.

NOTES

SAFETY RULES

Employee Name: _____
(Print Name)

Campus Location: _____

I have received, reviewed, and understand the contents of the SAFETY RULES, and as such will observe and follow safe work practices as outlined and as a condition of employment to protect my safety and health. I understand that the safety rules 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

WAREHOUSE

SAFETY RULES



WAREHOUSE

The following are some important general warehouse personnel safety rules that each employee is required to follow:

GENERAL SAFETY RULES

Lifting improperly is a major factor in the tremendous number of claims for back injuries. The following procedures should be followed:

- Size up the load; make sure it is stable and balanced. Test the weight to ensure you can lift it yourself.
- Plan the job. Ensure that your path of travel is clear and that you have identified the location where you will place the load.
- Establish a good base of support. Use a wide and balanced stance, with one foot ahead of the other.
- Bend your knees and get as close to the object as possible. Lift with your legs and not your back.
- Get a good grip on the object to be lifted. Make sure you can maintain your hold throughout the lift and will not have to adjust your hands later.
- Lift gradually; do not jerk, but use a slow steady movement.
- Keep the load close while carrying; this prevents you from arching your back and adding additional stress to your back.
- Pivot; do not twist when you need to change directions. Move your feet in the direction of the lift. Twisting is especially harmful for your back.
- If the load is too heavy, either enlist another helper or use a mechanical device.

GOOD HOUSEKEEPING

Good housekeeping is an aid to safety. All employees should keep tools, equipment, and work areas clean and orderly.

- Keep aisles, stairways, and exits clear of boxes and other tripping hazards. Do not obstruct exits.
- Clean spills immediately. Mark the spill if you must leave to retrieve assistance or additional supplies.
- Each employee should know the location of fire extinguishers in their work area. The area in front of a fire extinguisher should be kept clear for ready access. Employees should not fight fires that are beyond their fire training and the limitations of the available firefighting equipment. When in doubt, call professional help and evacuate to a safe area.

- Never use gasoline as a washing or cleaning fluid. When cleaning solvent is required, use an approved cleaning solvent.
- Material must be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved Flammable Storage Cabinet.
- Any employee, while on duty or on District property, who possesses, sells, or receives any illegal drug or who is under the influence of drugs or alcohol will be discharged and, in appropriate situations, referred to law enforcement authorities.
- Smoking will not be allowed at any facility.
- Use caution when opening doors that serve two-way pedestrian traffic.
- Use a stepladder or a step stool for reaching above shoulder height. Never stand on the cap of a ladder.
- While in a District vehicle, seat belts must be worn at all times. Do not disable airbags unless you have written permission from your supervisor.
- Do not operate machinery that you are not familiar with and have not been trained to use.
- Inspect all tools and equipment prior to use to ensure they are in working order and do not present a hazard.
- After use, put all tools or equipment back in their proper place.
- Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed, remove it from service.
- Use handrails when using the stairways. Never take more than one stair at a time. Only qualified, designated employees should work on electrical wiring and equipment. Horseplay or practical jokes will not be tolerated.
- Safety Data Sheets must be made available, at the point of use, to any person who requests this information.
- Report all accidents to your supervisor.
- Report all unsafe or broken tools and equipment to your supervisor. Mark the tool or equipment so that no one else will use it.
- Observe all warning signs, safety bulletins, and posters.
- Do not do any job that appears unsafe; ask your supervisor for guidance.

WAREHOUSE

- Before loading and unloading a truck, set the brakes.
- Do not move a truck before all persons are properly seated or protected from the hazards of a shifting load. Do not misuse forklifts or pallet jacks.
- High lift rider trucks must be provided with an overhead guard.

- Know the location of eyewash stations when handling batteries to be charged.
- “NO SMOKING” signs should be posted.
- Lower forks to the ground when the truck is not in use or the operator is more than twenty-five feet away. Always travel with the load lowered.
- Check the trucks daily or after each shift.
- Travel backwards if the view to the front is obstructed by the load. Do not overload lifts or hoists.
- Do not allow anyone to stand or walk under a load.
- Do not jump off docks, pickup trucks, or other elevated surfaces. Keep aisles unobstructed.
- Stow pallets flat.
- Do not store highly combustible chemicals in a warehouse. These should be kept in a separate storage area. Avoid stacking materials on the floor. Use shelves or pallets.
- Forklift operators should be properly trained and qualified before using the vehicle.
- Each forklift should have a horn and backup warning noise. The horn should be used at every intersection. A seatbelt should be worn while operating a forklift.
- When moving a load do not stop quickly; make turns slowly.
- Never carry allow others to ride on any part of a forklift. Forklifts were made for one person.
- Never run over objects lying in the floor and try to avoid chuckholes. These hazards could easily topple the load.

FORKLIFT TRUCKS

- Forklift trucks should be examined before being used. Check:
 - ✓ Operator controls
 - ✓ Brakes
 - ✓ Fluid lines and levels Lights
 - ✓ Filters Backup horns
 - ✓ Movement of the fork
 - ✓ Safety devices (horn, fire extinguisher, etc.)
- Unless qualified, the operator should not attempt to make any repairs.
- Portable and powered dock boards must be strong enough to carry the load imposed on them. Portable dock boards must be secured in position, either by being anchored or equipped with devices that will prevent their slipping.
- Handholds or other effective means must be provided on portable dock boards to permit

safe handling.

- Only handle stable or safely arranged loads. Exercise caution when handling off-center loads that cannot be centered.
- Only handle loads within the rated capacity of the forklift truck.
- A load engaging means (forks) must be placed under the load as far as possible; the mast should be carefully tilted backward to stabilize the load.
- Use extreme care when tilting the load forward or backward, particularly when high tiering. The operator should:
 - Maintain a safe distance (recommended 3-5 feet) from the edge of ramps or platforms while on any elevated dock, or platform or freight car.
 - Assure efficient headroom under overhead installations, lights, pipes, sprinkler system, etc. Observe all traffic safety rules, including authorized plant speed limits.
 - Maintain a safe distance, approximately three truck lengths from the truck ahead; keep the truck under control at all times.
 - Yield the right of way to pedestrians.
 - Yield the right of way to ambulances, fire trucks, or other vehicles in emergency situations. Slow down and sound the horn at cross aisles and other locations where vision is obstructed. Look in the direction of, and keep a clear view of, the path of travel.
 - Travel the load trailing if the load being carried obstructs forward view. Cross railroad tracks diagonally whenever possible.
 - Operate at a speed, under all travel conditions, that will permit the forklift truck to be brought to a stop in a safe manner.
 - Slow down for wet and slippery floors.
 - Properly secure dock board or bridge plates before they are driven over. Drive over dock board or bridge plates carefully and slowly, and never exceed their rated capacity.
 - Approach elevators slowly, and then enter squarely after the elevator car is properly leveled.
- The operator may **not**:
 - Operate a forklift truck while using prescription or over the counter medications that may interfere with the safe operation of the forklift truck in any manner.
 - Drive forklift trucks up to anyone standing in front of a bench or other fixed object. Do not run over loose objects on the roadway surface.
 - Allow persons to stand or pass under the elevated portion of any truck, whether loaded or empty. Park closer than eight feet from the center of railroad tracks.
 - Allow any person to ride on forklift trucks except the operator, unless the forklift truck has provisions for passengers.

- Place arms or legs between the uprights of the mast or outside the running lines of the truck.
 - Use forklift truck for opening or closing freight doors.
 - Block fire aisles, access to stairways, or fire equipment with the forklift truck or the load being handled.
 - Pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
 - Participate in stunt driving or horseplay. Push or tow other forklift trucks.
- An overhead guard should be used as protection against falling objects.
 - A load backrest extension should be used whenever necessary to minimize the possibility of the load or part of it falling rearward.
 - Only approved industrial trucks may be used in hazardous locations.
 - Lift truck operators should know the weight of the load prior to moving the load.
 - Standing on a truck or adding counterweights to compensate for an overload will not be permitted.
 - Operators should never attempt to operate a truck with an overload. Such a load is dangerous because it removes weight from the steering wheels, which affects the steering.
 - Take extreme care when mast and load are raised high.
 - When lifting a load, always check for any overhead obstructions that might be damaged or cause the load to spill or topple the truck.
 - Always heed instructions about stacking height.
 - Never allow other workers to stand nearby when you stack materials. Do not stack material in aisles or roadways.
 - Never leave keys in forklift when parking for the day.
 - Never leave forklift running when walking away from the truck.

LADDERS

- Completely inspect all ladder hardware and fittings before each use. Inspect all ropes and cables and replace them if defective.
- Do not use defective ladders; report them immediately to your supervisor.
- Portable ladders are designed as one-man working ladders based on a 200-pound load. Do not load a ladder more than the rated limits.
- Do not use metal ladders while working near electrical wires or electrical equipment. Use a wood or fiberglass ladder.

- Be sure your shoes are free of any material, which could cause you to slip while climbing.
- Set the ladder base firmly on the ground or floor. Ladders must not be placed on boxes, barrels, or other unstable bases.
- Do not climb a ladder if you are ill or afraid of heights.
- Do not paint wooden ladders; this hides possible cracks. Use linseed oil instead.
- Do not store wooden ladders where they will be exposed to the elements; store them where there is good ventilation.
- Do not use a ladder that has been tagged “Dangerous — Do Not Use.”
- Do not climb a ladder behind an unlocked door, doorway, or without someone standing guard.
- Select a stepladder tall enough to reach the work. Never stand on the top two steps or on the bucket shelf.
- Be sure the stepladder is fully spread and the spreaders are locked; be sure that the spreader is not bent or loose.
- The bracing on the back legs of a stepladder is designed for stability and not for climbing. Always have someone hold your stepladder if you are climbing higher than four feet.

GENERAL DRIVERS’ SAFETY

- Only authorized employees are permitted to operate District vehicles.
- Anyone driving a District vehicle must have a valid Texas driver’s license with appropriate class and endorsement(s).
- Keep windshields, windows, and headlights clean to maintain visibility. Slow down in heavy traffic or densely populated areas.
- Adjust speed for low-visibility or adverse-weather conditions.
- Slow down before intersections or curves. Use appropriate signals well in advance of any action.
- Before stopping or changing directions, plan ahead of time, signal early, and slow down gradually to give drivers following s chance to change pace and react accordingly.
- Use extra caution and reduce speed when approaching children at play or when passing through school zones.
- When driving at night, keep to the right; avoid looking into the headlights of oncoming vehicles, and use low beams.
- Drive at speeds that permit stopping within visibility range of your headlights.
- Keep headlights on low beams to reduce the reflected glare caused by fog, rain, or wet pavement.

- Engines should be stopped, ignition keys removed, and doors locked when you leave the vehicle unattended.
- All persons riding in a vehicle must use seat belts. Do not carry more passengers than the number of working seat belts in the vehicle.
- Do not carry passengers in pickup truck beds.
- Tools and equipment placed in cars or truck cabs should be stored so as not to interfere with vision or with the proper operation of the vehicle. Any equipment or materials being transported in the bed of a truck must be secured.
- Nothing should be stored on the rear window ledge of any vehicle.
- Never attempt to enter, exit, or dismount from a vehicle while it is moving.
- Do not drive a vehicle or operate a piece of equipment that is defective. Lock out defective machinery or equipment and notify your supervisor.
- 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.
- Trailers, toolboxes, and trailer-mounted machinery should be secured to the towing vehicle with safety chains, in addition to the towing hitch.
- No person should rise in or on trailer-mounted equipment while it is being towed.
- Signs for slow-moving vehicles (a reflective orange triangle with 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.
- Emergency/hazard warning lights should be used when vehicles are operating or parking under conditions that might interfere with other vehicle traffic.
- 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.
- When entering, exiting, or dismounting from a vehicle, watch footing to avoid slipping and falling.

SAFETY RULES

Employee Name: _____
(Print Name)

Campus Location: _____

I have received, reviewed, and understand the contents of the SAFETY RULES, and as such will observe and follow safe work practices as outlined and as a condition of employment to protect my safety and health. I understand that the safety rules 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

CUSTODIAL

SAFETY RULES



CUSTODIAL

Custodial personnel can reduce the chance for injury to students, visitors and other employees by following the procedures outlined below.

All custodial staff must:

- Arrive as scheduled by the ZONE SUPERVISOR.
- Check walkways, steps and entrances for any possible hazards, (ice, tree limbs, construction materials, etc.) and block off entranceways until any hazardous conditions can be corrected.
- Unlock the necessary doors.
- Turn on lights, as needed. Use extreme caution when entering any unlighted school area. Do not allow others to enter unfamiliar, unlighted areas.
- Clearly identify any hazardous conditions on any floors and when possible route traffic away from or around such conditions.
- After all other persons have left the buildings, lock all doors, check and lock all windows, clean areas that are to be used the next day, and check any boilers that are in use. Turn off all lights.
- Keep all storage rooms clean and unobstructed. Keep circuit breaker areas clear within a six-foot area.
- Minimize the storage allowed in the mechanical rooms.
- Wear good slip-resistant shoes or boots to reduce the potential of slips and falls. Properly maintain all equipment and tools used.
- Use correct storage and use safe practices with all chemicals. Follow [FBISD Hazard Communication Procedures](#).
- Keep all rest rooms clean, orderly, dry and properly supplied.
- Wear personal protective equipment such as gloves, goggles and other equipment when determined necessary.
- Check fire extinguishers for proper mounting, clear marking, proper pressure, and accessibility.
- Do not make extensions or modifications to any electrical system.
- Sweeping, mopping, and waxing should not be conducted during the normal school day (when possible) or any other time when traffic might be expected over any of the affected floors and other areas.
- Spilled materials and/or water that may have leaked onto floors must be removed immediately. The wet or slick area of floors must be marked traffic routed around such an area.

- “Wet area” signs must be located in the area. Dry the mop to prevent excess water on the floor.
- No floor wax or other material will be on any floor if such a material might result in poor footing. Use only approved non-skid wax.
- Floors in vocational shops must be kept clean and an absorbent material used to remove grease and oil from them. Such an absorbent material can be used to maintain safe and dry flooring. The used, grease-soaked material must be disposed of properly.
- Report any unusual hazardous conditions directly to your principal.
- Remember – The main purpose of your job is to maintain good housekeeping procedures throughout the school areas and other areas for which you are responsible.

CHEMICAL USAGE

- Do not mix chemicals – only mix them with water. Every year, over 500 people die from mixing bleach and ammonia.
- Read product labels – mix product in recommended solutions. Ask your manager how to mix a 4 to 1 solution or 10 to 1, etc., if you do not understand.
- Wash your hands after using any chemical including dishwasher. Never transfer chemicals from one container to another.
- Be careful when handling full strength de-limers; always wear goggles and gloves, as de-limers contain acid.
- Make sure you have available Material Safety Data Sheets (MSDS) on each chemical used in your service areas. This is important in case of an accident. Your supplier or distributor must furnish you with these SDS’s.
- Store all chemicals away from students in a separate custodial closet/room. Keep closets locked when not in use.

RECEIVING AREA

- Floors must be kept in safe condition and free from broken tiles, defective floor surfaces and unsafe or sliding floor mats.
- All employees are required to use correct lifting and handling methods for various types of materials. Be certain trash containers are free of leaks, adequate in numbers and size, and properly placed in work areas. Do not overload these containers.
- Floors must be kept clear and free of hazards.
- Adequate tools must be available for opening boxes, cartons, etc. of products and materials.

STORAGE AREAS

- Shelves must be adequate to bear the weight of items stored.
- Heavy items must be stored on middle (waist high) shelves or below. Medium to lightweight

items must be stored on middle shelves and light items on top shelves.

- Store all glass containers on bottom shelves.
- An appropriate size stepladder must be available in storeroom and other areas. Do not use milk crates, chairs or other unstable items to stand on.
- Keep cartons and other combustible/flammable materials stored away from light bulbs/florescent lights.
- Light bulbs/fluorescent lights must be guarded.

BACK-RELATED INJURIES

According to experience, approximately 37% of all work-related injuries are back related. It is estimated that one out of four people in general, and two out of three employees, suffer from low back pain eventually, regardless of the type of work they do. Although the process of lifting is responsible for a high percentage of back injuries, there are other factors that are just as responsible, such as stumbling, falling, and straining due to improper balance.

Regardless of the weight, if the load is not handled properly, unnecessary injuries can occur. Take time to plan your lifting jobs.

Before Lifting

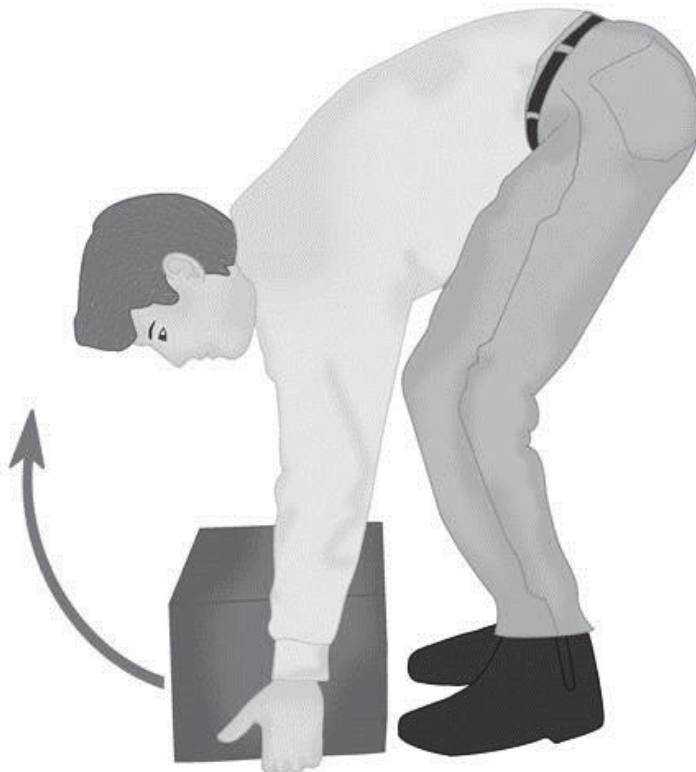
- Plan the task and know your lifting limits.
- Check the area for tripping and/or stumbling hazards.
- Be sure the load is not too heavy for one person. Get help for heavy loads. Do not rush the task.
- Be sure you are well balanced, and footwear is adequate for solid, firm support. Stand close to the object to be lifted.
- Properly adjust lift belts or back braces, if provided.

During Lifting

- Keep your body balanced.
- Keep you back straight.
- If the object is too heavy, get help.
- Take your time lifting and moving heavy objects.
- Make sure you have solid footing. Place one foot beside the object and the other foot slightly behind the object to increase your balance and stability.
- Get a good grip on the object. Use your entire hand for grasping the object, not just the tips of your fingers.
- Keep the load as close to your body as possible while lifting and carrying. Take a deep breath while lifting.

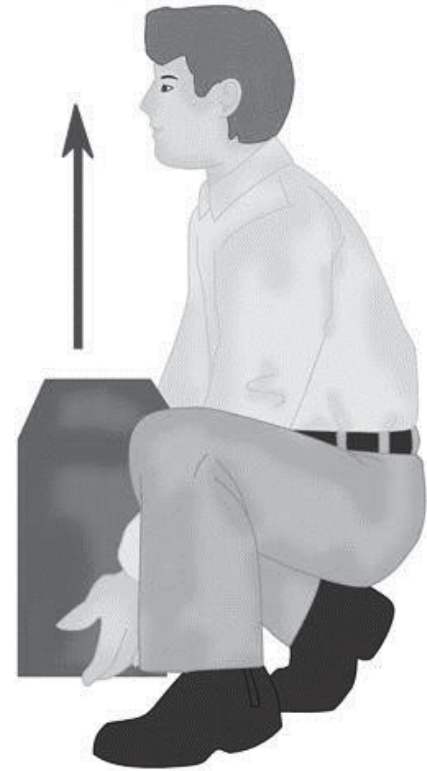
- Keep your muscles tense while lifting.
- Lift with your legs, keep your back as straight as possible, and your chin tucked in. Never twist while lifting.
- Never lift while twisted.
- Never jerk a heavy load; lift it slowly. If it does not feel right, get help.

Proper Lifting



Incorrect

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Correct

SLIPS, TRIPS, AND FALLS PREVENTION

- Pay attention when walking so you see potential hazards. Avoid carrying items that obstruct your vision.
- Take the time to clean up spills or wet surfaces rather than walk around the hazard.
- If you see a large spill, mark or barricade the hazard and notify your supervisor or appropriate department immediately.
- Avoid walking on freshly mopped and/or wet surfaces. If you must walk across them, take short, deliberate steps rolling from heel to toe.
- Wear shoes that are slip-resistant, especially while working in high risk areas and during inclement weather or other adverse conditions.
- Use caution when climbing stairs and use handrails when available. Report loose handrails and stair treads.
- Use mats at entryways to dry and clean shoes during wet weather.
- 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.
- Repair or replace carpet that is torn, frayed, and/or loose at the edges. Do not leave the lower drawers of filing cabinets open and unattended.

DRIVERS' SAFETY

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