

SAFETY AND ACCIDENT PROCEDURE GUIDELINES

GENERAL GUIDELINES – ALL EMPLOYEES:

1. Be on the lookout for potential hazards as they are always present.
2. Always clean up messes and spills to prevent slips, trips, and falls.
3. Close closet and cabinet doors and drawers when done using them.
4. Floors should be in safe condition and free from trash, assorted objects/debris and unsafe or sliding floor mats.
5. Keep hallways/aisles clear of tripping hazards (including excess furniture, equipment, electrical cords, books, etc.).
6. Electrical equipment/appliances should be turned off when not in use and disconnected (turned off and unplugged) when being cleaned.
7. Malfunctioning equipment/appliances must be taken out of service immediately and a work order(s) sent to the maintenance department.
8. An appropriate step ladder or step stool should be used to reach items. **Stepping or standing on unstable items is strictly prohibited.**
9. Heavy items should be stored on low shelves.
10. Use proper lifting techniques, doing so with the legs instead of the back.
11. Horseplay and practical jokes are strictly prohibited.
12. All accidents, no matter how minor, should be reported to the supervisor.

MAINTENANCE, GARAGE, VOCATIONAL ED STAFF SAFETY GUIDELINES:

1. Loose clothing which might become entangled in machinery shall not be permitted in the shop areas.
2. Long hair must be tied back and hair nets worn while operating dangerous machinery including portable drills, saws, welders, mixers and other similar apparatus.
3. Safety guards shall remain properly attached and in functional condition on all machines so equipped and shall be used whenever the machines are in operation.
4. Safety perimeters shall be placed around all power machinery. Only the person operating a machine and his helper shall be allowed within the designated area.
5. Safety glasses are to be kept with the employee at all times and worn whenever hazardous type work is performed. Face shield is to be worn in addition to safety glasses for welding and grinding.
6. Safety glasses and safety shoes are to be worn while operating lawn maintenance equipment.
7. Personal protective equipment, such as safety shoes, hard helmets, gloves, etc. shall be worn when hazardous type work is performed or when required by the employee's job description.
8. Hazardous jobs are as follows: working with or in proximity of hot molten metal's, milling, sawing, shaping, cutting, grinding, heat treatment, tempering any metal, gas or electric welding, repair of any vehicle, motor overhaul, working with caustic or explosive materials, paint removers and related substances.
8. A proper Respirator shall be worn when spraying, metalizing, or when there is a danger of inhaling toxic fumes.
9. Never use compressed air to cool off, clean clothes, or for horseplay.
10. Safe Lockout Procedures shall be adhered to, per OSHA Procedures 1910.261, before any maintenance inspection, cleaning, adjusting, or servicing of equipment.
11. Approved safety procedures shall be followed when working from ladders, power lifts, and scaffolds.
12. No riding of equipment or machinery is allowed unless a seat is provided per the manufacturer.
13. Good housekeeping practices (keeping the work site clean and free of debris) shall be applied during and at completion of all jobs.

SCHOOL NUTRITION STAFF SAFETY GUIDELINES:

1. Use safe work procedures as accidents can be prevented by doing things the right way and not taking short cuts.
2. No personal kitchen items brought from home are allowed in the cafeteria. This includes small appliances (such as crock pots, coffee pots, cup warmers, mixers) and small wares (such as knives, knife sharpeners).
3. Long hair must be tied back and hair nets worn when working in the kitchen. Remove any jewelry and never wear dangling sleeves that may get caught in appliances or catch fire.
4. When carrying items, clear the path you intend to take. Use caution when carrying liquids, especially hot liquids.
5. Use personal protective equipment, such as hot mitts, metal gloves, etc. when needed as this will help to prevent accidents and injuries.
6. Use a sturdy step ladder to reach for things and do not step on objects that are unstable.
7. Knife safety guidelines should always be followed:
 - a. Always cut away from the body on a proper cutting surface.
 - b. Never leave knives lying in water as it can injure an unsuspecting dishwasher.
 - c. When wiping knife blades, always point the cutting edge away from the hand.
 - d. Always lay knives flat and away from counter edges. If a knife should fall, do not try to catch it. Pick it up after it has fallen.
 - e. Always return knives to their proper storage areas when done working with them.
8. Stove/oven/steamer safety guidelines should always be followed:
 - a. Never leave pan handles over burners.
 - b. Keep hot dishes and crockery out of reach of others to avoid burns.
 - c. Use caution when working with steam. Never reach over steamer when opening the lid. The same caution should be used when opening hot cabinets as steam may escape.
 - d. Use oven mitts or pot holders when handling hot dishes.
 - e. Keep flammable materials away from ranges and stoves. Do not put napkins, towels, or paper containers on the range.
 - f. Never pour water on a pan fire involving grease and never try to carry a burning pan to the sink or outdoors.
9. Machinery guards should be used if available and recommended for the type of equipment in use.
10. Safe Lockout Procedures shall be adhered to, per OSHA Procedures 1910.261, before any maintenance inspection, cleaning, adjusting, or servicing of equipment.
11. Malfunctioning machinery or equipment shall be turned off and/or unplugged/disconnected before attempting repairs.
12. Electrical appliances should be turned off when not in use and disconnected when being cleaned.
13. Do not overload pushcarts or dollies.
14. Keep sharp protruding objects out of the aisles and away from busy workers. All drawers should be kept closed when not in use. Keep aisles clean and clear at all times.
15. Place all cleaning equipment (e.g. brooms, mops, carts, buckets, etc.) where they will not be a hazard to others.