

# **PUTNAM COUNTY BOARD OF EDUCATION EMPLOYEE SAFETY HANDBOOK**

The Putnam County School System (PCSS) is dedicated to having a total safety/loss control program, which in turn provides a safe work environment for employees in all departments. There are many responsibilities for both the administration and you, the faculty and staff of PCSS. This program has many parts and it is very important that it is adhered to in its entirety.

**Each school/department is required to keep this manual. Spot checks will be made to ensure your copy is on hand.**

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## ***Words of Motivation***

Pro-Active Safety - Aggressive Pursuit of *Zero Accidents* in the Workplace - relies not only on safe operating procedures and principles, but also on the right attitude among workers. One way to foster the right attitude is through leadership.

Leadership is different from management; therefore, employees at all levels can become pro-active safety leaders. Rather than concentrating on rules as management does, leadership is the ability to motivate a group toward a certain attitude and behavior through emotional and spiritual connections. Anyone who shares the vision of *Zero Accidents* can discover or develop the attributes of a good leader.

By encouraging each employee to take a leadership role in a Pro-Active Safety Program, we can unleash a wide range of talents and abilities and create a positive, enthusiastic attitude for safety.

## **I. Employee Safety Program Purpose**

PCSS is dedicated to providing a safe workplace for all its employees. PCSS recognizes that, through an effective safety/loss control program, school systems can reduce the frequency of workplace injuries, resulting in less lost time by employees. This, in turn, reduces workers compensation cost. In order to achieve this reduction in worker injuries, PCSS is dedicated to continually improving and maintaining a total safety program.

This manual provides important information about procedures and programs that are relevant to job safety. For more detailed information about our Safety and Health Program and to review the agreement between PCSS and the Tennessee Department of Labor, see your Department Head or Principal.

## **II. Accident Reporting**

Accurate, detailed, and timely reporting of all accidents and/or incidents is extremely important. Accidents that require reporting include: employee accidents, student accidents, visitor to school accidents, and vehicle accidents. Proper reporting of accidents is very important because:

- Timely investigation of accidents can reduce the chances of recurrence.
- Proper handling of accidents can reduce the instances of liability/lawsuits.
- Employee injury claims can be denied if not reported in a timely and accurate fashion. (First Reports of Injury should be filed immediately after an injury no matter how minor; even if you do not plan to go to the doctor.)
- Keeping these detailed reports on file is extremely important because it is impossible to predict which incidents may result in claims to our insurance company at a later date.
- Copies of each accident report are submitted to the proper insurance company as soon as they are received at the Central Office. It is extremely important that they are made aware of these incidents before they are contacted for a claim.

Accurate Accident Reporting - Ensuring that all information contained in a report is completely accurate.

Detailed Accident Reporting - Ensuring that exactly what occurred at the time of an accident is included in the report can prove very beneficial in the event a claim is filed. (Example details - witnesses, witness statement, supervisor's location at time of incident, what task the supervisor was performing when the accident took place, etc.). The reports need to be legible.

Timely Reporting of Accidents - There is absolutely no excuse for failure to report accidents. It is extremely important, for the reasons listed above, that accidents be reported in a timely fashion. Failure to do so will be considered a violation of PCSS safety policy and will be treated as such in accordance with the PCSS/TOSHA Agreement.

DO NOT let students fill out their own accident report forms. They usually contain very little detail and are often illegible. Do not forget that the information contained in the report could be used later on, if a claim is filed; therefore, it is extremely important that accident reports be completed properly.

Each school or department has someone responsible for filling out accident reports, assuring proper contacts are made and that copies are sent to the appropriate offices. This person also has copies of employee First Report of Injury Forms and Student Accident Report Forms. Please identify this person in your school or department so you can access these forms in a timely manner.

The designated person in each school or department is responsible for contacting the Human Resource Department - Benefits Coordinator by phone or pager immediately any time there is an employee injury or vehicle accident. For student accidents, contacting the Curriculum Department is necessary only if the injury is more than a minor one; such as broken bones, large cuts, broken or dislodged teeth, possible neck or back injury, any injury resulting from a fight, etc. All First Reports of Injury are to be sent to the Human Resources Department at Central Office. All Student Accident Reports are to be sent to the Curriculum Department at the Central Office.

### **III. Health and Safety Complaint Procedures**

If an employee feels that he is assigned to work where conditions could affect his health, safety or general welfare, he should report this to the Putnam County Board of Education Human Resource Department.

- a. The complaint must be in the form of a letter and give details of the condition(s) and how the employee believes it affects or will affect his health, safety or general welfare. The employee should sign the letter; however, if he wishes to remain anonymous, a signature is not required.
- b. Upon receipt of the complaint letter, the Human Resource Department will evaluate the condition(s) and institute any corrective action warranted. Within ten (10) working days following the receipt of the complaint, he will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if not, why; what action has been or will be taken to correct or abate the condition(s); and a designated time period for correction or abatement. Answers to anonymous complaints will be posted for a period of three (3) working days on bulletin boards or in other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant.
- c. If the complainant finds the reply unsatisfactory because the complaint was held to be invalid, the corrective action is felt to be insufficient or the time period for correction is felt to be too long, he may forward a letter to the Director of Schools or to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
- d. The Director of Schools or a representative of the governing body will evaluate the complaint and begin action to correct or abate the condition(s) through arbitration or administrative sanctions or they may also find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint, or the next regularly scheduled meeting of the governing body following receipt of the complaint, explaining decisions made and action taken or planned.
- e. After the above steps are taken, if the complainant is still not satisfied with the results, he may file a complaint with the Commissioner of Labor. Complaints filed with the Commissioner of Labor shall include copies of all related correspondence with the Director and the Board Chairman or the representative of the governing body.

- f. Copies of all complaints and answers thereto will be filed by the Director who shall make them available to the Commissioner of Labor or his designated representative upon request.

**FAILURE TO FOLLOW THIS PROCESS IS A VIOLATION OF OUR SAFETY POLICY AND WILL BE TREATED AS SUCH!**

## **IV. Employee's Rights and Responsibilities**

Rights and responsibilities of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with Occupational Safety and Health Act standards and all rules, regulations and orders issued pursuant to this program and the Tennessee Occupational Safety and Health Act of 1972, which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified, by the placing of a notice on bulletin boards or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSHA Act or any standard or regulation promulgated under the Act.
- c. Employees shall be given the opportunity to participate in any hearing that concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Employees who may be adversely affected by a standard or variance issued pursuant to the Act or this program may file a petition with the Commissioner of Labor or whoever is responsible for the promulgation of the standard or the granting of the variance.
- e. Employees who have been exposed or are being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided with information on significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
- f. Subject to regulations issued pursuant to this program, employees or an authorized representative of employees shall be given the right to request an inspection and to consult with the Risk Consultant at the time of the physical inspection of the worksite.
- g. Employees may bring to the attention of the Human Resources Department any violation or suspected violation of the standards or any other health or safety hazards.
- h. No employee shall be discharged or discriminated against because he has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this program.
- i. Any employee who believes he has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint with the Title IX Coordinator alleging such discrimination. Such employee may also, within thirty (30) days after violation occurs, file a complaint with the Commissioner of Labor alleging such discrimination.
- j. Nothing in this or any other provision of this program shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where it is necessary for the protection of the health or safety of others or when a medical examination may be reasonably required for performance of a specific job.

- k. Employees shall report any accident, injury, or illness resulting from their job, however minor they may appear, to their supervisor or the Human Resources Office within 24 hours of the occurrence. Not complying with this rule is a violation of the PCSS Safety Policy.

## **V. Discipline for Failure to Follow Safety Regulations and Procedures**

Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard or PCSS safety policy shall be subject to disciplinary action of the school board. The following are the disciplinary steps set forth in the agreement between PCSS and TOSHA.

1. Oral Reprimand
2. Written Reprimand
3. Suspension for three (3) or more working days without pay
4. Termination of Employment

## **VI. Blood-borne Pathogens Program**

Employees who have initial contact with injured or ill students or other employees or visitors to the school must adhere to the requirements of the PCSS Blood-borne Pathogens Program. These employees include teachers, nurses, custodial staff, bus drivers, school nutrition, and maintenance and office staff.

Under this plan:

Each employee is required to have refresher training on blood-borne pathogens each year.

Kits are provided to clean up potentially infectious materials. These kits include instructions. Each school is required to keep a supply of these kits.

If an employee has a blood-borne exposure, a blood-borne pathogens exposure report can be obtained in each school's office. The incident must be reported immediately to the Coordinator of School Health. The PCSS Coordinator of School Health will meet with you to discuss your options.

As a PCSS employee, you must react to an emergency not only with your heart, but also, with your head. Students, co-workers and loved ones are counting on you. Take time to protect yourself while helping a child or co-worker in need.

## **VII. Hazardous Communications Program**

The Tennessee Hazardous Chemical Right-To-Know Law was passed May 23, 1985. The primary objective of this law is to train employees about the hazardous chemicals that they work with or may be exposed to in a foreseeable emergency. In order to comply with this law, PCSS established its own Hazardous Communication Program. The complete copy of this program can be found in the PCSS Safety Manual in your Principal or Department Head's office.

Chemicals and chemical processes are used to manufacture materials, packaging, fuels and even medicines. Many of the chemicals you work with every day can be hazardous, causing injuries, illness or even death.

It is very important that employees understand Material Safety Data Sheets (MSDS). These are kept at each worksite and contain information on chemicals that individuals may come in contact with. The information contained on an MSDS includes emergency procedures, such as what to do if someone ingests a specific chemical or gets it in their eyes. These MSDS sheets are kept in a convenient, central location at each school.

You can protect yourself from chemical hazards by knowing proper chemical safety procedures such as:

- Identification
- Storage and Handling
- Personal Protection
- Emergency Response

FOR MORE INFORMATION, PLEASE REVIEW THE COMPLETE HAZARD COMMUNICATIONS PROGRAM, WHICH CAN BE FOUND IN THE PCSS SAFETY MANUAL IN YOUR PRINCIPAL OR DEPARTMENT HEAD'S OFFICE!

## **VIII. School Safety Awareness**

Each principal will incorporate safety in by periodically review the accident report forms and promote safety consciousness within the school.

## **IX. Ergonomics and Lifting Safety**

### **Introduction**

Working in awkward positions or using poor lifting techniques can put unnecessary strain on your body. Body stresses accumulated over time can actually cause more shoulder, neck and back pain than one traumatic event.

Fortunately, the scientific field of ergonomics provides information to make your job fit your body's needs and abilities. This section will explain how you can eliminate strain by working with less force, using safe lifting techniques, taking short breaks and performing exercises to keep muscles in shape.

### **What Are CTDs?**

Slouched shoulders, a bent neck, and arms lifted above the shoulders, behind the back or to the side are all unnatural positions that are stressful to the body. These positions bend the body at awkward angles and can result in a cumulative trauma disorder.

Cumulative trauma disorders (CTDs) are injuries that result in damage to muscles and tendons. No bones are broken in this type injury. Soreness, swelling or tearing of muscles causes the damage. For example, if your neck is continuously bent while you are working, you can experience pinched muscles. This injury may cause headaches, neck pain and numbness in your shoulders and arms. The shoulder tendons can become inflamed, requiring rest to repair the strain.

CTD symptoms usually develop as a result of months or years of strain on the body. By making an effort now with exercise, neutral positions, rest and good nutrition, you can avoid CTDs later. If you are already experiencing symptoms such as soreness or swelling of muscles, report them to your supervisor immediately. A medical exam can be conducted to determine if you are suffering from a CTD.

## **Your Upper Limbs**

The human body has a series of tendons that control movement throughout the arms. When these tendons are overused or used with excessive force, they can become irritated and sore. Over a period of months or years, this irritation can lead to cumulative trauma disorders, or CTDs. One particular CTD, known as carpal tunnel syndrome, results when tendons in the wrist are overused, become swollen and press on the median nerve in the wrist. Carpal tunnel syndrome interferes with hand and arm movements by causing numbness, tingling and pain.

If you develop soreness in the wrist, arm or hand, report it to your supervisor. Testing can be arranged to see if you have a cumulative trauma disorder. When diagnosed early, symptoms of CTDs can be eased by simple changes in job design or work routines. Physical therapy may also be used to strengthen weakened body parts.

### **Stay In Neutral**

When you work in a natural or neutral position, there is less strain on your body. To put your body in a neutral position:

- Stand up straight with arms relaxed at your sides.
- Put two fingers on your top lip and press your head backward until you feel a slight stretching.
- Take your fingers away, keeping the position, and let your head glide forward until it is comfortable and you feel relaxed.

To put your shoulders in neutral:

- Move your shoulders back until you feel them stretching.
- Hold this position and then allow your shoulders to glide forward naturally. Now your upper body is in a neutral work position.

### **Modify Your Workstation**

Modifying your workstation to ease strain on your arms or hands does not have to be complex or expensive. Having a table or other surface moved slightly above your waist level can reduce work-area stresses. This way forearms are angled slightly downward and wrists remain straight. If your work surface is significantly higher than waist level, you may be able to stand on a platform to raise the level of your arms--particularly if you work over a fixed object. Work areas can also be improved by eliminating unnecessary reaching or stretching for work materials. Work materials that are frequently used should be stored within arm's reach.

### **Healthy Postures**

#### **Chairs**

If your work requires that you sit for most of the day, a good ergonomically designed chair is your key to good posture and comfort.

- Use a chair that is adjustable up and down, so that your feet can be placed flat on the floor.
- Adjust the backrest of your chair to fit the curve of your lower back.
- If possible, use a chair with solid armrests to support your arms.
- Use a chair with a seat that swivels to help protect your back from unnecessary twisting.

## **Sitting and Standing**

If you are seated most of the time at your job, get up hourly to take a short walk or stretch break to increase your circulation. When working at computers, sit erect so that the monitor is at eye level and the keyboard is at elbow height. This will decrease strain on your shoulders, neck and back.

If your job requires that you stand, stagger your feet or place one foot on a footrest to ease strain on your back. Whenever possible, sit down to perform your work. Being in one position for too long, whether sitting or standing, cuts off the flow of blood to the muscles and may cause fatigue and gradual tissue deterioration.

## **Use Less Force**

Force is the strength applied to perform a task such as trying to open a jar lid or turning a wrench on a rusted bolt. Don't increase the irritation of your muscles, tendons and nerves by adding unnecessary force to repetitive motions.

Ways to limit force:

- Use smooth movements instead of rough, jerky movements when performing tasks.
- Move carts by pushing rather than pulling. This will help relieve stress on the back by using the larger, stronger muscles in the chest and arms.
- Use power tools whenever possible.
- Use hand tools that are well oiled and sharp so they don't require extra strength to operate.

## **How To Lift**

Lifting materials incorrectly often causes back pain. In fact, back sprains and strains are among the most common workplace injuries. These simple lifting techniques will help you ease the strain on your back:

- Before lifting an object, get your body as close to the object as possible.
- When lifting, assume the correct lifting position. Stagger your feet, bending your knees as you lower yourself. Lean over your forward leg and pick up the object. Move back to an upright position by using your leg muscles.
- When carrying an awkward or heavy object, turn with your feet--not your waist. Twisting while you lift can place a dangerous strain on your back.
- When putting the object down, go slowly. Stagger your feet and bend your body at knee level.
- Before moving an object, be sure of its final destination.
- Objects you move frequently should be stored at waist level.
- Get help when lifting heavy objects. Request assistance from a co-worker or use a mechanical aid such as a hand truck, a forklift or a hoist.

## **Limit Repetition**

When you limit the repetitive motions or tasks you do, you reduce the amount of strain on various parts of your body. You may be able to accomplish this by rearranging your workstation. Altering your work methods by combining several steps into one may help reduce the chance of strain. Some employers are able to rotate workers among different jobs to reduce repetitive motions. Approach your supervisor to discuss any ideas you may have about limiting repetitive motions on your job.

## **Give Your Body A Break**

Parts of the body that are used continually become fatigued and may, over time, become injured and sore. Rest breaks are essential to give the body a chance to recover from constant movement. Whenever possible, try to take several short breaks instead of one long one. During break time, take a short walk, climb a set of stairs or do any of the following stretching exercises. This will help relax your muscles and improve circulation.

- **Shoulder Roll** -- Roll your shoulders up and back in a circular motion, and then relax. Perform this motion slowly several times. Try this exercise in reverse, rolling shoulders up and forward several times.
- **Neck Stretch** -- Turn your head one way until you feel a comfortable stretch. Pull your shoulder down on the opposite side of your body and hold it there for a count of 15. Then turn your head in the opposite direction and repeat this exercise.
- **Back Bend** -- Put your hands in the curve of your back and slowly bend back over your hands. Try taking several slow, deep breaths at the same time while stretching your back muscles.

## **Stretching Around The Clock**

Take the opportunity to stretch throughout the day--before, during and after work. When you take time to stretch, you change the direction of your muscles, relieve tension and stimulate blood circulation in your neck, shoulders and back.

The best place to give your neck, shoulders and back a rest is at home. Limit the number of repetitive tasks you do at home. Try to vary your tasks at home and avoid using the same muscles you use at work.

## **Tips For Exercising Muscles**

To ease the strain on the muscles you continuously use, it is important to exercise. Stretching is one form of exercise that changes the positions of the muscles in your arms and hands and stimulates blood circulation in the area. The following stretching and conditioning exercises can be done at home or at work:

### **1. Wrists**

- Slowly circle your wrist in one direction.
- Repeat ten times in both directions.
- Perform the same exercise with your other wrist.

### **2. Hands**

- \*0 Close your hand into a fist and hold it for a few seconds.
- \*1 Stretch out all your fingers as wide as possible.
- \*2 Repeat five times.
- \*3 Perform the same exercise with your other hand.

## **Off The Job**

Repetitive strains can also occur off the job. Hobbies such as playing the piano, knitting, golfing or gardening can cause repetitive strains. Balance these hobbies with activities that don't require repetitive hand and arm movements. Give your hands a rest from repetitive tasks, both on and off the job, so that these muscles have a chance to rest and repair themselves.

## **Get Involved**

Look at the risk factors you encounter each day both at home and at work--and think ergonomics. Based on what you've learned in this section, ask yourself:

- What awkward postures do I encounter on my job?
- Can I readjust sitting or standing positions so that my head is up and my shoulders are back and relaxed?
- Is the work in front of me within arm's reach?
- Do I use excess force on my job? If so, are there ways to reduce or eliminate the force?
- When lifting is required, am I following the right steps to lift safely?
- If I need to lift a heavy object, can I get help lifting it from a co-worker or use mechanical assistance?
- Do I have any other ideas to make my workspace or my tasks more ergonomically comfortable that I could share with my supervisor?

## **Summary**

Remember, adjusting workstations and procedures can make your work fit your body. Taking the time to relax your posture and stretch your body can lead to a healthier body and take a weight off your shoulders!

# Fire Safety

## Introduction

Fire is the third leading cause of accidental deaths in the United States, yet most people ignore it. More than 150 workplace fires occur every day.

In this section, you will see:

- How fires start
- How fires are classified
- How to prevent fires
- When not to fight a fire
- How to identify the proper fire extinguisher
- How to use a portable fire extinguisher
- How to extinguish small fires
- How to inspect your fire extinguisher
- How to create an Emergency Action Plan
- How to evacuate a burning building
- What to do if trapped in a burning building

## How Fires Start

Fire is a chemical reaction involving rapid oxidation or burning of a fuel. It needs four elements to occur:

- **Fuel** - Fuel can be any combustible material--solid, liquid or gas. Most solids and liquids become a vapor or gas before they burn.
- **Oxygen** - The air we breathe is about 21 percent oxygen. Fire only needs an atmosphere with 16 percent oxygen.
- **Heat** - Heat is the energy necessary to increase the temperature of the fuel to a point where sufficient vapors are given off for ignition to occur.
- **Chemical Reaction** - A chain reaction can occur when the other three elements are present in the proper conditions and proportions. Fire occurs when this rapid oxidation or burning takes place.

Take any one of these factors away and the fire cannot occur or will be extinguished if it is already burning.

## How Fires Are Classified

**Class A** - Ordinary combustibles or fibrous material, such as wood, paper, cloth, rubber and some plastics.

**Class B** - Flammable or combustible liquids such as gasoline, kerosene, paint, paint thinners and propane.

**Class C** - Energized electrical equipment such as appliances, switches, panel boxes and power tools.

**Class D** - Certain combustible metals, such as magnesium, titanium, potassium and sodium. Explosive reactions can result from using common agents on Class D fires. Therefore, it is important to use the appropriate extinguishing agent for the type of metal that is burning.

## How To Prevent Fires

### Class A - Ordinary combustibles:

- Keep storage and work areas free of trash.
- Place oily rags in covered containers.

### Class B - Flammable liquids or gases:

- Don't refuel gasoline-powered equipment in a confined space, especially in the presence of an open flame such as a furnace or water heater.
- Don't refuel gasoline-powered equipment while it's hot.
- Keep flammable liquids stored in tightly closed, self-closing, spill-proof containers. Pour only what you need from storage drums.
- Store flammable liquids away from spark-producing sources.
- Use flammable liquids only in well-ventilated areas.

### Class C - Electrical equipment:

- Look for old wiring, worn insulation and broken electrical fittings. Report any hazardous conditions to your supervisor.
- Prevent motors from overheating by keeping them clean and in good working order. A spark from a rough-running motor can ignite the oil and dust in it.
- Investigate any appliances or electrical equipment that smells strange. Unusual odors can be the first sign of fire.
- Don't overload wall outlets.
- Utility lights should always have a wire guard over them. Heat from an uncovered light bulb can easily ignite ordinary combustibles.
- Don't misuse fuses. Never install a fuse rated higher than specified for the circuit.

## When Not To Fight A Fire

Never fight a fire:

- If the fire is spreading beyond the spot where it started.
- If you can't fight the fire with your back to an escape exit.
- If the fire can block your only escape.
- If you don't have adequate fire-fighting equipment.

In any of the situations, DON'T FIGHT THE FIRE YOURSELF. CALL FOR HELP.

## How To Extinguish Small Fires

- **Class A** - Extinguish ordinary combustibles by cooling the material below its ignition temperature and soaking the fibers to prevent re-ignition. Use pressurized water, foam or multi-purpose dry chemical extinguishers.
- **Class B** - Extinguish flammable liquids, greases or gases by removing the oxygen, preventing the vapors from reaching the ignition source or inhibiting the chemical chain reaction. Foam, carbon dioxide, ordinary dry chemical, multi-purpose dry chemical and halon extinguishers can be used to fight Class B fires.

- **Class C** - Extinguish energized electrical equipment by using an extinguishing agent that is not capable of conducting electrical currents. Carbon dioxide, ordinary dry chemical, multi-purpose dry chemical and halon fire extinguishers\* can be used to fight Class C fires. **DO NOT USE** water extinguishers on energized electrical equipment  
 \*Even though halon is widely used, the EPA hopes to replace it with an agent that is less harmful to the environment.
- **Class D** - Extinguish combustible metals such as magnesium, titanium, potassium and sodium with dry powder extinguishing agents specially designated for the material involved. In most cases, the powder absorbs the heat from the material, cooling it below its ignition temperature.
- Multi-purpose chemical extinguishers leave a residue that can harm sensitive equipment, such as computers and other electronic equipment. Carbon dioxide or halon extinguishers are preferred in these instances because they leave very little residue.

### **How To Identify The Proper Fire Extinguisher**

All ratings are shown on the extinguisher faceplate. Some extinguishers are marked with multiple ratings such as AB, BC and ABC. These extinguishers are capable of putting out more than one class of fire.

- **Class A and B** extinguishers carry a numerical rating that indicates how large a fire an experienced person can safely put out with that extinguisher.
- **Class C** extinguishers have only a letter rating to indicate that the extinguishing agent will not conduct electrical current. Class C extinguishers must also carry a Class A or B rating.
- **Class D** extinguishers carry only a letter rating indicating their effectiveness on certain amounts of specific metals.

### **How To Use A Portable Fire Extinguisher**

**P**.....Pull the pin.

**A**.....Aim extinguisher nozzle at the base of the flames.

**S**.....Squeeze trigger while holding the extinguisher upright.

**S**.....Sweep the extinguisher from side to side, covering the area of the fire with the extinguishing agent.

#### **REMEMBER:**

- Should your path of escape be threatened
- Should the extinguisher run out of agent
- Should the extinguisher prove to be ineffective
- Should you no longer be able to safely fight the fire  
 ...LEAVE THE AREA IMMEDIATELY!

### **How To Inspect Your Fire Extinguishers**

- Know the locations of your fire extinguishers
- Make sure the class of extinguisher is safe to use on fires likely to occur in the immediate area.
- Check the seal. Has the extinguisher been tampered with or used before?
- Look at the gauge and feel the weight. Is the extinguisher full? Does it need to be recharged?
- Make sure the pin, the nozzle and nameplate are intact.
- Report any missing, empty or damaged fire extinguishers.

### **How To Evacuate A Burning Building**

- The last one out of the room should close the door but not lock it. Locking the door hinders the Fire Department's search and rescue efforts.
- Proceed to the exits as outlined in the Emergency Action Plan.
- Don't use elevators under any circumstances.
- Stay low and avoid smoke and toxic gases. The best air is close to the floor, so crawl if you have to.
- If possible, cover your mouth and nose with a damp cloth to help you breathe.
- If you work in a building with multiple stories, a stairway will be your primary escape route.
- Once in the stairwell, proceed down to the first floor. Never go up.
- Once outside the building, report to a predetermined area so that a head count can be taken.

### **What To Do If Trapped In A Burning Building**

- If you're trying to escape a fire, never open a closed door without first feeling it. Use the back of your hand to prevent burning your palm. If the door is hot, try another exit. If none exists, seal the cracks around the door and vents with anything available.
- If trapped, look for a nearby phone and call the Fire Department, giving them your exact location.
- If breathing is difficult, try to ventilate the room, but don't wait for an emergency to discover that windows can't be opened.

### **What To Do If Someone Catches On Fire**

If you should catch on fire:

- **STOP** --- where you are
- **DROP** --- to the floor
- **ROLL** --- around on the floor.

This will smother the flames, possibly saving your life. Just remember to STOP, DROP AND ROLL.

- If a co-worker catches on fire, smother the flames by grabbing a blanket or rug and wrapping them up in it. If these items are unavailable, coach your co-worker to STOP, DROP AND ROLL.

#### **Summary**

- Knowledge
- Awareness
- Preparation.

These are your keys of preventing and surviving fires wherever they occur.

## **XI. Drug and Alcohol Testing Program**

### **Introduction**

Most people who drive professionally won't risk their livelihood on drugs or alcohol. Recent research indicates that only about two to five percent of drivers test positive for drugs. Even fewer drink alcohol on the job. However, two percent is too high because driving a commercial vehicle on the nation's roadways takes total concentration. This is why the Federal Highway Administration, through the Department of Transportation (DOT), requires controlled substances (drugs) and alcohol testing for commercial drivers. In fact, with minimal exceptions, every person who is required to have a commercial driver's license, or CDL, must participate in drug and alcohol testing programs. PCSS also tests any employee who drives a system- owned vehicle. These employees are subject to all rules and regulations that apply to Commercial Drivers as stated in PCSS Board Policy.

This section will explain your rights and responsibilities. You'll learn about the effects of drugs, when and how you'll be tested, and the consequences of a positive test.

### **A Bad Influence**

Controlled substances and alcohol have many unpleasant side effects that can adversely impact our work and personal lives. Some of these include:

- Declining job performance
- Increased accidents and mistakes
- Emotional instability such as exaggerated moods, negativism, and difficulty getting along with others
- Forgetfulness, decreased mental alertness and decreased concentration
- Increased absenteeism and frequent tardiness
- Physical problems such as unusual nasal and respiratory problems, excessive sniffing, running or bleeding nose, sores around nose, deteriorating physical appearance, bloodshot eyes and sudden or unpredictable changes in energy level.

These symptoms are good indicators of someone with a substance abuse problem. Follow your company's policies if you or a co-worker show these signs and symptoms.

### **Safety-Sensitive Functions**

Safety-sensitive functions include driving, of course, but also include many other duties you may normally perform such as:

- Inspecting or servicing a motor vehicle
- Loading or unloading a vehicle
- Attending a vehicle
- Giving receipts for shipments.

The use of controlled substances is illegal on and off the job. If you are found under the influence of controlled substances, you will not be allowed to perform safety-sensitive functions on the job and you will be considered for dismissal as stated in board policy.

Although the use of alcohol is legal, you may not perform safety-sensitive functions:

- Within four hours of using alcohol
- When you have a breath alcohol concentration of .02 or greater
- If you refuse to take an alcohol test.

If you refuse to take a breath alcohol test or have breath alcohol concentration of .02 or greater, you will be considered for dismissal according to board policy.

### **Conditions For Testing**

Random drug and alcohol tests must be given to a certain portion of the drivers in each department and school. PCSS or a consortium--a group acting on behalf of PCSS to provide drug and alcohol testing, must administer these tests. Names of specific drivers who are tested are selected at random from the entire group--like a lottery.

**Pre-employment** drug and alcohol tests must be given to any applicant the Transportation Department decides to hire. This testing is completed for commercial drivers only.

**Post-accident** drug and alcohol tests must be given to drivers involved in reportable accidents. An accident is "reportable" if you are cited for a moving traffic violation *and* either someone must receive immediate medical attention away from the scene or a vehicle is towed away due to disabling damage. Keep in mind that, if the accident results in a death, regardless of whether or not you are given a citation, you will be tested for alcohol and controlled substances.

Post-accident testing requirements:

- A drug test must be given as soon as possible, but within 32 hours after the accident.
- An alcohol test must be given within two hours after the accident, if possible, and no more than eight hours later.
- Your employer may substitute a breath, blood or urine test administered on-site by police or public safety officials.

**Reasonable suspicion** drug or alcohol tests must be given when a driver looks, acts or smells like he or she is using drugs or alcohol. One, but preferably two, supervisors trained to detect drug or alcohol abuse, must witness the behavior.

### **An Offer You Can't Refuse**

Law prohibits refusing to submit to a drug or alcohol test. Refusing to be tested includes:

- Failing to provide adequate urine or breath without a valid medical explanation.
- Clearly obstructing the testing process, such as adulterating a specimen.
- Outright refusal to participate.

### **The Unsafe Six**

You must be tested for the following six substances which can cause you to be unfit for the road:

1. **Alcohol** is a depressant that may reduce tension, lessen inhibitions, cause drowsiness, impair judgment, distort speed and vision, decrease motor coordination and slow reaction time. Long-term effects often include a negative self-image, mood swings, increased heart, brain, kidney and liver trouble--and even premature death.
2. **Marijuana** is a commonly used illegal drug. It distorts visual perception and alters one's sense of reality. Obvious effects last four to six hours. Impaired performance may last longer.
3. **Cocaine** is a highly addictive stimulant that causes paranoia, hallucination and extreme mood swings. Drivers on cocaine may be inattentive, ignore warning signals and take unnecessary risks. Single-dose effects last one to two hours, but it may be detected up to three days after use.
4. **Opiates** include opium, morphine, codeine and heroin. They may cause depression, fatigue and slowed reflexes that impair the driver's reaction time. Single-dose effects last three to six hours, but may be detected up to two days later.
5. **Amphetamines** are stimulants, speed or uppers. They are used to help a driver stay awake while driving. The body needs rest and will eventually "crash" because it cannot be denied rest indefinitely. Effects last two to four hours and can be detected one to two days after use.
6. **Phencyclidine (PCP)** can cause hallucinations and sudden personality changes as well as drowsiness, paranoia, agitation, convulsions or coma. Effects of one dose can last a few days. It can be detected up to eight days after use.

### **Protecting Your Rights**

By law, every effort is made to prevent you from being falsely accused of drug or alcohol abuse. Safeguards include:

- A confirmation test for alcohol testing should be performed 15 minutes after the initial test is positive. This allows time for any alcohol residue from mouthwash or a mint to disappear.
- For controlled substances testing, you have the opportunity to request that a split sample of your urine be tested. The split sample protects you. If the primary sample tests positive, you may request that the secondary sample be tested at another lab.
- Also, if anything distorts test results (such as prescription cough syrup), you can take your case to the Medical Review Officer, or MRO. The MRO is an independent third party, a licensed physician with knowledge of substance abuse.

### **At The Collection Center**

You can expect to be treated in a professional and courteous manner. You must present your driver's license or other photo ID to the collector. If you don't have a photo ID, an employer representative may be called to identify you. The test cannot proceed until you are positively identified. You may also ask the collector to show his or her ID.

The collection person assigned to you:

- Is carefully trained in controlled substances and alcohol testing procedures
- Will only manage one donor at a time
- Will not leave your specimens or paperwork unattended--even for an instant.

Keep in mind that drug and alcohol tests are very different. It may take one to five days to learn the results of a controlled substance test, while alcohol test results are immediate. Also, just because you're being tested for one does not necessarily mean you will be tested for the other. You will only be tested for alcohol while you're performing a safety-sensitive function, just before performing one or just after.

### **Drug Test Results**

The lab reports drug test results to your company's Medical Review Officer within one to five working days after receiving the specimen. If the test is negative, the MRO informs your company or consortium and your employer can inform you.

A positive test result does not automatically brand you as a drug abuser. Instead, the MRO notifies you of the results and reviews your case for alternate medical explanations, like prescription drugs.

If you are sure you have never used a prohibited substance, you can request that the MRO have the split sample tested at a different lab for the drug that came up positive. You must make your request within 72 hours of MRO notification of test results.

While awaiting the split-sample test results, you will not be permitted to perform safety-sensitive duties. If it is negative, the MRO will cancel the first test and you may return to your normal duties.

### **Summary**

You have nothing to fear from drug and alcohol testing. While you have little control over if or when you will be tested, you have a great deal of control over your results. In fact, testing actually makes your job safer. It protects your life--and the lives of other people--by keeping drug and alcohol abusers off the road.

Take drug and alcohol testing seriously. It's your right and your responsibility.

## **XII. Departmental Safety Rules**

|  |
|--|
| If any employee performs any task that is a duty of another department, he/she is responsible for following the safety rules of that department. |
|--|

### **A. School Nutrition**

The School Nutrition Department is one of PCSS's highest hazard occupations. By following safety procedures, using caution and good judgment, most accidents that occur each year can be prevented.

The following safety procedures should be followed at all times. Failure to follow these procedures is considered to be a violation of safety policy and will be treated as such.

#### **Cafeteria Safety**

As a worker in the school nutrition profession, you are involved in many different tasks in the performance of your job. All of the tasks can be completed in a manner that makes your job a safe one. It is very important to PCSS that your workplace be one in which you feel comfortable to safely perform your daily work.

### **General Safety Precautions**

1. An employee should never attempt to perform any task that he has not been instructed how to perform safely.
2. Electrical appliances must be turned off when not in use.
3. Electrical appliances must be turned off and, if possible, disconnected from the power source before cleaning.
4. Use extreme caution when dealing with glass containers.
5. Use extreme caution when opening metal containers.
6. Keep all aisles clean and free of obstructions.
7. Do not overload pushcarts or dollies.
8. Never attempt to lift objects that are too heavy for you; always ask for help. When lifting items, always wear your back support belt.
9. All accidents, no matter how minor, must be immediately reported to your Manager. The Manager should then immediately report the accident to the Supervisor.
10. A first aid kit shall be accessible to all workers.
11. All cleaning products should be labeled as to their contents.
12. All horseplay and practical jokes are prohibited.

### **Storage Area**

1. Heavy items must be stored on lower shelves.
2. Use a step stool or stepladder to retrieve items from top shelves.
3. Never store cleaning materials (chemicals) in the food storage area.
4. Put all food items on shelves as soon as possible to prevent blocking aisles, etc.

### **Food Preparation Area**

1. Floors should be kept clean and free of spills. (Employees should immediately clean up spilled items and place "Wet Floor" signs in the area of the spill.)
2. Before using any piece of equipment, employees must be instructed as to its proper and safe use.
3. All guards and other protective devices must be left in place and used at all times when operating equipment.
4. Machines not working properly shall be tagged and put out of service.
5. Always choose the proper utensil or piece of equipment for the appropriate application.

### **Food Preparation Machines**

1. Before starting any machine, be sure that all guards are in place and the machine is properly set to operate.
2. Make sure that the immediate area around the piece of equipment is clear from any obstruction which may come in contact with the machine's moving parts.
3. If a machine jams, shut off power and unplug if possible; then try to free up the machine from whatever is causing the jam.
4. Never attempt to clean machinery unless you are positive that the machine is turned off and disconnected from its power source.
5. If a machine is not functioning properly, stop operation and notify the manager immediately.
6. Pay close attention when operating machinery; any distraction could cause an accident.
7. Never leave a machine running unattended. Shut off power even if you must leave for only a moment.

### **Knives**

1. When not in use, knives and other sharp instruments should be placed in the kitchen's knife storage area in proper order.
2. Always select the correct knife for the job.
3. **Always** wear metal mesh protective gloves when using knives.
4. Pay close attention when cutting. Distractions cause accidents.
5. Knives should only be sharpened by persons who have been trained to do so safely and properly.
6. When washing knives, wash them separately and use extreme caution.
7. **Do Not** use a knife as a scraper to clean other dishes.

### **Dishwashing Equipment**

1. Floors around dishwashers shall be mopped frequently to prevent slips and falls.
2. Only authorized workers shall make adjustments on automatic equipment.
3. If a machine jams, shut off the power and the hot water immediately.
4. Do not overload the dishwashing machines.
5. When moving carts, trays or utensils, consider your fellow workers in the area.

### **Floor Cleaning Precautions**

1. Wet floors should always be posted with "Wet Floor" signs.
2. Use extreme caution when walking or working on wet floors to prevent slip and fall accidents.
3. Always wear slip resistant footwear.

4. If at all possible, detour unnecessary traffic from the kitchen and cafeteria areas, especially when mopping is taking place.

## **B. Maintenance Department**

The Maintenance Department is PCSS's most hazardous department due to the variety of equipment and materials employees may work with or encounter each day. This is why each of you must dedicate yourself to performing every task in a safe manner every day. Using good judgment is very important in order to complete your work without incident. The following is a list of procedures which failure to adhere to will be seen as a violation of PCSS Safety Policy and will be treated as such:

1. An employee should never attempt to perform any task that he has not been instructed how to perform safely.
2. All accidents, no matter how minor, must be reported to your supervisor immediately. The supervisor should then immediately report the accident to the Safety Department.
3. Never attempt to lift objects that are too heavy for you; always ask for help.
4. Always keep your work area clean and orderly; good housekeeping keeps workplace hazards to a minimum.
5. When performing maintenance on electrical equipment, always cut off the power source first.
6. When dealing with sharp objects such as wire, metal, glass, etc., gloves must be worn. Many injuries occur each year to maintenance employees that could be prevented by wearing gloves.
7. Before using any chemicals or other materials, closely read instructions and warnings.
8. All horseplay and practical jokes are prohibited.
9. Anytime there is a potential for flying debris, safety glasses must be worn. This includes sawing, drilling, mowing, weed eating, using chemicals or other materials including paints, and many other maintenance tasks.
10. Do not use or help in the use of any maintenance lift apparatus unless you have completed the appropriate manufacturer training.
11. Always wear your seat belt while operating a PCSS vehicle.
12. Always flag off work areas to keep unauthorized persons from entering a potentially dangerous area.
13. When working overhead or when there is potential for falling objects, always wear a hard-hat.
14. When mowing or using other high noise equipment, always wear earplugs.

## **C. Professional Staff**

Although these departments are considered to be PCSS's low hazard departments, these employees incur many injuries each year. The following is a list of simple safety rules, which, if followed, will prevent most injuries suffered by employees in these departments. Failure to follow these rules is a violation of the Safety Policy and will be treated as such.

1. When participating in activities that are out of your normal realm of work, such as student-staff ball games, etc., be sure to use extreme caution. If you are not physically fit to participate in these activities, please do not attempt to do so.
2. Always pay close attention to wet floor signs or wet floor conditions to avoid slips and falls.
3. Do not use the cafeteria or kitchen as a short cut to get from one part of the building to another.
4. If you see wet floor conditions or any type of spill, immediately report this so that it can be taken care of quickly.
5. Do not attempt to lift something that is too heavy for you; always get help.
6. Do not use a chair or a table as a ladder.
7. Do not sit on tables or any other items that are not intended for that use.
8. Always make sure that your classroom or work area is clear of any debris or items that may cause you or someone else to fall.
9. Report any hazardous work conditions to a supervisor immediately.
10. Never perform any task that you have not been trained to do.
11. Report any injury to your supervisor immediately.
12. If at any time for any reason, you use a PCSS vehicle, you will be subject to our drug and alcohol-testing program, regardless of your status.

## **D. Transportation Department**

Each employee of the Transportation Department receives a Transportation Handbook. This handbook contains a wide variety of information that is important for you to complete your tasks successfully. Many items within this book are rules or procedures that affect your personal safety. Each of the rules contained in this manual and your Transportation Handbook is PCSS Safety Policy, therefore, it is critical that you understand and follow the rules in these manuals. Failure to follow these rules is a violation of the Safety Manual and will be treated as such.

## **E. Central Receiving**

As a worker, you perform many different tasks each day. All of these tasks can be completed in a safe manner. It is very important to the School System that your workplace be one in which you feel comfortable safely performing your daily work. The following is a list of simple safety rules. If followed, most injuries currently being suffered by warehouse staff will be avoided. Failure to follow any of these safety rules is considered a violation of our Safety policy and will be treated as such.

1. An employee should never attempt to perform any task in which they have not been instructed in safety procedures.
2. All accidents, no matter how minor, must be immediately reported to your supervisor. The supervisor should then immediately report the accident to the Human Resources Department.

3. Never attempt to lift objects that are too heavy for you; always ask for help. Always wear your back support belt, when lifting items.
4. Always keep your work area clean and orderly; good housekeeping keeps workplace hazards to a minimum.
5. When dealing with sharp objects such as wire, metal, glass, etc., gloves must be worn. Many injuries occur each year to custodial employees that can be prevented by wearing gloves.
6. Before using any chemical or other materials, closely read instructions and warnings.
7. All horseplay and practical jokes are prohibited.
8. Anytime there is a potential for flying debris, safety glasses must be worn. This includes sawing, drilling, mowing, weed eating, using chemicals or other materials including paints, and many other maintenance tasks.
9. Always wear seat belts while operating a school system vehicle.
10. When working overhead or when there is potential for falling objects, always wear a hard-hat.
11. Never climb or stand on any shelving.

## **Forklift - Operating a Forklift Safely**

### **Introduction**

Knowledge, skill and confidence are the essential tools of a professional forklift operator. The knowledge that your equipment is in safe working condition and the skill that comes from practicing safe operating techniques will produce the confidence you need to get the job done right.

### **Pre-Use Inspection**

The physical operating condition of a forklift will change throughout each day and between each shift. A pre-use inspection identifies potential hazards you may encounter from a damaged forklift.

Before you start to work:

- Inspect the mast for broken or cracked weld-points and any other obvious damage.
- Make sure roller tracks are greased and that chains are free to travel.
- Be sure the forks are equally spaced and free from cracks along the blade and at the heels.
- Check hydraulic fluid levels.
- Check each hydraulic line and fitting for excessive wear or crimping.
- Look at lift and tilt cylinders to see if there is any damage or fluid leaking.
- Inspect mounting hardware on the cylinders and make sure everything is secure.
- Check tires for excessive wear, splitting or missing tire material.
- If you're operating on pneumatic tires, check them for the proper pressure indicated on the tire.

## **Inspecting The Power Source**

Batteries, propane or diesel powers forklifts. If you find a problem, never attempt to fix it yourself. Report any problems to your supervisor and let a qualified mechanic fix the problem.

### **Battery Power**

- Working around batteries can be dangerous because they contain acid.
- Don't smoke or let anyone else smoke in a charging area. Gases that can escape from a battery vent hole are extremely flammable.
- Check batteries for:
  - ◇ Cracks or holes
  - ◇ Security sealed cells
  - ◇ Frayed cables
  - ◇ Broken insulation
  - ◇ Tight connections
  - ◇ Clogged vent caps.

### **Battery Charging**

Battery-powered forklifts require constant charging. Do not smoke in the charging area because the materials are flammable. Follow the PCSS's procedures for safe charging of the battery and proper cable connections for re-charging.

### **Propane Power**

If the forklift is powered by propane, inspect the tank for cracks, broken weld-points and other damage. Make sure all valves, nozzles and hoses are secure and do not leak.

Anytime you have to handle a propane tank, do it outside, away from the building and other workers. Smoking, open flames and hotwork are never allowed around propane tanks. You should always have a fire extinguisher nearby.

### **Starting The Forklift**

- Once you have inspected for any visible damage, you're ready to start the forklift.
- Apply the foot brake.
- Shift gears to neutral.
- Turn the key.
- Check all gauges and indicators.
- Check controls, steering and brakes for smooth operation.

### **Finding The Rated Capacity**

One of the most important things to know about a forklift is its rated capacity under normal conditions and with special attachments.

It is important to know how much a load weighs before you try to move it. If the weight of the load is not clearly marked, try a simple test to see if it's safe to move.

- Lift the load an inch or two. The forklift should feel stable and the rear wheels in firm contact with the floor.
- If everything is operating properly and steering seems normal, you may begin to move the load. If you feel the forklift struggling, set the load down and check with your supervisor before you go on.

### **Handling And Moving Loads**

#### **To Pick Up A Load:**

- Square up on the center of the load and approach it straight on with forks in traveling position.
- Stop when the tips of your forks are about a foot away from the load.
- Level the forks and slowly drive forward until the load is resting against the backrest.
- Lift the load high enough to clear whatever is under it.
- Look over both shoulders to make sure you're clear and back out about a foot.
- Carefully tilt the mast back to stabilize the load.

#### **To Put A Load Down:**

- Drive safely to the location.
- Square up and stop about a foot away.
- Level the forks and then drive the rest of the way in.
- Now you can lower the load to the floor.
- To make sure you won't hook the load when you back out, tilt the forks slightly forward.
- Look over both shoulders and back straight out until the forks have cleared the pallet.

### **Stacking And Unstacking Loads**

Many facilities use forklifts to stack products and increase storage capacity. When you're stacking or unstacking a product, keep in mind that the higher your load is positioned, the less stable your forklift becomes.

Lifting a load from a stack is similar to lifting a load from the floor.

- Approach the load slowly and squarely with the forks in the traveling position.
- Stop about a foot from the load and raise the mast so the forks are at the correct height.
- Level the forks and drive forward until the load is flush against the backrest.
- Lift it high enough to clear the bottom load, look over both shoulders, and slowly back straight out.
- Once you've cleared the top of the stack, stop and lower the mast to the traveling position.
- Tilt the forks back and you are ready to go.

**To Stack One Load On Top Of Another:**

- Approach the load slowly and squarely.
- Stop about a foot away from the loading area and lift the mast high enough to clear the top of the stack.
- Slowly move forward until the load is square over the top.
- Level the forks and lower the mast until the forks no longer support the load.
- Look over both shoulders and slowly back straight out.

**Safety Tips**

- Never lift a load while you're moving. Always wait until you're in the loading area and completely stopped before you raise the mast.
- Be sure that the top load sits squarely on the stack. If you're just a little off, the whole thing could tip over.

## **Driving With A Load**

Once you've picked up a load you'll have to move it somewhere, so follow these safe-driving tips:

- Always travel with a load tilted slightly back for added stability.
- Travel with a load at the proper height. A stable clearance height is four to six inches at the tips and two inches at the heels to clear most uneven surfaces and avoid debris.
- Never speed or use excessive maneuvering.
- If you can't see over the load, drive in reverse. Never try to look around it.

## **Safe Steering**

Turning a forklift will require a little more concentration than driving a car. Because it steers from the rear, the forklift handles very differently from a car and other roadway vehicles. The back end of the forklift swings wide and can injure co-workers or damage products or equipment if you're not careful.

- Think of the drive wheels as a pivot point. When you turn, the back of the forklift makes a circle around the front.
- Never make a turn at normal traveling speed. Always slow down to maintain balance.
- When you're turning into an aisle, stay wide. This will help your load clear the sides and give you the chance to square-up with your destination.
- When you back out of an aisle, remember to allow enough room for forks to clear the sides before starting the turn.
- If you leave your forklift unattended for any reason, always lower the mast completely, turn off the engine and set the brake.

**NOTE:** Check with your supervisor about specific PCSS safety rules. Some policies may state that if you are closer than 25 feet or maintain visual contact with the forklift, you may leave the engine running.

## **Summary**

Practice and concentration on your work are the keys to becoming a successful operator. Keep in mind that you put yourself and your co-workers in danger when you do not follow safe operating procedures. A professional forklift driver will make sure that equipment is in good condition and will practice safe operating techniques.

### **XIII. SLIP, TRIP AND FALL PREVENTION**

Falls are accidents, which often cause injury and lost time. Injuries from falls may include cuts, bruises, muscle sprains and strains, broken bones and back injuries.

#### **What Happens When You Slip?**

Slips can be caused by constantly wet surfaces, spills or weather hazards like ice and snow. Slips are more likely to occur when you hurry or run, wear the wrong kind of shoes or don't pay attention to where you're walking. Follow these safety precautions in order to avoid a slip.

- Practice safe walking skills. If you must walk on wet surfaces, take short steps to keep your center of balance under you and point your feet slightly outward. Move slowly and pay attention to the surface you're walking on.
- Clean up spills right away. Whenever you see any kind of spill, clean it up yourself or report it to a maintenance person. Even minor spills can be very hazardous.
- Don't let grease accumulate on floors. If grease is present in your work area, be sure that it's cleaned up promptly.
- Wear the right shoes.

#### **What Happens When You Trip?**

Trips occur whenever your foot hits an object and you are moving with enough momentum to be thrown off balance. A trip can happen when your work area is cluttered, when lighting is poor, or when an area has loose footing. Trips are more likely to happen when you are in a hurry and don't pay attention to where you're going. Remember these rules to avoid tripping:

- Make sure you can see where you're going. Carry only loads that you can see over.
- Keep work areas well lit.
- Keep your work area clean and don't clutter aisles or stairs. Store materials and tools in closets, cabinets, or specially assigned storage areas.
- Extension or power tool cords can be dangerous tripping hazards. Tape them to the floor or arrange them so that they won't be in the way for pedestrians/customers.
- Eliminate hazards due to loose footing on stairs, steps, and floors. Report loose carpeting, stair treads, or hand rails. Broken pavement and floorboards or loose floor tiles can also catch a foot and cause a fall.
- On loading docks, store gangplanks and ramps properly.

#### **What Happens When You Fall?**

Falls occur whenever you move too far off your center of balance. Slips and trips often push you off your center of balance far enough to cause a fall, but there are many other ways to fall. Makeshift ladders, misuse of ladders, accidents while climbing, and improper scaffolding use also cause them. Avoid falls of any kind with these safety measures:

- Don't jump. Lower yourself carefully from docks, trucks, or work stages.
- Check lighting. Make sure hallways, stairs, and work areas are properly lit.
- Repair or replace stairs or handrails that are loose or broken.
- Don't store things on stairs or in aisles.
- Wear good shoes.

### **Work Safely**

Preventing slips, trips, and falls is a task that depends on many factors-most importantly- you. You might not be able to change your workplace, but you can recognize dangers, work to eliminate hazards, and use safety devices and equipment.

## **XIV. DRIVER SAFETY**

1. It is the responsibility of assigned drivers to inspect their vehicle for safe operating conditions before the vehicle for safe operating conditions before the vehicle is moved from the yard each day.
2. Daily vehicle inspections must include the following:
  - Lights
  - Signals
  - Horns
  - Mirrors
  - Tires
  - Brakes
  - Wipers
  - Seat belts
  - Defrosters
  - Safety and emergency equipment
  - Check all fluid levels

**\*A logbook of all inspections will be required.**

3. Seat belts must be worn at all times.
4. All motor vehicle operators will know and observe laws that govern safe operation of their vehicle.
5. All motor vehicles owned by the PCSS are to be used for school BUSINESS ONLY and are not to be used during or after normal work hours for any use other than School Business. Exceptions to this policy are to be allowed only by school supervisors.
6. Any school employee hired to drive a motor vehicle must have a valid Tennessee driver's license consistent with the job being done. Persons who drive motor vehicles incidental to their main responsibilities must also have a valid Tennessee driver's license.

Periodic checks will be made among employees for compliance of this rule and anyone found to be in violation will be suspended from the school system, without pay, until such time as proof can be shown that deficiencies have been corrected.

All accidents shall be considered preventable and all operators shall do all things possible to prevent accidents.

7. In case of an accident, after taking care of physical needs of persons involved, and notification of public emergency authorities, do not give any statements to anyone concerning the accident except to police, other authorized public officials, or county/school representatives. At no time is anyone to make any accusations that might complicate the investigation or further legal positions.
8. ALWAYS DRIVE DEFENSIVELY

#### **XV. PERSONAL PROTECTIVE EQUIPMENT AND APPAREL**

1. The use of personal protective items such as safety glasses, hearing protection, etc. is REQUIRED IN DESIGNATED AREAS. Your supervisor will assign the proper personal protective equipment. Each piece of equipment should be suitable for your particular situation. Violation of this rule will result in disciplinary action that may ensue in termination or leave of absence without pay.
2. Clothing that is appropriate for the work to be performed is required and there shall be no personal property used or worn that may endanger the individual or any employee working with or near the employee.
3. Any safety equipment issued is to be used in accordance with rules, regulations, or manufacturer recommendations.
4. Anyone working with paints, solvents, or other materials that may be hazardous are to check with their supervisor for proper personal protective equipment. When in doubt about task to be performed, all labels or other warnings are to be followed carefully as set out in Material Safety Data Sheets, as directed by the Hazardous Materials, Right-To-Know Program.
5. Employees are required to maintain their personal protective equipment in a clean and efficient manner at all times.

#### **XVI. LADDER SAFETY**

1. Don't use metal ladders when performing electrical work. Wood or fiberglass ladders are recommended.
2. Set up the ladder on a firm, solid surface.
3. Face the ladder when ascending or descending.
4. One person allowed on the ladder at a time.
5. Never stand on the top rung.
6. Inspect the ladder periodically to ensure that it's safe.
7. Replace or repair damaged ladders immediately.
8. Use the 4 to 1 rule when using extension ladders. (1' from the wall for every 4' of ladder length)

## EMPLOYEE SIGNATURE SHEET

I, \_\_\_\_\_  
(Name)

SSN \_\_\_\_\_

being an employee of the Putnam County Board of Education do hereby acknowledge that I have been provided a copy of and am informed of all Safety Rules applying to my work or task in my service to Putnam County.

I hereby signify my intent to abide by the rules, regulations, and requirements of the Safety Program of Putnam County and that I intend to do all that I can to encourage and promote safety within the scope of my assignment and the realm of my influence.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Please execute the above and return to your immediate supervisor for inclusion in your employment file.

Rules reviewed with supervisor.

\_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(Date)