

## SECTION U

### CODE OF SAFE PRACTICES

The Code of Safe Practices in this section is general in nature and should be used by supervisors to review safe work procedures with employees.

SIPE 01	Classroom/General Work Area
SIPE 02	Clerical/Administrative Employees
SIPE 03	Drivers
SIPE 04	Warehouse
SIPE 05	Maintenance
SIPE 06	Carpenters
SIPE 07	Ladder Users
SIPE 08	Material Handlers
SIPE 09	Ground Maintenance
SIPE 10	Equipment Operators
SIPE 11	Custodial
SIPE 12	General - Science Classroom
SIPE 13	Machine Operators
SIPE 14	Lifegate Safety Procedures
SIPE 15	Golf Cart Safety

**CODE OF SAFE PRACTICES**

General Area or Specific Job Safety Class: Classroom/General Work Area

Date Prepared \_\_\_\_\_ Preparer \_\_\_\_\_

Safe Work Place Conditions

1. Report all unsafe conditions to your supervisor or the safety coordinator.
2. Report all accidents, injuries and illnesses to your supervisor or the safety coordinator.
3. Employees shall not store excessive combustibles (paper) in work areas.
4. Aisles and hallways shall be kept clear at all times.
5. Fire extinguishers shall be kept clear at all times.
6. In the event of a fire, activate the fire alarm.
7. Upon hearing alarm, stop work and proceed to the nearest clear exit. Gather at the appointed location.
8. Only trained and designated workers may attempt to respond to a fire or other emergency.
9. Means of egress shall be kept unblocked, well-lighted and unlocked during work hours.
10. Emergency procedures follow guidelines established by the district.
11. Universal precautions will be used whenever an employee handles any blood or other potential infectious materials.
12. Employee should familiarize themselves with site emergency procedures, i.e., exits, assembly area, duck, cover & hold, etc.

**CODE OF SAFE PRACTICES**

General Area or Specific Job Safety Class: Clerical/Administrative Employees

Date Prepared \_\_\_\_\_ Preparer \_\_\_\_\_

Safe Work Place Conditions

1. For Video Display Terminal (VDT) work stations, background and screen lighting shall be compatible and adjustable. "No glare" screens shall be available.
2. VDT screen position should be adjustable.
3. Chairs should be adjustable.
4. Keyboard should be adjustable.
5. Work places should be kept free of debris, floor storage and electrical cords.
6. Adequate aisle space shall be maintained.

Safe Work Practices

7. Employees must exercise caution in moving about the office.
8. File cabinet drawers shall be opened one at a time and closed when work is finished.
9. Care should be exercised in closing file drawers to avoid pinching the employee's or other employee's fingers.
10. When carrying loads, care should be exercised to avoid overexertion and strain.
11. Employees shall seek eye and vision care and use rest periods provided to relax eyes and body.
12. Employees shall follow training on preventing problems associated with VDT use.
13. Supervisor will assure that employees who work on a computer station for an extensive period, be given periodic breaks.

**CODE OF SAFE PRACTICES**

General Area or Specific Job Safety Class: Drivers

Date Prepared \_\_\_\_\_ Preparer \_\_\_\_\_

Safe Work Practices

1. Employees shall use proper lifting techniques and avoid overexertion when lifting packages.
2. A hand cart shall be used for heavy loads.
3. Seat belts and shoulder harnesses shall be worn at all times.
4. Employees shall not exceed the speed limit.
5. Employees shall practice defensive driving.
6. Employees shall park in legal spaces and not obstruct traffic.
7. Delivery employees shall not consume alcoholic beverages or use any intoxicating substance prior to or during work.
8. Vehicle should be locked when unattended to avoid criminal misconduct.
9. Drivers should park in well-lighted areas and/or near entrances to avoid criminal misconduct.
10. Forklift operators will be trained and certified prior to operating a forklift.

Safe Work Place Conditions

11. Floors will be kept clean at all time.
12. Back belts will be worn when pushing , pulling and lifting is required.
13. Backup sounding device should be installed on district warehouse vehicles.
14. All employees driving a vehicle shall possess the appropriate valid license.

**CODE OF SAFE PRACTICES**

General Area or Specific Job Safety Class: Warehouse

Date Prepared \_\_\_\_\_ Preparer \_\_\_\_\_

Safe Work Place Conditions

1. Hand carts and other mechanical stock handling equipment shall be available for heavy loads.
2. Appropriate first aid supplies should be available.
3. Cutting devices in good condition shall be provided to employees.

Safe Work Practices

4. Employees shall apply techniques of proper lifting on which they have been trained.
5. Employees shall exercise care and avoid overexertion.
6. Spills shall be cleaned up immediately; floors shall be maintained in a dry condition.
7. Employees must follow procedures established for spill cleanup involving chemical substances.
8. Employees shall consult MSDSs if they do not know the hazards associated with chemical spills.
9. Employees shall exercise care in use of cutting devices.

Personal Protective Equipment

10. Employees shall wear proper protective equipment when performing cleanups of chemical spills.
11. Proper shoes and clothing shall be worn by warehouse employees.
12. Back belts will be worn when pushing, pulling, and lifting is required.

**CODE OF SAFE PRACTICES**

General Area or Specific Job Safety Class: Maintenance

Date Prepared \_\_\_\_\_ Preparer \_\_\_\_\_

Safe Work Place Conditions

1. Welding area ventilation hood must be working properly during welding operations.
2. Grinding wheels shall be equipped with properly adjusted safety shields and tool rest.

Safe Work Practices

3. Machines must be turned off and locked out during maintenance, unless specifically approved and as directed by the maintenance supervisor.
4. Only qualified employees designated by the maintenance supervisor are permitted to work on energized circuits.
5. Welding must be done under the ventilation hood.
6. Parts being welded must be clean and dry.
7. Employees must not climb to heights where falls are possible without use of approved ladders and safety belts.
8. Employees shall exercise care in lifting, torquing and similar strenuous work consistent with training (back injury prevention training is required for maintenance employees).

Personel Protective Equipment

9. Employees must wear chemical protective gloves when degreasing parts.
10. Welders must wear proper shoes, clothing, eye protection and welding hoods/shields during welding operations.

**CODE OF SAFE PRACTICES**

General Area or Specific Job Safety Class: Carpenters

Date Prepared \_\_\_\_\_ Preparer \_\_\_\_\_

Safe Work Place Conditions

1. Portable power saw blade upper half must be permanently guarded; bottom half must have a hinged guard.
2. Radial arm and table saws must have anti-kickback devices installed.
3. Exposed saw teeth must be covered by hoods or guards.
4. The blade of the radial arm saw must not pass beyond the front edge of the cutting table and when the blade is released it must retract to the back stop.
5. Safety devices must be installed on all pneumatic nailers and staplers operating at over 100 psi.

Safe Work Practices

6. Employees must be trained in proper saw use and safety before working unsupervised.
7. Employees shall not block off or remove any guard or safety device.
8. Employees must disconnect pneumatic tools from air supplies when not in use.
9. Employees must not operate a pneumatic tool within 10 feet of another worker.
10. Only trained employees shall operate power activated tools.

Personal Protective Equipment

11. Safety glasses with side shields must be worn at all times.
12. Proper shoes and clothing shall be worn by carpenters.

**CODE OF SAFE PRACTICES**

General Area or Specific Job Safety Class: Ladder Users

Date Prepared \_\_\_\_\_ Preparer \_\_\_\_\_

Safe Work Practices

1. Use only OSHA approved ladders for all jobs.
2. Use only non-conductive ladders for electrical work.
3. Report unsafe ladders to your supervisor.
4. Face rungs when climbing a ladder, and use both hands.
5. Do not use a ladder without safety feet.
6. No more than one person is allowed on a ladder at one time.
7. Do not splice short ladders together.
8. Do not use ladders with broken or missing steps or rungs.
9. Do not place ladders on boxes or other unstable bases to gain height.
10. Do not place a ladder in front of a door unless the door is guarded, locked or blocked open.
11. Do not place a ladder against a window.
12. Always extend ladders 3 feet above roof when climbing to the roof of a building.
13. Ladders shall be placed so that the side rails have secure footing.
14. Tops of the ordinary types of step ladders shall not be used as steps.
15. Do not climb higher than the third rung from the top of step ladders.

Safe Work Place Conditions

16. Ladders will not be stored where they might cause a tripping hazard.



**CODE OF SAFE PRACTICES**

General Area or Specific Job Safety Class: Material Handlers

Date Prepared \_\_\_\_\_ Preparer \_\_\_\_\_

Safe Work Practices

1. Employees must keep floors clean, dry and free of oil.
2. Multiple case loads must be placed on pallets and moved with a pallet lift (truck) or by a forklift.
3. Forklifts shall be used to lower pallets to floor level to pick single cases.
4. Employees operating mechanical material handling equipment must be qualified by training and authorized by the area supervisor to do so.
5. Employees shall not ride forklift forks to pick orders.

Personal Protective Equipment

8. Proper shoes and clothing shall be worn.
9. Back belts will be used when pushing, pulling and lifting.

**CODE OF SAFE PRACTICES**

General Area or Specific Job Safety Class: Ground Maintenance

Date Prepared \_\_\_\_\_ Preparer \_\_\_\_\_

Safe Work Place Conditions

1. Hand-held tools must be kept in good conditions
2. Short-handled hoes are not permitted for cultivation.
3. Appropriate first aid supplies must be available.

Safe Work Practices

4. No employee may use pesticides unless trained and approved by the supervisor.
5. Pesticides shall be mixed per label instructions and training.
6. Symptoms of pesticide poisoning shall be reported to the supervisor immediately.
7. Employees shall not enter pesticide-treated fields until the pesticide is dry or settled, or according to posted re-entry intervals.
8. Employees shall avoid stooping or squatting to the extent possible.
9. Employees shall be trained about biting and stinging pests that are prevalent in the area.
10. Employees must notify the supervisor of any snake or animal bites or severe insect stings.

Personal Protective Equipment

11. Pesticide applicators must wear required safety equipment (gloves, respirators, clothing, as appropriate).
12. Employees using mowers, weed eaters, power edgers, or power blowers must wear ear, eye, and face protection. Guards should not be removed while using equipment.
13. Back belts will be used when pushing, pulling and lifting.
14. Proper shoes and clothing shall be worn.

**CODE OF SAFE PRACTICES**

General Area or Specific Job Safety Class: Equipment Operators

Date Prepared \_\_\_\_\_ Preparer \_\_\_\_\_

Safe Work Place Conditions

1. Tractors shall have roll over bars installed.
2. Seat belts must be installed on tractors.
3. Tractors shall have positively locking brakes.
4. All moving parts on tractors, power take-offs and other equipment must be guarded.

Safe Work Practices

5. Employees must wear seat belts when operating tractors.
6. Parking brakes must be set when leaving equipment.
7. Employees must not remove or tamper with guards.
8. No one may ride with equipment operator unless the rider is being trained or assisting and the rider is in a safe location.
9. Operator must make sure the equipment is clear before starting up.
10. Engines and power sources must be deactivated before performing maintenance service.
11. Equipment must stay more than 20 feet from power lines.
12. Vehicles must be turned off when refueled.
13. Smoking is not permitted during refueling.
14. Fuel vapor inhalation shall be avoided.

Personal Protective Equipment

15. Hearing and eye protection devices shall be worn as required when operating noisy equipment.
16. Proper shoes and clothing shall be worn.

**CODE OF SAFE PRACTICES**

General Area or Specific Job Safety Class: Custodial

Date Prepared \_\_\_\_\_ Preparer \_\_\_\_\_

Safe Work Place Conditions

1. Work stations shall be kept free of debris and storage, especially floor surfaces.

Safe Work Practice

2. Employees must follow procedures established for spill clean-up involving hazardous material.
3. Employees shall consult MSDS sheets if they do not know the hazards associated with a cleaning chemical.
4. Electrical power equipment will be inspected daily and grounded prior to use.
5. Universal precautions shall be considered when a bloodborne pathogen situation occurs.
6. Employees shall apply techniques on proper lifting and wear/use a back belt for which they have been trained whenever they are pushing, pulling and lifting.
7. Employees shall use proper lifting techniques and avoid overexertion when lifting.
8. Employees shall consult MSDS sheets if they do not know the hazards associated with a cleaning product/chemical.
9. Employees must not climb to heights where falls are possible without use of an approved ladder.
10. Employees will practice secondary labeling procedures when transferring cleaning chemicals to secondary containers.

Personal Protective Equipment

11. Employees should wear gloves, a long sleeve shirt, and eye protection whenever they are mixing and using hazardous chemicals.
12. Proper shoes and clothing shall be worn.
13. Back belts will be worn when pushing, pulling or lifting.

**CODE OF SAFE PRACTICES**

General Area or Specific Job Safety Class: General - Science Classroom

Date Prepared \_\_\_\_\_ Preparer \_\_\_\_\_

Safe Work Place Conditions

1. All secondary containers will be labeled as to the contents.
2. Hazardous chemicals will be properly stored by compatibility and in an approved storage cabinet.

Safe Work Practice

3. Work involving hazardous substances must not proceed unless the fume hood is properly operating (flow indicator gauge indicates 100 linear feet per minute (1fpm) or hood is turned on and sash is at proper location.
4. Employees must verify that the ventilation system is properly operating and stop work immediately if the system malfunctions or is not adequately venting fumes/vapors.
5. Employees must be trained in hazardous chemical identification, spills, and disposal.
6. Employees shall consult MSDS if they do not know the hazards associated with the chemical.
7. Employees must follow procedures established for spill clean-up involving chemical substances.

Personal Protective Equipment

8. Employees shall wear proper protective equipment when handling hazardous chemicals/substance.
9. Splash proof goggles will be worn by employees and students when handling hazardous chemicals.

**CODE OF SAFE PRACTICES**

General Area or Specific Job Safety Class: Machine Operators

Date Prepared \_\_\_\_\_ Preparer \_\_\_\_\_

Safe Work Place Conditions

1. Machines must be turned off and locked out prior to cleaning or worn tool replacement.
2. Safety guards and shields must be in place when machines are operating.
3. Operators must verify at the beginning and end of the shift that the ventilation system is working properly (gauge at 100).
4. Keep floor surfaces in work area clean and dry.
5. No food or drinks are allowed in the vicinity of the machines.

Safe Work Practices

6. Operators must notify maintenance immediately when:
  - The ventilation system is not working properly.
  - The cutting oil is not properly draining from machines.
7. Do not operate machines with damaged or worn cutting tools.

Personal Protective Equipment

8. Safety glasses must be worn in the shop.
9. Safety (steel-toed) shoes must be worn in the shop.
10. Ear plugs must be worn during machine cutting operation.
11. Proper shoes and clothing shall be worn.

**CODE OF SAFE PRACTICES**

General Area or Specific Job Safety Class: Lift Gate Safety Procedures

Date prepared \_\_\_\_\_ Preparer \_\_\_\_\_

Safe Work Place Conditions

1. Read operators manual before operating equipment.
2. Do not make any modifications to equipment or its safety features.
3. Do not exceed the maximum capacity of the lift gate.
4. Keep floor surfaces in work area clean and dry.

Safe Work Practices

1. All lift gate users will read the operating instruction and will be trained in its use before operating lift.
2. Operators will never allow anyone to ride on the platform. The lift is not designed as a wheelchair or personnel lift.
3. Stand clear of all moving parts when opening, raising or lowering platform.
4. Do not step off or jump from a raised or moving platform.
5. Operators will always ask for assistance when loading or unloading bulky or heavy loads.
6. Load will be centered on the platform.
7. The vehicle operator is responsible for the safe handling of lift gate operations.
8. Lift will be locked in the closed position when not in use or unattended.
9. The lift gate operator will frequently check cables, chains, and other components for wear or damage. Report damaged equipment to an authorized district maintenance personnel.

Personal Protective Equipment

1. Gloves are recommended.

**CODE OF SAFE PRACTICES**

General Area or Specific Job Safety Class: Golf Cart Safety Checklist

Date prepared \_\_\_\_\_ Preparer \_\_\_\_\_

Safe Work Place Conditions

1. Read operators manual before operating equipment.
2. Do not make any modifications to equipment or its safety features.
3. Cart operator must possess a current drivers license.
4. Never leave the keys in the golf cart when unattended.
5. Perform regularly scheduled cart maintenance to check brakes, steering, and tires.
6. Regularly maintain condition of cart paths.
7. Post highly visible signs to direct cart operations.
8. Barricade hazardous driving areas.

Safe Work Practices

1. Only two persons per cart.
2. Only authorized and trained employees should be allowed to drive carts.
3. Occupants should remain seated while the cart is in motion.
4. Sharp turns, steep inclines and drop-offs should be marked or guarded.
5. Do not operate carts on public roads.
6. Always lock and secure the golf cart when not being used, such as when storing overnight.
7. Never operate the golf cart with more passengers aboard than the golf cart is designed to accommodate.
8. Keep hands, legs, feet and arms inside the confines of the golf cart when it is in motion.
9. Never exceed the safe speed limit.



10. Drive only in designated cart areas.
11. Set the brake before leaving the cart.
12. To avoid tipping over, drive carts straight up and straight down slopes.
13. Do not move cart until both occupants are seated.
14. Never back up without looking to see what is behind the cart.
15. Always obey all traffic rules and regulations.
16. Reduce speed to compensate for inclines, pedestrians, and weather conditions.
17. Approach sharp or blind corners with caution.
18. Operator and passengers should wear seat belts.
19. Maintain adequate distance between vehicles.

#### Personal Protective Equipment

1. Safety glasses are recommended.