

General Safety Rules

On the job accident prevention is required of all school district employees. We make it happen through full cooperation and team work among supervisors, managers, administrators, and employees.

Here are some important general safety rules and practices that you are asked to follow regardless of your work assignment.

1. Lift properly: If the load is manageable (you can lift it alone without mechanical help or the help of a co-worker) :

The Safe Way To Lift

Before you lift anything, think about the load you'll be lifting. Ask yourself: "Can I lift it alone?" "Do I need mechanical help?" "Is it too awkward for one person to handle, or should I ask a coworker for help?" If the load is manageable, follow these tips for safe lifting:



1. Tuck Your Pelvis

By tightening your stomach muscles you can tuck your pelvis which will help your back stay in balance while you lift.

2. Bend Your Knees

Bend at your knees instead of at your waist. This helps you keep your center of balance and lets the strong muscles in your legs do the lifting.



3. "Hug" The Load

Try to hold the object you're lifting as close to your body as possible, as you gradually straighten your legs to a standing position.

4. Avoid Twisting

Twisting can overload your spine and lead to serious injury. Make sure your feet, knees, and torso are pointed in the same direction when lifting.



In addition to these techniques, remember to make sure that your footing is firm when lifting and that your path is clear. Be sure to use the same safe technique when you set your load down. It takes no more time to do a safe lift than it does to do an unsafe lift, so why not play it safe and lift it right?

Additional rules to reduce the possibility of strains:

- Get help with heavy loads.
- Use mechanical aids to help you lift and carry whenever possible.
- Avoid lifting above waist level or below ankle level.
- Avoid rapid, jerky movements.

- Lift with the legs and bend your knees while keeping your spine straight.
 - Keep yourself in good physical condition.
 - Reduce the sizes and weight of lifted items.
2. Wipe up all spills, leaks, mud, rainwater, etc. on all floors, halls or steps immediately, even if you are not the one that caused the spill. Wipe the floor dry. If you cannot get it dry, never leave the area unmarked and/or unguarded, even for a moment.
 3. Wear proper, substantial shoes with good slip-resistant soles and heels.
 4. Warn others of wet floor "Haste makes waste" and causes accidents. Do not run, and watch your step. Keep your footing and balance at all times.
 5. Sweep up broken glass and/or pick up broken glass with a pan or damp paper towel or gloves. Never handle broken glass with your bare hands!
 6. Obtain instructions and authority for operating any machinery. Always follow the safety instructions for operating that machine. Do not take chances or cut corners. Do not leave the equipment or use it where someone may stumble over it. Never yank cords out of the wall; grasp the plug and pull. Put all tools and equipment back in their proper place.
 7. Never use chairs, carts, garbage cans, wheelbarrows, tables, counters, boxed, filing cabinets, or milk crates as substitutes for proper ladders or work platforms equipped with railings.
 8. District property, including buildings and grounds, is no place for horseplay, fighting, teasing, practical jokes, and startling your fellow workers.
 9. Do not lubricate, oil, grease, or service moving equipment. Never leave a machine plugged in and unattended.
 10. Be mentally alert and physically fit at all times; if you feel ill, report to your supervisor
 11. Know your school's fire and emergency escape plan and the location of all fire extinguishers.
 12. Report defective tools, hazardous conditions, hazardous substances, or broken equipment immediately to your supervisor in person. You may also report said condition in writing on an "Employee Report of Unsafe Condition" form found in the Appendix. The Principal or Supervisor should frequently "double check" and take action to have defective items replaced or repaired.
 13. Inspect all ladders before using and set up the ladder properly. Never stand on the top step of a stepladder.
 14. Never store combustible or flammable liquids in a custodial closet, boiler room, utility closet, or an electrical equipment room. Store these items outside or in an approved cabinet or room, and always use approved safety containers.
 15. Never overload electrical circuits.
 16. Never use gasoline as a cleaning agent nor any cleaning agent other than those provided by the District.

17. Use handrails when using the stairways, and keep to the right side of hallways, especially at corners.
18. Avoid wearing loose clothing, jewelry, necklaces, and gloves around machinery.
19. If you lose your grip on the handle of sharp objects such as knives, glass objects, scissors, cutters, or hedge trimmers, **let it fall**. Trying to catch them may cause serious cuts.
20. Never remove machine guards unless authorized, except for repairing, adjusting, or cleaning. Then immediately replace them.
21. Avoid distracting or disturbing others. Do not talk to persons who are operating equipment or machines.
22. Do not attempt to repair anything, such as wiring or equipment, unless you are qualified.