



Stockton Unified School District

Employee Safety Handbook

Safety 1st



**701 North Madison Street
Stockton, CA 95206**

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Stockton Unified School District

Safety Policy Statement

Stockton Unified School District is committed to the philosophy that no job is so important that we cannot take time to do it safely. The health and well being of our employees and their families depends on the success of our safety programs. Therefore it is essential that potential workplace hazards be identified, appropriately evaluated, and effectively controlled.

The full support of all employees is essential to the effectiveness of our Injury and Illness Prevention Program. All SUSD employees have an obligation to cooperate fully in the program working to protect themselves and fellow employees. Your complete cooperation is required.

The Board will exercise due diligence:

- To provide a safe and healthful place of employment for every employee.
- To abide by accident prevention regulations set forth by the federal, state, and local governments.
- To provide rules and regulations for the safety and health of employees and to inform them about the inherent hazards of their employment. This includes supervision, which promotes safety and health through education, example, training, and enforcement.
- To furnish safe machinery and equipment, and to provide preventative inspection and maintenance services.
- To exercise ordinary care to select careful and competent fellow workers.

We are sincerely interested in the safety and welfare of our employees. Accident prevention is essential in maintaining an efficient operation.

It is our policy that the rules in the Stockton Unified School District Employee Safety Handbook shall be strictly observed at all times. Although these rules are considered to be very important, it is impossible to publish a rule to cover every circumstance. If a rule that might cover a specific safety hazard has been omitted, that shall be no excuse for carelessness or disregard of common sense in the performance of your work.

Employees are expected to cooperate fully. Abuse or a disregard of these rules is a violation of Stockton Unified School District policy and will be treated accordingly. Remember, sincere teamwork in accident prevention benefits all employees. All employees in every department shall strive for a record of zero accidents.

Superintendent
Stockton Unified School District

Section 1

General Safety Rules For All Employees

1. Report all injuries, no matter how minor they may be to your supervisor immediately.
2. Report all unsafe acts or unsafe conditions to the appropriate supervision.
3. Failure to adhere to state and federal safety laws or SUSD safety rules will be cause for disciplinary actions.
4. Protective equipment will be used when required.
5. All accidents, injuries, hazardous practices, or conditions will be reported to supervisors immediately.
6. All employees shall follow the universal precautions, outlined within the SUSD Bloodborne Pathogen Program that states:
 - a) Universal precautions shall be used within SUSD at all times. All human blood and body fluids are treated as if known to be infectious.
 - b) Universal precautions shall include:
 - Hand washing (20 Seconds to the EZ bowls with soap)
 - Using gloves and the appropriate protective equipment
 - Trash disposal
 - Using approved disinfectants
7. Good housekeeping and fire rules will be observed and maintained at all times.
8. Keep materials and equipment out of aisles, passageways and off stairways (6 inches away from the wall).
9. Do not block electrical panels, all electrical panels shall have 36 inches of clearance.
10. Do not block doorways.
11. No smoking on District Property & in District Vehicles.
12. Keep floors dry. Avoid spilling liquids, especially oils. Clean up all spills immediately.
13. All broken bottles, glass, trash and scrap, should be placed in proper waste containers. Place oily materials in covered approved metal containers.
14. Keep work areas clean.
15. **Learn to lift the proper way. You shall lift according to:**

- a) Lift only loads you can safely handle.
- b) Establish good footing.
- c) Do not reach over other objects to lift.
- d) Move objects out of the way to get to the one you want.
- e) Bend at your knees as you grasp the object.
- f) Keep your back straight.
- g) Get a full handgrip.
- h) Lift by straightening the legs.
- i) Lift with load close to body.
- j) Lift slowly.
- k) When lifting and turning, avoid twisting the body at the waist. Shift the position of the feet.
- l) Reverse the procedure to set the object down.
- m) Get help with heavy loads. Do not hesitate to ask for additional help.

16. **Do not** use chairs as a step stool or ladder.

17. **Ladder Safety:**

- a) Do not use a ladder that is bent, cracked, broken, or loose. Do not use metal ladders around electrical hazards. Always use both hands when climbing ladders or stairs. Do not carry tools in your hand when climbing ladders or stairs.
- b) Use the 4 to 1 ratio when placing a ladder. The ladder should be placed so that its base is one foot away from what the ladder leans against for every 4 feet in height to where the ladder rests.
- c) Do not place a ladder in front of a door unless you make sure the door is locked or someone is there as a guard to keep people away.
- d) Plant the feet of the ladder firmly. Use special blockage when surface is slippery or movable.
- e) Watch where the top of the ladder is placed. Be careful about placing against glass windows, thin metal, stacked material that might topple or other surfaces that could slip or fall.
- f) If you run a ladder up to a scaffold, it should extend 3-1/2 feet beyond the surface of the scaffold to give extra margin for scaffold shift.
- g) Anytime you use a ladder to reach high places and particularly if there is wind or vibration, lash the top of the ladder securely.
- h) Do not carry heavy loads up a ladder. Hoist them up on a line.
- i) Always face the ladder when climbing or coming down.
- j) Do not paint ladders.

Section 2

Maintenance & Custodial Employees

1. All equipment with moving parts will be operated with guards in place. Do not remove guards until all machine motion has stopped and the machine is disconnected from its power source.
2. Keep tools in their proper place. Do not allow them to become scattered on the floor.
3. Oily rags, old paint cans, oil containers, etc. that have contained flammable liquids are fire hazards. Dispose of these as soon as possible.
4. Replace all guards after repairs.
5. Defective power or hand tools will not be used.
6. Only qualified operators will operate equipment, forklifts, manlifts, switches, valves, or other machinery.
7. Workers will heed signs, posters, or hazard bulletins posted on SUSD premises.
8. Listen to instructions. If you do not understand them, ask before starting to work.
9. Do not use a ladder that is bent, cracked, broken, or loose. Do not use metal ladders around electrical hazards. Always use both hands when climbing ladders or stairs. Do not carry tools in your hand when climbing ladders or stairs.
10. Use the 4 to 1 ratio when placing a ladder. The ladder should be placed so that its base is one foot away from what the ladder leans against for every 4 feet in height to where the ladder rests.
11. Do not place a ladder in front of a door unless you make sure the door is locked or someone is there as a guard to keep people away.
12. Plant the feet of the ladder firmly. Use special blockage when surface is slippery or movable.
13. Watch where the top of the ladder is placed. Be careful about placing against glass windows, thin metal, stacked material that might topple or other surfaces that could slip or fall.
14. If you run a ladder up to a scaffold, it should extend 3-1/2 feet beyond the surface of the scaffold to give extra margin for scaffold shift.

15. Anytime you use a ladder to reach high places and particularly if there is wind or vibration, lash the top of the ladder securely.
16. Do not carry heavy loads up a ladder. Hoist them up on a line.
17. Always face the ladder when climbing or coming down.
18. Do not paint ladders.
19. Use tools only for their intended purpose.
20. Do not start machinery, operate valves, or change electric switches until you've made certain that it is safe to do so.
21. Always follow all lock-out procedures.
22. Never start any machine until everyone is clear and warned.
23. Before you get close to the equipment to be worked on, put a lock on the electrical switch and take all the keys with you. Never give anyone a key to your lock.
24. Always test the lock by trying to start the equipment to make sure the correct switch has been locked.
25. Be aware of machines that start and stop automatically.
26. Never put your hand or foot in a moving conveyor.
27. Do not sit or stand on equipment, shafts, or belting.
28. Never walk on machinery while it is running.
29. Consider all electrical wires as being dangerous.
30. Do not repair or adjust machinery while it is in operation.
31. Do not work on any machinery until authorized to do so by your supervisor.
32. Never work under vehicles or equipment supported by jacks or chain hoists without protective blocking.
33. Never turn compressed air on yourself. Never use compressed air to clean clothing.
34. Never point the air hose nozzle at any part of your body or at any other person. No horseplay with air hoses.
35. Never look into the end of a compressed air device.
36. Never kink the hose to stop airflow - turn it off at the control valve.
37. When using air for cleaning, make sure the pressure is no higher than 30 p.s.i.

38. Always wear eye protection when using compressed air.
39. Wear approved dust mask or respirators in areas where they are required.
40. Wear approved eye protection when required by the job.
41. Wear approved hearing protection when required by the job.
42. Store gasoline in approved containers only.
43. The label is the law when it comes to agricultural chemicals and pesticides. Read, understand, and comply with all label instructions.
44. Obey entry designations after chemical use.
45. Follow label instructions for protective devices when using chemicals or pesticides.
46. Employees shall not dispense pesticides or herbicides until qualified to do so.
47. Store pesticides only in approved containers. Always read the label.
48. All employees must follow SUSD policies. Violations of any safety policy or rule may be cause for disciplinary actions.

Section 3

Welding & Burning Safety Rules

1. All welding, cutting, and burning shall be performed in the shop area whenever possible. For work performed in other areas a fire extinguisher stand-by is required. In addition, sufficient ventilation must be provided. Do not weld in any area unless you are sure it is safe to do so. Make sure that you know exactly how to contact the closest fire department before welding or cutting is started.
2. Do not weld, burn, or braze without appropriate eye protection. Be sure that co-workers wear equivalent protection. Provide for the safety of others who could be exposed to sparks or heat. A light resistant shield should be used.
3. Do not perform welding or burning operations unless you are wearing appropriate protective clothing.
4. Do not weld galvanized pipe or cut lead unless you are using a forced air ventilation system, or are wearing approved respiratory equipment.
5. Never use oxygen as a substitute for compressed air. Do not use oil on gauges or regulators for oxidizing gases. Oxygen under pressure reacts violently with oil or grease.
6. Never use oxygen or acetylene from a cylinder without a reduction of pressure through a suitable pressure regulator.
7. Pressure adjusting screws on regulators shall always be FULLY RELEASED BEFORE the regulator is attached to a cylinder. Always open the valves on cylinders slowly. Do not stand in front of pressure regulator gauge faces when opening cylinder valves.
8. Do not strike valves with tools, or use excessive force in making connections.
9. Do not interchange acetylene or oxygen regulators or equipment.
10. Avoid mixtures of acetylene and oxygen or air prior to use except at a standard torch.
11. Do not open an acetylene cylinder more than 1 and 1/2 turns of the valve.
12. Cylinders not provided with fixed handwheel valves shall have keys or handles provided on valve stems at all times when cylinders are in use.
13. Do not use recessed tops of acetylene cylinders as a resting-place for tools or other articles, and do not allow the recess to fill with water.

14. Never support work on compressed gas cylinders or other containers.
15. Cylinders should not be dropped, bumped violently, skidded or rolled horizontally. Compressed gas cylinders are high-pressure vessels and should be handled accordingly.
16. Acetylene cylinders should be stored and used with valve end up, never horizontally.
17. Cylinders shall always be secured by chains or suitable metal keepers.
18. Do not store cylinders in direct sun, or in boiler or furnace rooms.
19. Cylinders shall not be transported except in an approved welding cart. Be sure protective cap is in place when cylinders are moved or transported.
20. When cylinders must be handled by a crane or hoist, they should be carried in a cradle rather than in a sling. Extreme care should be exercised so that they are not dropped.
21. Do not place welding cable over steam lines or moving machinery, or on stairs or across traffic aisles unless protection and appropriate warning devices are provided.
22. Be sure electric welding machines are electrically grounded.
23. Try to prevent sparks from falling upon persons, cylinders, or hoses.
24. Do not weld or burn on any container that has held a toxic or flammable material. Such work requires clearly outlined purging and cleaning procedures.
25. Do not weld, burn, or heat any closed tank, container or pipeline, which is under pressure. This is extremely dangerous.
26. Do not weld or burn in areas where spray painting is being performed.
27. Welding, cutting, or burning shall not be performed in tanks or other confined space without adequate ventilation that will keep the air free of toxic and flammable gases.
28. All torches shall be equipped with flashback protection.

Section 4

Rules For SUSD Vehicle Operation

1. All accidents shall be reported involving motor vehicles, no matter how slight.
2. Drive defensively and be prepared to compensate for the unpredictable actions of other less skillful drivers.
3. Avoid dangerous, unsafe conditions in the roadway, dangerous intersections, and known hazardous streets. Avoid parking your vehicle with a trailer so that backing up is necessary. Backing up should be avoided, if at all possible. No backing on school grounds when children are present unless there is a spotter assisting.
4. Never drive when you are greatly fatigued, not fully alert, or when you are physically ill, physically deficient, or have severe emotional problems.
5. Never drive while under a doctors care with medications that restrict driving or operating equipment.
6. Understand all traffic laws, signs, and signals, and obey them. Know vehicle weight and size limitations, which apply to the operation of a commercial vehicle or vehicle and trailer.
7. Observe the legal speed limits or use a lower speed if dictated by the existing traffic, weather, and road conditions.
8. Always position your vehicle in the proper lane well in advance of the turn location so that turns can be accomplished with the proper signals, with due regard for other vehicular traffic.
9. If stopped, while waiting to turn, keep your wheels straight ahead until you can proceed, so that if struck from the rear, you are not forced into oncoming traffic.
10. Always follow at a safe distance. Drivers who follow too closely are putting themselves and other drivers in serious jeopardy. It is advisable to follow the “two-second” rule, watch the rear of the vehicle ahead and count one thousand one, two thousand two after it passes some point, like a telephone pole. If you pass that same point within two seconds, you are following too closely.
11. Avoid excessive lane changing and use good judgement in overtaking and passing.
12. Pass other vehicles, moving in the same direction, only when assured of sufficient space to do so.

13. Avoid passing on curves, crests of hills, shoulders, or near side roads or intersections is extremely dangerous.
14. Using good judgement, always yield the right-of-way when required.
15. Always avoid distractions while operating a motor vehicle. (cell-phones)
16. Do not smoke or have open flames near when refueling the vehicle.
17. Never abuse or “hot rod” any vehicle.
18. Do not jump-start any vehicle without proper safety instructions and/or authorization, and never pour gasoline into a carburetor while the engine is turning over.
19. Report any defective vehicle immediately.
20. If your vehicle is in the roadway following an accident, warn approaching drivers of the accident with road flares, cones or other devices to help prevent them from hitting your vehicle.
21. If you are involved in an accident, avoid speaking about the accident to anyone or giving personal opinions.
22. No hitchhikers are to be carried in a district owned vehicle.
23. Members of a driver’s family or friends will not be carried in a district owned vehicle unless authorized.
24. Parking tickets or tickets for other traffic violations received while operating a SUSD vehicle or your own vehicle on school business are the personal responsibility of the employee cited.
25. SUSD vehicles will not be used for personal use unless authorized.
26. SUSD employees shall wear seat belts at all times when operating district vehicles.

Section 5

Office & Classrooms Safety

1. Be sure the pathway is clear before you walk.
2. Close drawers completely after every use.
3. Avoid excessive bending, twisting, and leaning backward while seated.
4. Secure electrical cords and wires away from walkways.
5. Always use a stepladder for overhead reaching. Chairs should never be used as ladders.
6. Clean up spills immediately.
7. Pick up objects co-workers may have left on the floor.
8. Report loose carpeting or damaged flooring.
9. Never carry anything that obscures your vision.
10. Wear stable shoes with non-slip soles.
11. Bending from a seated position and coming back up places tremendous strain on your back. Also, your chair could be unstable and slip out from under you. Instead, stand and move your chair out of the way. Squat and stand whenever you have to retrieve something from the floor.
12. Pay attention to where you are walking at all times, properly store materials in your work area and never carry objects that prevent you from seeing ahead of you.
13. Boxes, papers, and other materials should not be stored on top of lockers or file cabinets because they may fall and injure students or employees. Boxes and cartons should all be of uniform size in any pile or stack. Stack material in such a way that it will not fall over.
14. Store heavy objects on lower shelves.
15. Try to store materials inside cabinets, files, and lockers.
16. Office equipment such as typewriters, index files, lights or calculators should not be placed on the edges of a desk, filing cabinet, or table.
17. Aisles, corners, and passageways must remain unobstructed. There should be no stacking of materials in these areas.
18. Storage areas should be designated and used only for that purpose. Store heavy materials so you do not have to reach across something to retrieve them.
19. Fire equipment, extinguishers, fire door exits, and sprinkler heads should

remain unobstructed. Materials should be at least 18 inches minimum away from sprinkler heads.

20. Heat-producing equipment - copiers, work processors, coffee makers and hot plates - are often overlooked as a potential fire hazard. Keep them away from anything that might burn.
21. Do not use extension cords for permanent power supply for equipment.
22. Electrical appliances can be fire hazards. Be sure to turn off all appliances at the end of the day. Use only grounded appliances plugged into grounded outlets (three-prong plug).
23. If electrical equipment malfunctions or gives off a strange odor, disconnect it and call the appropriate maintenance personnel. Promptly disconnect and replace cracked, frayed, or broken electrical cords.
24. Keep extension cords clear of doorways and other areas where they can be stepped on or chafed and never plug one extension cord into another.
25. Do not allow combustible material (boxes, paper, etc.) to build up in inappropriate storage locations (near sources of ignition).
26. The SUSD emergency action plan will address potential emergencies that can occur in your work area. For emergency evacuation, the use of the workplace maps that clearly show the emergency escape routes and safe or refuge areas should be included in the plan. All employees must understand what actions they are to take in the work area and assemble in a safe zone.
27. Identifying the individuals responsible for various aspects of the plan (chain of command) so that in an emergency confusion will be minimized and employees will have no doubt about who has authority for making decisions.
28. Identifying the method of communication that will be used to alert employees that an evacuation or some other action is required as well as how employees can report emergencies.
29. Identifying the evacuation routes from the building and locations where employees will gather.
30. All places of employment including outside areas should be kept as clean as the nature of the work allows but must be kept free and clear of debris, trash, scrap, spills or other extraneous materials which could create a health hazard or cause an accident.
31. Proper layout, spacing and arrangement of equipment, facilities, and machinery are essential to good housekeeping, allowing orderly operation and avoiding congestion.

Section 6

Safety Rules For Kitchen

1. Adhere to Standard Operation Procedures (SOP) manual.
2. Adhere to dress code.
3. Report all break-ins to SUSD Police and notify your immediate supervisor.
4. Do not place dish towel/pot holder next to open flame.
5. Use gloves and sleeves when removing hot food from oven and placing hot food into steam line.
6. Do not use power strip/extension cords for permanent power source for equipment.
7. Place knives on side board; not in dish water when cleaning.
8. Keep walkway clear from debris.
9. Do not stick hand in mixing bowl until unit has come to complete stop.
10. Do not store empty milk crate in walkway; place in designated area.
11. Prior to cleaning meat slicer; do not remove guard until motion has stopped and unplugged from power source.
12. Follow lifting procedures on **pg.3** under, General Safety Rules for All District Employees.

Section 7

School/Site Safety Guidelines

The safety items listed below are as a result of items found district wide in the safety audit conducted by our Property/Liability Joint Powers Authority (JP A) of 2007 .As a reminder, please follow the recommendations listed below to avoid or minimize property damage and on-the-job injuries.

1. Cleaning supplies are not to be stored under sinks in Kindergarten classrooms.
2. The practice of using extension cords/or surge protectors end to end is not to be done. Violates National Electrical Code.
3. All flammable liquids should be stored in an approved cabinet.
4. Broken fluorescent tubes are considered a universal waste. The tubes should be stored in the proper disposal container, not in a metal drum. Storage containers are available through facilities services.
5. Aisles and passage ways should be kept clear and in good repair for safe egress.
6. All chemical storage areas should be labeled as to their general contents with appropriate warning labels or signs.
7. All chemicals should be dated upon receipt. The manufacturers recommended shelf life should be followed. All chemicals should be stored according to compatibility.
8. All stage ropes and cables should be inspected at least annually. Work orders should be submitted to maintenance and operations.
9. All fire extinguishers are required by CAL-OSHA to be visually inspected at least once per month and to be serviced annually.
10. Designated exits should remain clear at all times and a minimum width of 30" should be maintained.
11. Good Housekeeping Practices should be maintained at all times. Disorganization and haphazard placement of materials and furnishings obstruct access to and visibility of fire fighting equipment, alarms and exits.
12. Where overhead sprinkler protection is in place no items should be stored within 24" of the overhead sprinkler heads.
13. Only ladders/step ladders should be used when trying to access overhead areas. Do not use student desks or tables to stand on.
14. Paper po stings and decorations can increase the risk of fire. No more than 50% of the vertical surfaces of a room should be covered with paper and/ or postings.
15. Materials stored on overhead shelves that protrude over the edge create a falling object hazard. Oversized materials should be secured or removed and stored at a lower level.

Section 8

Back Injury Prevention

The best way to prevent back injuries is to develop habits that reduce the strain placed on the back. There are some basic things you can do to help.

Avoid Lifting and Bending Whenever you Can

Place objects up off the floor. If you can set something down on a table or other elevated surface instead of on the floor, do it so that you won't have to reach down to pick it up again.

Raise/lower shelves. The best zone for lifting is between your shoulders and your waist. Put heavier objects on shelves at waist level, lighter objects on lower or higher shelves.

Use carts and dollies to move objects, instead of carrying them yourself. (Remember that it is better on your back to push carts than to pull them.)

Use Proper Lifting Procedures

Moving objects from one place to another is a task you commonly perform. Many times the only tool you use to do this job is your body. Therefore, it is just as important to keep your body in shape for the task as it any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavy ones if you don't lift properly and your body is not in shape for the job. Lifting is a thinking person's job.

LIFTING RULES

Before you lift anything, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

1. Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
2. Turn, don't twist. Twisting is one of the most common causes of back injuries.

Instead of twisting with the load, turn your whole body in the direction you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

3. Push, don't pull. Whenever you have to move something that is on a cart, a dolly, or hand truck, push the load. Pushing puts less strain on your back.
4. Don't store heavy objects higher than your shoulders. If heavy objects aren't stored higher than your shoulders then you won't have to lift them higher than your shoulders. Lifting objects overhead, even light objects, puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
5. Lift like a pro and avoid the pain. Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to learn, and the payoffs will be well worth the time and effort you put into it.

Section 9

Employee's Responsibility

1. Report injury to site secretary/Risk Management if medical treatment is needed.
2. Complete WORKERS' COMPENSATION SUPPLEMENT.
3. Complete employee section of CLAIM FORM (DWC-1) ONLY IF MEDICAL TREATMENT IS NEEDED.
4. DWC-1 must be turned in to Risk Management Office prior to seeing a doctor. Initial doctor appointments for work-related injuries are to be scheduled by the Risk Mgmt. office only.
5. YOU MUST REPORT TO RISK MANAGEMENT WITH A DOCTOR'S NOTE IN ORDER TO RETURN TO WORK. The Risk Management Office, in conjunction with your supervisor, will determine whether physical restrictions imposed by the physician can be accommodated by the District. PLEASE NOTE: It is District policy that physical restrictions will be accommodated whenever possible.
6. DOCUMENTATION FOR TIME MISSED DURING WORK HOURS FOR MEDICAL APPOINTMENTS RELATED TO AN ON-THE-JOB INJURY MUST BE PROVIDED WITH LEAVE UTILIZATION FORMS AND MUST INCLUDE TIME-IN AND TIME-OUT.



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Section 10

School District Safety

Help Everyone Work Safely

If fellow workers are careless, bring it to their attention before they hurt them self or someone else. The employee may not realize that their actions are unsafe. If they continue to work unsafely, report the situation to your supervisor.

No Fooling Around

Horseplay on the job will not be tolerated. It could cause serious injury to you or your co-workers and will result in disciplinary action. There is a time and place for practical jokes and fooling around. **WORK IS NOT THE TIME OR PLACE!**

Don't Take Chances

Employees are not expected, in fact are not allowed, to take chances or endanger the lives of others in the performance of their duties. Do not take chances or guess! When in doubt, ask your supervisor to explain any task.

Storeroom Safety

An overcrowded, unorganized storeroom is an accident about to happen. An improperly stored broom or mop may cause you to trip and injure yourself. Improperly stored chemicals can cause serious injuries and property damage. Items stored overhead can fall and cause injuries.

Storeroom Safety Rules

1. Store tools safely. Each tool should have its place in the storeroom. Tools should be stored after inspecting them for safety hazards and cleaning them. Electrical cords should be neatly wrapped and secured on the tool. Keep extension cords neatly stored when not in use.
2. Store chemicals safely. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition. All chemical containers must be properly labeled. Store chemicals according to instructions on container labels and Material Safety Data Sheets.
3. Weight can be a safety hazard. Heavier items should be stored on the middle and lower shelves at a height between the shoulders and knees. Be careful not to overload shelves.

4. Electrical and water heater rooms are not storerooms. Rooms with electric distribution panels and transformers are not storerooms. However, if these rooms must be used to store tools, equipment, and supplies, make sure there is a clear area at least 36 inches from electric panels, transformers, and water heaters. Floors in electric rooms must be free of liquids. Liquids must not be stored in electric and transformer rooms. Do not store wet mops or other damp items in electric and transformer rooms. A water heater is a source of ignition. Do not store flammable materials or gas powered tools in rooms with water heaters, electric panels, or transformers.
5. Keep it neat. Keep at least one aisle of the storeroom open at all times. Protruding nails and torn or sharp corners can cause cuts and abrasions. Remove or pad them. Be alert to the careless acts of others.

Tool Safety

Each power and hand tool has potential risks that must not be ignored. Regardless of the equipment type, care must be exercised to minimize the possibility of accident or injury. Do not take tools and the risk they pose for granted.

Tool Safety Rules

1. All power tools come with user manuals. Read the manuals before using the tool and keep the manual handy for reference.
2. Familiarize yourself with the tool before use. Have an experienced user provide instructions on using the tool properly. Practice on a small area before taking the tool on the job. Remember, read the manual.
3. Prepare the tool and you for work. Inspect your tools before you use them. Check electrical cords for frayed wiring and defective plugs. If an extension is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Examine the tool for cracks and safety defects. Cutting and boring tools must have sharp, clean cutting surfaces. Check for loose or missing bolts, screws, and knobs. **WEAR REQUIRED PERSONAL PROTECTIVE GEAR.**
4. Avoid hazards when using tools. Clear the work area of trip and slip hazards and things that might get in your way while working. Designate the work area with safety cones or barrier tape when possible.

Maintain and use your tools safely and avoid accidents. It's your responsibility!

Keep a tight grip on the tool, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply.

Ladder Safety

Ladders are one of the most commonly used tools. However, because you use ladders so frequently, you may forget about their potential hazards. You can fall from ladders and drop objects, injuring others.

Ladder Rules

1. Use a ladder when it is needed. Do not stand on boxes, chairs, desks, or other items not designed as ladders.
2. Use the right type and size ladder for the job. Use a straight ladder if you must lean the ladder against a support. Do not use an "A" frame ladder in this situation – it is not the correct equipment for the job. Metal ladders may not be used when working on or near electrical circuits or power lines. "A" frame ladders are safest when they are ten feet or less high – never use one over 20 feet high. Extension ladders can be used to reach up to 44 feet.
3. Inspect the ladder before you use it. No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs, or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, mark the ladder "UNSAFE – DO NOT USE" and report it to your supervisor for disposal.
4. Set up your ladder safely. If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that might be opened in to the ladder. Keep the area around the ladder base uncluttered and free of trip, slip, and fall hazards. Avoid

side-to-side tilting by resting the ladder base on a solid, level surface. When using a stepladder, make sure it is fully open and the spreader is locked. Position a straight ladder at a four-to-one ratio – this means the base of the ladder is one foot away from the wall or other vertical surface for every four feet of the ladder length to the support point. When using a ladder to climb onto a roof or platform, allow the ladder to extend at least three feet beyond the roof edge or other support. To avoid shifting, tie down straight ladders as close to the support point as possible. Never lean a ladder against an unstable surface. Never leave a ladder unattended.

5. Climb and descend ladders cautiously. Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Do not take a chance on slipping – check ladder rungs and the bottom of your shoes for slipper substances.
6. Use common sense when working on ladders. Never reach or lean too far to either side. Move the ladder if needed. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Do not place tools on the rungs or top of the ladder.

Lifting Safely

Moving objects from one place to another is a task you commonly perform. Many times the only tool you use to do this job is your body. Therefore, it is just as important to keep your body in shape for the task as it any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavy ones if you don't lift properly and your body is not in shape for the job. Lifting is a thinking person's job.

Lifting Rules

1. Before you lift anything, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the

load is too bulky or heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

2. Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
3. Turn, don't twist. Twisting is one of the most common causes of back injuries. Instead of twisting with the load, turn your whole body in the direction you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
4. Push, don't pull. Whenever you have to move something that is on a cart, a dolly, or hand truck, push the load. Pushing puts less strain on your back.
5. Don't store heavy objects higher than your shoulders. If heavy objects aren't stored higher than your shoulders then you won't have to lift them higher than your shoulders. Lifting objects overhead, even light objects, puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
6. Lift like a pro and avoid the pain. Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to learn, and the payoffs will be well worth the time and effort you put into it.

Fire Emergencies

1. Be prepared for a fire emergency:
2. Learn evacuation procedures and established escape routes.
3. Keep aisles and exit routes free of obstructions at all times. When you need to get out, you need to get out without delay.

4. Know where fire alarm pull stations and fire extinguishers are located throughout your workplace.
5. Do not block access to fire fighting equipment and alarm systems. When you need it, you need it without delay.
6. Inspect fire extinguishers in your immediate work area at least monthly. Extinguishers which appear to be in doubtful condition should be reported immediately.

When To Use A Fire Extinguisher

Immediately report all fires! In a fire emergency, every second counts.

Extinguish the fire yourself only if:

1. You are certain the fire is small and can be successfully fought with a portable extinguisher.
2. You have a safe exit route from the area of the fire.
3. If the fire is blocking your exit to a safe area, use a fire extinguisher to clear your exit.

Use A Fire Extinguisher

P.A.S.S.

P – Pull the safety pin

A – Aim the nozzle at the base of the fire

S – Squeeze the handle trigger

S – Sweep the nozzle from side to side

Remember, If You Are Not Certain Of The Situation, Evacuate The Area And Alert Other Employees.

Other Emergencies/Disasters

Work site specific emergency/disaster plans have been established for each workplace in the District. Your supervisor will provide you with information relative to emergency/disaster procedures and your responsibilities.

All employees, without exception, are obligated to prepare themselves for competent service in the emergency/disaster preparedness program in the District and to

render this service willingly in all of its ramifications – planning and evaluation, training execution of plans and recovery. During an emergency/disaster situation, all employees will perform their responsibilities with a singleness of purpose – the protection of students, staff, and District property for the length of time necessary to fulfill those responsibilities or until they are relieved.

Employees are designated as Disaster Service Workers subject to service as may be assigned to them by their supervisor or by law. Should a disaster strike during working hours, all employees will remain at their assignment under all circumstances unless officially released by the Superintendent or the Superintendent’s designee – Government Code, Chapter 8, Section 3100.

Employee Safety Programs

The District has designed and implemented several employee safety programs for the purpose of providing a safe and healthful workplace. Employees have rights and responsibilities relative to these programs and receive detailed information about the programs during the District hiring process. Not all of the programs are applicable to all employees. Your supervisor will provide you with information about safety programs specific to your job.

Following is an overview of employee safety programs that apply to all employees.

Injury And Illness Prevention Program

C.C.R., Title 8, Section 3203

This program includes:

1. A system for identifying and evaluating workplace hazards
2. Methods and procedures for correcting unsafe and unhealthful conditions and work practices
3. An employee communications system designed to encourage employees to report hazards at the workplace without fear of reprisal
4. A system for ensuring employees comply with safe and healthful work practices to include disciplinary actions
5. A procedure to investigate workplace injuries and illnesses

6. An employee safety training program
7. Identification of a person responsible for implementing the program

Employee Rights

Employees have the right to:

1. Receive training specific to the tasks they are required to perform and the equipment/tools they are required to use
2. Report, anonymously if they choose unsafe working conditions and unsafe work practices without fear of reprisal
3. Have access to the District's written Injury & Illness Prevention Plan

Employee Responsibilities

Employees are responsible for:

1. Working safely
2. Not creating unsafe work conditions
3. Using personal protective gear provided
4. Reporting unsafe and unhealthful work conditions and practices
5. Reporting accidents and near accidents immediately

Hazard Communication Program

Title 8, Section 5194

This program includes:

1. A written plan
2. An employee training program specific to hazardous substances in the workplace
3. A system for the procurement and distribution of Material Safety Data Sheets and other sources of information about hazardous substances in the workplace

4. Emergency procedures relative to the release of hazardous substances
5. An inventory of hazardous substances specific to each work site

Employee Rights

Employees have the right:

1. To receive information about hazardous substances to which they may be exposed
2. For their physician and collective bargaining agent to receive information about the hazardous substances to which the employee may be exposed
3. Against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substance Information and Training Act

Employee Responsibilities

Employees are responsible for:

1. Reading and complying with the instructions on container labels and Material Safety Data Sheets
2. Properly labeling all substance containers that are not labeled by the substance manufacturer
3. Not introducing to the workplace a substance that is not purchased and authorized for use by the District
4. Using personal
 - protective gear
 - provided

Bloodborne Pathogens Exposure Control Plan

C.C.R., Title 8, Section 5193

This program includes:

1. A written plan

2. Determination of employee potential occupational exposure to bloodborne pathogens
3. Procedures for control of exposure to bloodborne pathogens
4. An employee training program
5. Procedures to offer, at no cost to the employee, hepatitis B vaccinations and post-exposure follow-up

Employee Rights

Employees have a right to:

1. Receive training specific to the control of exposure to bloodborne pathogens
2. Receive, at no cost, hepatitis B vaccinations and post-exposure follow-up
3. Privacy in regards to medical examination reports, testing, and other post-exposure follow-up

Employee Responsibilities

1. Employees are responsible for:
2. Complying with instructions and procedures provided during Bloodborne Pathogens Exposure Control Training
3. Reporting potential exposure incidents immediately
4. Using personal protective gear provided
5. Maintain confidentiality regarding all information about a source individual

Section 11
Insurance Code Section 1871-2

Insurance code section 1871-2 “any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime, and may be subject to imprisonment in the state prison for up to 5 years, or by a fine up to \$50,000, or both”

