

School District of Manatee County



Employee and Student Safety Program

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SECTION I

MANAGEMENT COMMITMENT AND INVOLVEMENT

PROCEDURE STATEMENT

The administration of the School District of Manatee County is committed to providing employees with a safe and healthful workplace. It is the procedure of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty or other disincentive.


Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, myself, or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Promoting safety committee participation;
- Providing safety and health education and training and
- Reviewing and updating workplace safety rules.

This procedure statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

Diana Greene



Superintendent of School District

SDMC PROCEDURE LETTER

The purpose of safety is simple – to accomplish our goals and to provide employees, students and visitors with a safe and healthy environment. As such, safety is a core value, a management and employee responsibility inherent in everything we do which cannot be disregarded for convenience or expediency. Accidents cause tragic loss of life and suffering; principals, managers and supervisors must also understand that accidents always reduce performance and lower the quality of life of those injured. While accident investigation and reporting are often the most visible elements in SDMC safety programs, our emphasis will be on accident prevention through risk management. Leadership at every level must integrate risk management principles into the planning and execution of everything we do, the safety and health of our dedicated employees depend on it.

EVERYONE IS A RISK MANAGER


Supervisors at all levels are responsible for accident prevention and employee training. Supervisors are accountable that personnel under their control observe appropriate safety and occupational health rules and regulations. Management will maintain a safe and healthful working environment free from recognized hazards and promptly evaluate and take actions to correct hazards reported by employees or identified through inspections or accident investigations. Our goal is to identify these hazards and eliminate them before they become accidents.

All employees will comply with established standards and promptly report all hazards to their immediate supervisor for correction. The most nebulous, but probably the most important, aspect of safety is fostering, nurturing, and maintaining a culture of Safety Awareness. Every person must be aware of what they are doing, the type of environment in which they are operating, and the consequences of their actions.

Communication is a critical aspect of any successful endeavor. To this end, each principal, manager and supervisor is responsible to ensure that critical issues involving safety and health are communicated up, down, and across the organization. These issues include, but are by no means limited to, training initiatives, identification of hazards and deficiencies, their elimination, and adverse environmental conditions.

Accidents don't just happen; there are causes involved that can be controlled. Accidents are not just the "cost of doing business". I challenge each principal, manager, supervisor, and employee throughout the School District of Manatee County to take those actions necessary to prevent the needless and costly waste of material, time, and human resources that result from mishaps.

Diana Greene



Superintendent of School District

Updated 12/13/2019

SECTION II

SAFETY COMMITTEE

Safety Committee Organization

A safety committee has been established to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee consists of the following supervisory and non-supervisory members of our organization:

Safety Program Coordinator _____	<u>Safety Manager</u>
Supervisory Employee Member _____	<u>SLEC Member</u>
Supervisory Employee Member _____	<u>SLEC Member</u>
Non-Supervisory Employee Member _____	<u>SLEC Member</u>
Non-Supervisory Employee Member _____	<u>SLEC Member</u>
Non-Supervisory Employee Member _____	<u>SLEC Member</u>

Responsibilities

The safety committee shall determine the schedule for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.

The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns and formulating corrective measures to prevent recurrence.

The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective and that it is documented.

Meetings

Safety committee meetings are held monthly and more often if needed. The minutes of the meeting will be available within one week after each meeting.

SAFETY COMMITTEE MINUTES TEMPLATE

Date of Committee Meeting: _____

Time: _____

Minutes Prepared By: _____

Location: _____

Members in Attendance

Name: _____ Name: _____ Name: _____

Name: _____ Name: _____ Name: _____

Name: _____ Name: _____ Name: _____

Previous Action Items:

Review of accidents since previous meeting:

Recommendations for prevention:

Hazard Reports submitted by employees:

Suggestions from employees:

Recommended updates to Safety Program:

Recommendations from Accident Investigation Reports:

Safety Training recommendations:

Comments:

NOTICE: It will be the long-range plan of the Risk Management and Safety Departments to organize Safety Committees at each school location. The purpose of these committees will be to advise the District Safety Committee on issues that affect their campus location. We all must be vigilant in our efforts to reduce the costs of accidents and injuries across the system if we are to be successful.

Updated 12/4/18
Section III

SAFETY AND HEALTH TRAINING

Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies and job-specific procedures described in the workplace safety program manual. All employees will be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

Job-Specific Training

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine or specialized procedures.

Periodic Retraining of Employees

All employees will be retrained periodically on safety rules, policies and procedures and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice and when a supervisor observes employees displaying unsafe acts, practices or behaviors.

DOCUMENT ALL TRAINING GIVEN TO EMPLOYEES

NOTE

THE EMPLOYEE SHOULD RECEIVE TRAINING ON THE HAZARDS OF THE TASK AND THE PROPER USE OF THE PERSONAL PROTECTIVE EQUIPMENT REQUIRED TO BE UTILIZED TO PROTECT THEM.

Section IV.

FIRST AID PROCEDURES

Emergency Phone Numbers

Safety Coordinator:

Poison Control: 1-800-222-1222

First Aid: Fire Department: 911

Ambulance: 911

Police: 911

Medical Clinic:

Clinic Address:

Minor First Aid Treatment

First aid kits are kept in _____. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Contact nurse if available.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone (Dial 911) in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

First Aid Instructions

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

WOUNDS:

- 1) Minor: Cuts, lacerations, abrasions or punctures
 - Wash the wound using soap and water; rinse it well.
 - Cover the wound using clean dressing.
- 2) Major: Large, deep and bleeding
 - Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
 - Keep pressure on the wound until medical help arrives.

BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard or rolled newspaper as a splint.

BURNS:

- 1) Thermal (Heat)
 - Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
 - Blot dry the area and cover it using sterile gauze or a clean cloth.
- 2) Chemical
 - Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY:

- 1) Small particles
 - Do not rub your eyes.
 - Use the corner of a soft clean cloth to draw particles out or hold the eyelids open and flush the eyes continuously with water.
- 2) Large or stuck particles
 - If a particle is stuck in the eye, do not attempt to remove it.
 - Cover both eyes with bandage.
- 3) Chemical
 - Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:

- If the victim appears to have injured his or her neck or spine or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

Section V.

ACCIDENT INVESTIGATION

Accident Investigation Procedures

An accident investigation will be performed by the supervisor at the location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries and occupational illnesses using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the Risk Management office within 24 hours of the accident or illness.

Please ensure the Accident Investigation report is complete. Make all attempts to determine the cause of the accident/illness and how the mishap can be prevented in the future.

Section VI.

RECORDKEEPING PROCEDURES

Recordkeeping Procedures

The Risk Management office (through our TPA Johns Eastern Co) will control and maintain all employee accident and injury records.

Records are maintained for a minimum of three (3) years and include:

- Accident Investigation Report
- Workers' Compensation First Report of Injury DWC 1

1) HAZARD REPORTING

The Hazard Reporting System is established by SDMC Risk Management office. This system provides a simplified and effective means for any individual to alert responsible personnel to a potentially hazardous condition. Unsafe conditions will be corrected as necessary to eliminate the hazards from the work environment. To facilitate this program, Form titled, SDMC Hazard Report, will be made readily available in all work places. Blank forms should be kept at the school location or can be down loaded from the Risk Management Web site. Hazards may be reported in several different ways:

- Report the hazard orally (by direct contact or telephone) to the responsible area supervisor.
- Report the hazard in writing, using SDMC Hazard Report. Submit the completed form to the Supervisor or Principal of the respective area.
 - a) The office will then validate or invalidate the hazard identified.
 - b) The office documents receipt of the report assigns a control number and monitors processing until all actions are complete. Additionally, the safety office evaluates the report, assigns a Risk Assessment Code (RAC), and determines the routing of the report for action. The safety office also consults with medical personnel on health hazards and the fire department on fire hazards prior to assigning RAC codes.
 - c) The supervisor/principal or designated representative will advise the originator, within 10 working days, of the results of the evaluation. If it is determined that a hazard exists, the reply will state what action was taken or is planned and the estimated date for correction.
 - d) The safety office works with the functional manager/principal of the effected area to correct the hazard.
 - e) After the hazard has been corrected or abated, the safety office, fire department or health official verifies effectiveness of the actions taken.
 - f) Safety is everyone's job. Consequently, everyone is encouraged to "speak up" if they identify a potentially hazardous condition. Hazards should be corrected at the lowest possible level. Most hazards can be corrected by the worker or supervisor. If this is not possible, then the functional manager (principal/supervisor), additional duty safety person, or safety office personnel should be notified. Detection of unsafe or unhealthy working conditions at the earliest possible time, and timely abatement at the lowest possible cost, is the ultimate goal of the Hazard Reporting Program.

2) HAZARD ABATEMENT

a) Risk Assessment Codes:

- Risk Assessment is the analysis of a hazard to determine the degree of risk it represents. The purpose of risk assessment is to provide functional managers and principals with a tool to help them decide which hazards should be corrected first. Hazards with a high degree of risk (RAC 1,2 or 3) should be acted on promptly to prevent the hazard from causing a mishap. Lower risk hazards (RAC 4 and 5) can be prioritized for correction as soon as possible, based on available resources. In most cases, these are handled with a standard work request
- Risk Assessment Codes (RAC) are derived from a matrix that takes into consideration the degree of working severity and mishap probability. The area where these two items cross will show the assigned RAC code. The RAC matrix is scaled from 1 to 5. A RAC code of 1 is most severe, with a 5 being least severe. The appropriate code assigned to a hazard is a direct result of this matrix. Each discrepancy/hazard will be assigned a RAC code. A detailed description of each classification follows:

b) Hazard Severity: This is the degree of damage or injury if the hazard resulted in a mishap. Categories of mishap severity are as follows:

- I – Death or total disability.
- II – Permanent partial disability or temporary total disability in excess of three months.
- III – Lost workday mishap.
- IV – First aid or minor medical treatment or simply a violation of a requirement in a standard.

c) Mishap Probability: An assessment of the likelihood that a hazard will result in a mishap. The four categories of mishap probability are as follows:

- A – Likely to occur immediately or within a short period of time.
- B – Probably will occur in time.
- C – Possible to occur in time.
- D – Unlikely to occur in time.

Severity	Mishap Probability				Risk Codes
	A	B	C	D	
I	1	1	2	3	Risk Codes
II	1	2	3	4	
III	2	3	4	5	
IV	3	4	5	5	

School District of Manatee County Vehicle Accident Report

ACCIDENT				
Date of Crash	Time of Loss <input checked="" type="checkbox"/> am <input type="checkbox"/> pm	Location (street, highway, road, etc.)		
Weather Conditions Dry <input checked="" type="checkbox"/> Wet <input type="checkbox"/> Foggy <input type="checkbox"/>	Police called to scene? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Law Enforcement Agency:		
	Our Driver ticketed? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Report #:		
Our Driver		Driver License		
Address		Work	Home Phone	Cell Phone
Our Vehicle Make	Year	Model	Vehicle #	License #
CLAIMANT 1				
Owner of Other Vehicle		Address		Phone
Driver, if Other Than Above		Address		Phone
Make of Vehicle	Year	License #	Where can vehicle be seen?	
Insurance Company Name	Phone		Policy #	
CLAIMANT 2				
Owner of Other Vehicle		Address		Phone
Driver, if Other Than Above		Address		Phone
Make of Vehicle	Year	License #	Where can vehicle be seen?	
Insurance Company Name	Phone		Policy #	
PROPERTY DAMAGE – OTHER THAN AUTO (i.e., FENCE, CANOPY)				
Owner of Property		Address		Phone
Describe Damaged Property		Location of property		
WITNESS INFORMATION				
Name		Address		Phone
Name		Address		Phone
<i>Describe How Accident Occurred (Use back of page if necessary)</i>				
Date of Report	Driver's Signature		Supervisor's Signature	

*Immediately report all vehicle accidents to Risk Management on the
Critical Incident Hotline 941-708-8670.*

Send completed signed report to Risk Management Office as soon as possible.

Fax: 941-708-8678 or email: RiskManagement@manateeschools.net

Revised: 12/4/18/18 - acv KRMC



School District of Manatee County

RISK MANAGEMENT HEALTH CONCERN REPORT

Name _____ Date _____
Employee _____ Student _____ Parent _____
Location _____ Building # _____ Room # _____

Please describe your health concerns or symptoms below:

Are there any building conditions you believe may be creating your health concerns or problems?

I, _____ hereby authorize the use or disclosure of the personal health information provided on this form to the Manatee County School Board for the purpose of investigating any possible relationship between my health conditions and the building environment. I also understand that this document may be regarded as a public record and that the School Board of Manatee County cannot guarantee that this information will remain confidential.

Principal or Supervisor
Conduct inspection of work, complete page 2 of this form and send to Risk Management at:
RiskManagement@manateeschools.net

School District of Manatee County

RISK MANAGEMENT HEALTH CONCERN REPORT

Observations

Please comment on all "YES" responses.

1. Does the room or area have a perceptible odor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Are room temperatures too warm?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Are room temperatures too cold?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Does the indoor air feel humid?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Is the work area cluttered?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Is the work area dusty or dirty?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Is there any evidence of water damage, mold or mildew?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Are ceiling tiles warped or missing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Are ventilation grilles obstructed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Are items hanging from the ceiling?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Is the room lighting poor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Is floor or carpet dirty or stained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Are chemicals or art supplies stored in area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Are there a significant amount of potted plants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Are there any classroom pets, animals or birds in the room?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16. Are there signs of insects or rodents?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
17. Are plug-in deodorizers present?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18. Are there any air purifying units in the room?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
19. If a restroom is close by, ventilation fans not working when light is put on?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
20. Is room temperature controlled by thermostat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
21. AC turned off at night?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Principal/Supervisor Signature

Date

Student Visitor Accident Report

School Site: _____ Date of Incident: _____

SDMC Employee Supervising student injured: _____ (Must fill out this form)

Student/Visitor Name: _____ Date of Birth: _____ Student ID #: _____

Nature and extent of injury				
Part of body injured	<input type="checkbox"/> Head (Top, Front, Back, Left, Right)	<input type="checkbox"/> Arm (Left, Right)	<input type="checkbox"/> Multiple	
Nature of injury	<input type="checkbox"/> Eye (Both, Left, Right)	<input type="checkbox"/> Leg (Left, Right)	<input type="checkbox"/> General	
	<input type="checkbox"/> Neck (Front, Back, Left, Right)	<input type="checkbox"/> Torso (Upper, Lower & Front, Back)	<input type="checkbox"/> Unspecified	
	<input type="checkbox"/> No Apparent <input type="checkbox"/> Other <input type="checkbox"/> Multiple Injuries <input type="checkbox"/> Laceration <input type="checkbox"/> Amputation	<input type="checkbox"/> Asphyxiation <input type="checkbox"/> Burn <input type="checkbox"/> Concussion <input type="checkbox"/> Contusion <input type="checkbox"/> Contusion	<input type="checkbox"/> Crushing <input type="checkbox"/> Dislocation <input type="checkbox"/> Fracture <input type="checkbox"/> Hearing <input type="checkbox"/> Heat / Cold	<input type="checkbox"/> Poisoning <input type="checkbox"/> Puncture <input type="checkbox"/> Sprain or Strain <input type="checkbox"/> Vision Loss
Cause of Injury	<input type="checkbox"/> Assault, fight or violent act <input type="checkbox"/> Contact with object <input type="checkbox"/> Harmful substance	<input type="checkbox"/> Human, animal, or insect bite <input type="checkbox"/> Muscle strain or back injury <input type="checkbox"/> Slip, trip, or fall	<input type="checkbox"/> Vehicle accident <input type="checkbox"/> Other	
Describe the events leading up to the injury and how the injury occurred (witness or injured person's statement).				
Additional Witness Name: _____				
Additional Witness Details				

Principal's Name: _____

Signature: _____ Date: _____

WORKERS' COMPENSATION CLAIM

The School District of Manatee County is self-insured for its Workers' Compensation obligations.

If an employee is injured while performing their job, they should immediately report their injury to their supervisor. The next step is to report the claim to our Third Party Administrator (TPA) for Workers' Compensation, which is Johns Eastern Company.

Contact the dedicated TPA Workers' Compensation Nurse to report a new claim at: **(941) 907-3100 ext. 1351**

If the injury is serious, please call 911 first.

Workers' Compensation coverage is provided to help our employees who are injured on the job with their medical expenses and lost wages resulting from their work-related injury.

Coverages under Workers' Compensation are governed by state statute. It is important that you report your claim immediately and obtain authorization for medical treatment, as failure to do so may leave you responsible for the expenses incurred. You should only treat with authorized medical providers. You must follow your doctor's orders and keep your appointments.

If you miss work because of your work-related injury and the authorized doctor takes you off work, any lost benefits for that period will be determined by the TPA.

*Contact the TPA dedicated Claims Adjuster for any questions that may arise.

If the authorized doctor gives you temporary work restrictions, the SDMC Risk Management Specialist will work with your supervisor to determine if there is temporary transitional duty available so that you may continue to work within those restrictions. If no such duties are available, lost time benefits may be payable.

We want you back at work as soon as possible and want you to receive all the treatment you need.

Questions? Call Sharon Tarantino with Risk Management at (941) 708-8770 ext. 41028.

Updated 12/13/19

Updated 12/13/2019

SECTION VII

SAFETY RULES, POLICIES AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules carefully, review them often and use good common sense in carrying out assigned duties. Contact the Risk Management office for additional workplace safety information.

General Safety Rules

- 1) Wear Personal Protective Equipment, hard hat, foot protection, back supports, bloodborne pathogen protection and safety glasses or face shields as directed by your supervisor.
- 2) Sit in vehicles properly. (Never stand up, sit on the side, or ride on any exterior part of a vehicle).
- 3) Vehicles are to be stopped when entering or exiting. (Do not enter or exit any moving vehicle).
- 4) Damaged or unguarded tools and equipment are not to be used.
- 5) Do not work or drive while under the influence of alcohol or drugs.
- 6) Use every safeguard provided. After removing guards for repairs, replace at once.
- 7) Walk (do not run); watch your step; keep firm footing and balance at all times.
- 8) When working around machinery, do not wear loose clothing, torn sleeves, ties, key chains, rings, watches or any item that could become entangled in the machinery.
- 9) Horseplay or practical jokes are prohibited. Avoid distracting others.
- 10) Long hair must be tied off, wrapped or confined in a manner to prevent being caught in any machinery.
- 11) Frayed, cut or cracked electrical cords are not to be used. Turn them in to your supervisor for repair or replacement.
- 12) Use only ladders and step stools to get additional height. (Do not attempt to get additional height from a climbing device by placing it on a box, crate, or other improvised stand).
- 13) Equipment is not to be altered. I.e. removing protection guards.
- 14) Work only in properly lit areas.
- 15) Never leave materials, tools, etc. in a position to slide or fall.
- 16) Keep your work area clean and free of loose objects, stumbling or slipping hazards.
- 17) Review the safety material posted on bulletin boards or distributed in work area.
- 18) Report all accidents/injuries, no matter how minor, to your supervisor.
- 19) Report all unsafe work conditions or procedures observed during the course of work activities to your supervisor.
- 20) Never stand under suspended loads or in danger zone of falling objects, moving equipment, dripping caustics, etc.
- 21) Keep flammables in approved safety containers.
- 22) Never use gasoline for cleaning purposes.
- 23) Always keep hands and feet clear of pinch points.
- 24) Never allow oil or grease or heat to come in contact with oxyacetylene equipment.
- 25) Use the right tool and use it properly. (E.g. do not use defective or mushroom-headed tools).
- 26) Be sure all electrical devices are properly grounded at all times.
- 27) Never leave an unsafe condition unguarded or unmarked, even temporarily.

- 28) Inspect each ladder before using. Be sure ladder is properly positioned and secure at top and bottom.
- 29) When working overhead place warnings signs below and rope off area.
- 30) Know the location of fire extinguishers and know how to use them.
- 31) Do not walk or run in front of or behind moving equipment.
- 32) Vehicles, equipment and tools should be removed from service when unsafe to operate.
- 33) Rubber gloves should be worn when handling dyes, photographic chemicals and etching acid.
- 34) Never use corridors, attics, vestibules, halls, stairs or the space under them for storage purposes.

Lifting

- 1) Injuries can be caused by improper lifting techniques and excessive weights.
- 2) Size up the load; get help if there is any doubt of your ability to lift the load.
- 3) Make sure your footing is secure.
- 4) Place feet close to the base of the object to be lifted.
- 5) Get a firm grip on the load.
- 6) Position your feet 6" to 12" apart.
- 7) Bend at the knees, not at the back.
- 8) Keep your back straight.
- 9) Lift slowly and evenly with your leg muscles and not with your weaker back muscles.
- 10) Keep object as close to your body as possible.
- 11) Set objects down in the same manner as you picked them up, but in reverse.
- 12) Avoid twisting your back to turn, when lifting. If you must change direction while lifting, pivot with your feet and turn your entire body to change direction.
- 13) Perform movements smoothly and gradually.
- 14) Hands should be dry and free of grease when lifting.

TRAINING INFORMATION ON PROPER LIFTING TECHNIQUES AND BACK SAFETY IS AVAILABLE FROM THE RISK MANAGEMENT OFFICE

Slips, Trips, Falls

- 1) Immediately clean up spills, water, oil, and other liquids from the floor by using mop, bucket, oil dry materials, sand, paper towels, and cloth materials. Use caution signs/cones to warn of slippery areas.
- 2) Turn on lights before entering a dark room.
- 3) Pick up all foreign objects, from floor surfaces, aisles or stairs to prevent slipping.
- 4) Be sure that mats and carpets lie flat on the floor.
- 5) Take short steps, walk slowly, and use hand rails when you have to walk on slippery surfaces or in congested conditions.
- 6) Keep drawers and doors closed.
- 7) Wear closed toe, and non-slip soled shoes.
- 8) Walk, up or down stairs or steps. Take only one step at a time.
- 9) Avoid blocking your view by carrying/pushing objects so large that you can't see where you are going.
- 10) Jumping from truck beds, platforms, scaffolds or other elevated places is prohibited.
- 11) Do not tilt chairs back on two legs.
- 12) Avoid wet, icy, slick or oily areas by walking around it.

- 13) Do not run electrical and other cords across doorways, aisles or landings.

TRAINING INFORMATION ON SLIPS, TRIPS, AND FALLS IS AVAILABLE FROM RISK MANAGEMENT OFFICE

Classroom and Office Safety

NOTE: Includes office personnel, teachers and teacher aids.

- 1) Use care when closing desk and filing cabinet drawers to prevent injuries. Keep them closed when not in use or unattended.
- 2) Office furniture should be positioned to eliminate tripping hazards of telephone or electrical cords. Cords shall not be strung across passageways or open areas where they will create a tripping hazard.
- 3) Open doors cautiously and keep in either a fully open or fully closed position.
- 4) Do not tamper with office machines, phones or wiring. Call office service if repairs are required.
- 5) Use staple remover, not fingers, for removing staples.
- 6) When refilling stapler, point the loading end away from you, since the pressure of the spring mechanism can cause ejection of the staples.
- 7) Do not put oil rags, broken glass or sharp objects in wastebaskets. Place them in special containers for special handling by the custodian.
- 8) All electrical equipment, such as typewriters, copy machines and calculators must be unplugged before cleaning.
- 9) Handle files and papers carefully to prevent cuts. A moistener for wetting envelopes is recommended.
- 10) Do not place your fingers in or near the feed of a paper shredder. Verify guards are in place and working prior to use.
- 11) Lock down the slicing arm on paper cutting devices when not in use.
- 12) Paper cutting devices are not to be used unless finger guard is in place.

A. Office Machines

- Office machines should be properly located and placed in a manner so there is no danger of falling.
- Electrical machines and connections shall not be -touched with wet hands or operated on damp floors.
- Office machines should not be adjusted, lubricated or cleaned while they are running. Make sure that machine is stopped by disconnecting the plug from the outlet.

B. Desks, Tables, etc.

- Use only shatterproof glass tops with beveled edges.
- Mounted pencil sharpeners shall be positioned on desks or tables so that they do not protrude.
- Check desks and tables for splinters, dangerous cracks, and loose veneer.

NEVER STAND ON A CHAIR OR DESK TO REACH SOMETHING. GET A LADDER!!!

C. Swivel Chairs

- Extreme care should be taken by persons tilting back in swivel chairs to which they are not accustomed.
- Don't raise the seats on swivel chairs so high as to contribute to overbalancing.
- Spring tension bolts should be checked regularly. Weak bolts on swivel chairs can break and cause a person to be thrown with considerable force.
- Check to ensure casters are secured and free of cracks and wear.

E. Fans

- Check fans regularly to make sure that the guards are not defective and that the blades are secure.
- Fans should not be placed on low tables, chairs, etc. or in any location where individuals might catch their clothing or hands in them.
- Floor type fans should not be placed in locations where they will present tripping hazards.

F. Waste Baskets

- Metal waste cans should be checked for sharp points or fragmented edges which could cut the users.

G. File Cabinets

- File cabinets should be secured to prevent their being overbalanced. Where two or more cabinets sit side by side, they should be fastened to each other.
- File drawers should not be left open. Always use the handles to close them.
- Heavy materials should be put in the bottom drawers, lighter materials in the top drawers.
- Pull only one drawer out at a time.
- File cabinets should be checked periodically for burrs and sharp edges.
- Never place materials, boxes, other files, etc. on top of cabinets. Not only will they fall; but they put undue strain on the persons lifting them, reaching up to them.

Science/Lab Safety

- 1) Never work alone in a science laboratory or storage area.
- 2) Never eat, drink, and chew gum in a science laboratory or storage area. Do not store food or beverages in the laboratory environment.
- 3) Never pipette by mouth.
- 4) Wash hands before and after work in a science laboratory and after spill cleanups.
- 5) Restrain loose clothing (e.g. sleeves, full cut blouses, neckties, etc.), long hair and dangling jewelry.
- 6) Tape all Dewar flasks.
- 7) Never leave heat sources unattended (e. g. gas burners, hot plates, heating mantles, sand baths, etc.).
- 8) Do not store reagents and/or apparatus on lab bench. Keep lab shelves organized.
- 9) Never place reactive chemicals (in bottles, breakers/flasks, wash bottles, etc.) near the edges of a lab bench.

- 10) Use a fume hood when working with volatile substances.
- 11) Never lean into the fume hood.
- 12) Do not use the fume hood as a storage area.
- 13) Obtain and read the Material Safety Data Sheets (MSDS) for each chemical before beginning any experiment.
- 14) Analyze new lab procedures in advance to pinpoint hazardous areas.
- 15) Accidents should be analyzed to prevent repeat incidents.
- 16) Protection should be provided for not only the lab worker but also the lab partner working nearby.
- 17) Do not mix chemicals in the sink drain.
- 18) Always inform co-workers of plans to carry out hazardous work.
- 19) Carry out regular fire or emergency drills with critical reviews of the results.
- 20) Have written actions planned in case of an emergency (e.g. what devices should be turned off, which escape route to use, a personnel meeting place outside the building, a person designated to authorize re-entry into the building).
- 21) Lab personnel should have recent training in first aid.

A. SAFETY WEAR (LAB)

- Approved eye or face protection should be worn while handling chemicals.
- Gloves should be worn which will resist penetration by the chemical being handled and which have been checked for pin holes, tears, or rips.
- Wear a laboratory coat or apron to protect skin and clothing from chemicals.
- Footwear should cover feet completely; no open-toe shoes.

B. FACILITIES AND EQUIPMENT (LAB)

- Never block any escape routes. Plan an alternate escape route.
- Never block a fire door open.
- Never store materials in lab or storage area aisles.
- All moving belts and pulleys should have safety guards.
- Instruct lab personnel in the proper use of the eye wash emphasizing rolling of the eyeballs and turning eyelids "inside-out".
- Ensure that eye-wash fountains and showers will supply at least 15 minutes of water flow.
- Regularly inspect fire blankets for rips and holes and keep good records of the inspections.
- Regularly inspect safety showers and eye-wash fountains and keep records of inspections.
- Keep up-to-date emergency phone numbers posted next to the phone.
- Place fire extinguishers near an escape route, not in a "dead end".
- Train lab personnel in the proper use of extinguishers and maintain records. Training should include instruction on various types of fire extinguishers.
- Compressed gas cylinders must be secured at all times.
- Install chemical storage shelves with 1/2-inch lips and never use stacked boxes in lieu of shelves.
- Only use an explosion-proof refrigerator for storage of flammables.
- Have appropriate equipment and materials available for spill control.

Cafeteria/Food Service Safety

- 1) Never clean electrical appliances unless the appliance is disconnected from the power source.
- 2) Keep aisles clean, clear and dry at all times.
- 3) Closed toe and non- slip shoes should be used. Shoes should be sturdy and well maintained. High heel shoes and open toe shoes are not permitted.
- 4) Store cleaning products separate from food products.
- 5) Use power machines only after having been trained.
- 6) Steam tables and cutting blocks must be cleaned daily.
- 7) Store heavy items close to the floor.
- 8) Pushcarts or dollies shall not be overloaded.
- 9) Keep sharp protruding objects out of the aisles and away from workers; all drawers should be kept closed.
- 10) Place all cleaning equipment such as brooms, mops, carts, pails, etc. where they will not be a hazard to workers.
- 11) Know location of first aid kit. (Ensure accessibility)
- 12) Exhaust hood fans must be operated when ranges are in operation. Keep filters in hoods clean and free of grease.

A. RECEIVING AREA

- Keep floors in a safe condition; free from broken tile and sliding floor mats.
- Floors and/or deck areas shall be clear and hazard free.
- Use proper tools for opening crates, boxes, cartons, barrels, etc.

B. STORAGE AREA

- Shelves shall not be overloaded. They must be able to bear the weight of items stored.
- Heavy items shall be stored on lower shelves.
- An appropriate ladder must be available to reach all items.
- Cartons and flammable materials must be stored away from light bulbs.
- Light bulbs must have a screen guard.
- Incompatible chemicals shall be stored separately. (e.g. ammonia and bleach should not be stored together or one above the other).
- Portable and stationary racks must be in safe condition.
- If locked in freezer, know how to operate escape mechanism and emergency escape procedures.

C. FOOD PREPARATION AREA

- Electrical equipment shall be properly grounded.
- Electrical equipment must be inspected regularly. (Look for defective cords or plugs).
- Avoid leaning against equipment when turning it on and off.
- Mixers and attachments must be in safe operating condition and inspected regularly.

D. SERVING AREA

- Keep serving counters and tables free from broken parts and wooden or metal splinters.

- Glassware, china, silverware, and plastic equipment must be inspected regularly. Chipped or cracked items shall be disposed of properly.
- Use hair restraints.
- If you are taking any medication, report it to your manager. Do not operate any equipment while taking medication, unless authorized by your manager.

Maintenance and Repair Functions

NOTE: These rules apply to following personnel: boilermakers, carpenters, custodians, electricians, electrical technicians, grounds keepers, heating/ventilation/air conditioning (HVAC) personnel, painters, pest control personnel, plumbers, mechanics, roofers and welders.

A. ELECTRICAL

- Use three conductors and grounded extension cord with proper rating for the tool you are connecting.
- When using extension cord:
 1. Never plug more than the specified number of watts into the cord.
 2. Do not run through doorways, holes in ceilings, walls or floors.
 3. Never remove, bend or modify any metal prongs or pins.
 4. Do not use when wet.
 5. Do not plug one extension cord into another.
 6. Never drive, drag or place objects over cord or walk on it.
 7. Always unplug when not in use.
 8. Never use as a permanent power source.
- Never repair or test live circuits except when necessary to affect repair.
- When working on live circuits, approved tools having insulated handgrips should be used.
- Ladders shall have non-conductive side rails.
- Never connect heating unit using in excess of 1500 watts into utility 15 amp outlet.
- Working in an area where you are likely to encounter electrical hazards is not permitted, unless you have been trained to recognize and avoid the hazards to which you will be exposed.
- Fuse handling equipment shall be used to remove or install fuses where fuse terminals are energized.
- Do not enter spaces containing exposed energized parts unless adequate illumination is provided.
- Use safety signs, symbols or accident prevention tags to warn personnel of electrical hazards.
- Verify that circuit or equipment cannot be reenergized or restarted prior to performing work.
- Ensure strain relief for all flexible cords and cables.
- Apply proper grounding and bonding before dispensing flammable liquid(s).
- Use gloves, aprons and face protection while working in battery service rooms.
- Inspect electrical cord and its connections before using. Defective cords and switches are dangerous. Plug should be removed from convenience outlet before any mechanical or electrical adjustments are made.

- Avoid hanging extension cords over nails, bolts or sharp edges. Do not allow it to become kinked or leave it where someone may trip over it. Always keep cord away from oil, hot surfaces or chemicals.

B. HANDLING MATERIALS

- Prior to use, inspect materials for splinters, jagged edges, burrs, rough or slippery surfaces.
- Wipe off greasy, wet, slippery or dirty objects before trying to handle them. Keep hands clean and free of grease or oil.
- When adjusting or changing a grip, set the object down.
- Never carry glass under an arm. (A fall could sever an artery.)
- When moving materials on hand trucks or dollies, push rather than pull whenever possible.
- When exerting leverage on large wrenches or prying tools, pull rather than push whenever possible.
- Get help if the weight, size, bulk, or shape of the article prevents you from maintaining balance and/or puts excessive strain on back or abdominal muscles.
- When two or more persons are carrying materials, all should face forward whenever possible. If a person must walk backward, others should be especially alert to slipping, tripping or bumping hazards and issue appropriate verbal directions to him.
- Avoid getting hands or other body parts pinched between the load and other objects around or near it.
- Use the proper tools such as wrenches, pry-bars or special handling tools to lift heavy covers, etc.

C. LADDERS / SCAFFOLDS

- Inspect ladders to be sure rungs are solid, tight, and clean and that rails are not cracked. Avoid using any ladder with weak or damaged rails, steps, or rungs.
- Open step ladders fully and lock spreaders.
- Use extension ladders only up to 60 feet and maintain adequate overlap. If the ladder is extended less than 36 feet, have 3 feet of overlap between sections; if extended between 36 and 48 feet, have 4 feet of overlap between sections. If extended from 48 to 60 feet, allow 5 feet between sections. Lash or otherwise secure the ladder in place.
- Never allow more than one person on a ladder.
- Supply firm footing for ladder. If the ground is soft or uneven, use boards under the feet of the ladder.
- Use 4-to-1 rule in setting up extension ladders. It is easy to figure since the rungs on most ladders are one foot apart. Count the rungs up to where the ladder rests on the wall. If it is 16 feet, set the ladder base 4 feet from the wall.
- Face the ladder climbing up or down. Hold on with both hands. Carry tools or supplies in pockets or haul them up with a line.
- Move the ladder frequently instead of reaching over too far. Follow the rule of keeping your belt buckle between the side rails.

- Carry the ladder with the front end high enough to clear anyone ahead of you.
- Never paint wooden ladders as paint could hide a defect in the wood.
- Inspect the scaffold before mounting. It should be sturdy, free of knotty or defective planks, level and solidly positioned.
- Keep the scaffold free of scraps, loose tools, or tangled lines.
- Follow the manufacturer's instructions when assembling.
- Lock and block wheels before climbing.
- **NEVER RIDE A ROLLING SCAFFOLD.**
- Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
- Lash fixed scaffolds at intervals of 30 feet of length and 25 feet of height. Ensure safety locks are in proper working condition.
- Check all pulleys, blocks, hooks, fittings and ropes on swinging scaffolds.

Tools (General)

- 1) Use tools that are in good safe working condition and the proper tool for every job.
- 2) Cutting edges should be kept sharp and should be carried in a suitable sheath or holster.
- 3) Defective tools shall be promptly reported to the supervisor for repair or replacement.
- 4) Tool handles shall be kept free from splinters, burrs, etc. Make sure handles are tight on the head and not weakened by cracks or splits.
- 5) Impact tools such as hammers, chisels, punches or steel stakes that have burred heads shall not be used. The head should be dressed to remove burrs or chipped edges.
- 6) When handing a tool to another person, sharp points and cutting edges shall be pointed away from both the person grasping it and the person offering it.
- 7) Only properly insulated tools shall be used when working around energized electrical circuits or equipment.
- 8) When using a knife, pliers or other cutting tools, avoid directing the blade toward yourself. Cut away from your body and stand clear of others.
- 9) Hand tools should not be carried in your pockets, especially screwdrivers, scribes, aviation snips, scrapers, chisels, files, etc.

A. FILES / RASPS

- All files must have securely fastened handles.
- Never use a file as a pry.
- When using a file or rasp, grasp the handle of the file or rasp in one hand and the toe in the other.

B. HAMMERS

- Be sure the handle is not cracked, broken, splintered or loose. Check to see that the handle is securely set in the head. Replace loose or damaged wooden handles and discard hammers with damaged metal or fiberglass handles.
- Avoid using hammer with oily, greasy or wet hands, and keep hammer handles clean by washing with approved cleaning solvent.
- Use a soft hammer to strike a hardened surface.
- A claw hammer is a hardened tool. Its use is restricted to hammering nails, wood or other soft material. Never use a claw hammer on metals or hardened tools, except nail sets.

- Use the claw for pulling nails. Do not use as a pry or wedge, or for pulling spikes.
- Never use a hammer with a hardened face on tempered, machined or hardened surfaces. Rawhide, plastic, rubber, lead, brass or copper hammers will prevent damage to parts and also eliminate the danger of flying chips of metal.

C. KNIVES

- Do not place the hand or finger over the back of a knife while it is in use.
- A falling knife should be allowed to fall and then be picked up.
- Always cut away from the body.
- Keep knives sharp.
- Replace knives with worn handles.
- Use knives with retractable blades when possible.

D. PLIERS

- Never cut through live wires; turn off the current first. Handles of pliers that are used in electrical work must be insulated.
- When using diagonal cutting pliers, place the free hand over the ends of cotter pin, safety wire or whatever is being cut; this will prevent the loose ends from flying and causing possible eye injury.
- Do not attempt to cut hardened steel parts with pliers.

E. SAWS / HACKSAW

- Keep control of a hacksaw by releasing the pressure at the end of the stroke.
- Make sure the blade (hacksaw) is taut in the frame before using.
- Select proper type blade (number of teeth per inch) for the job.
- Keep saw blades sharp.

F. SCREWDRIVERS

- Select the correct size and type of screwdriver to fit the job. Ensure screwdrivers are properly ground and squared.
- Never use a screwdriver as a chisel or as a substitute for a pinch bar or pry bar.
- Prevent the blade (screwdriver) from slipping, be sure it fits the screw head correctly and avoid over tightening a screw.
- For electrical work use only screwdrivers that have insulated handles of non-flammable material.
- Screwdrivers are not to be used on handheld objects.

G. WRENCHES

- Never attempt to use a makeshift wrench. Always select the proper size and type for the job.
- Check wrench for cracks and condition of jaws before using.
- Always use box or socket wrenches on hexagon nuts and bolts as a first choice and open-end wrenches as a second choice.
- When using an adjustable wrench, always place it on the nut so that the pulling force is applied to the stationary jaw side of the handle.
- Never use a piece of pipe, tubing or another wrench to extend the handle of the wrench in order to secure additional leverage.

- Keep wrenches free from oil and grease.
- Always be ready to react immediately in case the wrench slips to avoid injury of the hand on a protruding edge.

Machines/Power Tools (General)

- 1) Wear Personal Protective Equipment (PPE) (goggles, face shield, hearing protection, gloves, etc.).
- 2) Operate a machine only after having received thorough instructions and having been advised by your supervisor that you are qualified to operate said machine.
- 3) Do not wear gloves, ties or loose clothing. Remove rings, watch and other jewelry and roll up sleeves when operating machines.
- 4) Make all adjustments with the power off.
- 5) Never attempt to repair live circuits unless you are qualified through training and experience.
- 6) Never attempt repair on electrical appliances, power tools, cables or wiring unless you are qualified and certified to make repairs by your supervisor.
- 7) Inspect all portable power tools before operating including power cables, extension cords and adapters.
- 8) Use "ground fault circuit interrupter" (GFCI) to operate all portable power tools with metal housing and/or handgrip in damp or wet areas and on construction sites.

A. DRILLS

- Do not exceed recommended speed for the drill, accessory and/or workpiece material.
- Adjust the table or depth stop to avoid drilling into the table.
- Be sure drill bit or cutting tool is securely locked in the chuck.
- Always wear eye protection (safety glasses or a face shield) when using drill press.
- Do not overload or feed drill too fast.
- An especially ground drill is required for copper, brass and other soft metal.
- Always keep finger on the portable drill switch so that power may be shut off instantly.
- Do not use distorted or bent drill bit.
- Disconnect extension cord before attempting to loosen a chuck on portable tools.
- Avoid using a drill which overheats.
- Long extension drills should be used only when absolutely necessary.
- Work must be securely held when drilling.
- Ensure that the drill is firmly held in the drill chuck. Remove the chuck key.

B. GRINDERS

- On grinders, tool rests shall be adjusted to approximately 1/8" from the wheels and thoroughly tightened in place so they cannot shift position while in use.
- Inspect the wheels before turning on grinder. Do not use wheels that have been chipped or cracked.
- Dress grinding wheels on the face only. Do not stand on the unguarded discharge side of the grinder.
- When grinding, use the face of the wheel only.

- If the grinding wheel vibrates, dress the wheel, replace the wheel or replace the bearings of the shaft if they are worn. Grinding creates heat. Don't touch ground portion of work piece until you are sure work piece has cooled. Replace wheels that have been chipped or cracked.
- When finished using machine shut off the power and do not leave until the wheel has come to a complete stop and the work area is clean.
- Do not operate grinders near flammable containers or where gasoline fumes are present.

C. SAWS (POWER)

- When operating scroll saws stop the machine before removing scrap pieces from the table.
- Always keep hands and fingers away from the saw blade.
- Turn off the machine if the material is to be backed out of an uncompleted or jammed cut.
- Disconnect machine from power source when making repairs.
- Shut off power and clean the saw and work area before leaving.
- Unless you have been trained by your supervisor or other qualified trainer, do not operate any power machine.
- Safety guards should be in place and used at all times.
- Clamp work when using hole saw or cutting tools larger than 1/2" diameter.
- On band saws, adjust the upper blade guide about 1/8" above the material being cut.
- On band saws, make sure that blade tension and blade tracking are properly adjusted.
- Hold work piece firmly against the table. Do not attempt to saw stock that does not have a flat surface, unless a suitable support is used.
- Use push sticks when operating power saws.

Gasoline Engine-Powered Tools

- 1) Always disengage the clutch before starting; never start under a load.
- 2) Always shut off the engine, wait for the machine to stop, and disconnect the spark plug wire before making adjustments or cleaning jammed objects.
- 3) Never operate the machine without the guards provided for it.
- 4) Always wear personal protective clothing and equipment when operating the machine.
- 5) Never refuel running engines or hot engines.
- 6) Never smoke while refueling the machine.

Groundskeeper/Mowing Safety

- 1) Inspect area to be mowed for hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, toys, etc. Remove the hazards where possible.
- 2) Use Personal Protective Equipment (PPE) (eye/face protection, gloves, hearing protection, etc.).
- 3) Always look ahead of the mowers path while staying aware of your surroundings.
- 4) Check for oncoming cars when mowing near streets.
- 5) Inspect mower daily for guards and loose nuts, blades, belts, wheels, and other parts. Report any damaged equipment to your supervisor.
- 6) Keep hands and feet from under the mower deck.
- 7) Turn off mower and disconnect spark plug wire before servicing or adjusting the mower.

- 8) When using a riding mower, mow up and down the slope.
- 9) Keep mower in gear when going down slope.
- 10) Turn off mower when dumping grass catcher.
- 11) Do not try to unclog the grass chute while mower is running.
- 12) Only the operator is permitted to ride a riding mower.
- 13) Disengage the drive before starting or shutting off a riding mower.
- 14) Do not direct the discharge towards bystanders.
- 15) Do not work outdoors in electrical storms.
- 16) Identify the type of plants and their potential hazards before trimming and cutting.

Pesticide and Fertilizer Application/Spraying

- 1) Follow label instructions and "Material Safety Data Sheet" (MSDS) when applying fertilizers, pesticides and herbicides.
- 2) Inspect equipment for leaks and loose nuts and valves. Faulty equipment must be reported to your supervisor immediately and use must be terminated.
- 3) Wear prescribed Personal Protective Equipment (PPE) (goggles, gloves, respirator, rubber boots, etc.).
- 4) Open cuts, scratches and etc. shall be protected before handling or applying pesticides.
- 5) Never transfer pesticide or fertilizers into an unmarked or unlabeled container. Keep containers tightly closed.
- 6) Do not store pesticides near sources of heat.
- 7) Keep an inventory of all pesticides.
- 8) Do not transport pesticide containers in the cab of a vehicle.
- 9) Do not smoke or carry smoking materials while handling or spraying pesticides and fertilizers.
- 10) Shower as soon as possible at the end of a workday involving handling of pesticides, herbicides and fertilizers.
- 11) Do not mix fertilizers with gasoline or cleaning agents.
- 12) Wash hands and arms thoroughly before eating, smoking or drinking.
- 13) Store hazardous chemicals on non-impervious surfaces (i.e. metal shelves, plastic shelves, etc.).
- 14) Store fertilizer in cool and dry places.
- 15) Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall be removed immediately and shall not be worn until properly cleaned.

Mechanics – Garage and Repair Shop Safety

A. JACKS

- All jacks should be equipped with a safety ratchet that prevents the load from dropping if the pressure is released.
- Hydraulic jacks should only be used to raise a piece of machinery into position. After machinery is in position, jack stands must be placed under a load bearing member.

B. ELECTRIC CHAIN HOIST

- If all hoists are not provided with a check stop and a wire rope around the support "I" beam and fastened to the hoist, do not use the hoist.

C. PITS

- Floor openings such as drain troughs should be guarded with covers. If any unguarded floor openings are found, inform your supervisor at once.
- Make sure all pits are provided with a curb four to six inches high to prevent vehicles from drifting into the pit.
- Be certain that all open pits are provided with portable railings or standards when not in use.
- Be sure steps into pits are clean and free of grease, oil, and water. Tools, parts etc. must not be left on steps.
- Lights in pits should be enclosed in vapor proof fixtures. If the lights are not of this type, inform your supervisor.

D. WASHING PARTS

- Use only solvents that are low in toxicity and have a high boiling and flash point.
- Be sure that the parts washers are complete with lids that are counter-weighted.
- Carbon tetrachloride or gasoline should never be used for cleaning parts or in degreasing jobs.

Roofing Safety

- 1) Felt-laying machines and mechanical moppers shall not be operated within a distance of three feet of any unprotected roof opening or within five feet of any unprotected roof edge.
- 2) Roofing brackets shall be constructed to fit the pitch of the roof.
- 3) Roofing brackets shall be securely fastened. When brackets cannot be securely fastened by any other means and rope supports are used, such supports shall consist of the proper approved type rope of no less than three-quarter inch diameter, or equivalent.

A. CATCH PLATFORMS

1. Pitched roofs

- On pitched roofs having a rise of four inches in twelve or greater, sixteen feet or more above ground and not having a parapet of at least thirty inches in height, catch platforms shall be installed. The platforms shall extend two feet beyond the projection of the eaves and shall be provided with a standard guardrail substantially fixed in place. Safety belts attached to a lifeline which is securely fastened to the structure may be used in lieu of a catch platform.

2. Flat roofs

- On flat roofs not having a parapet of at least thirty inches in height, a standard guardrail substantially fixed in place may be used. Safety belts attached to a lifeline which is securely fastened to the structure may be used in lieu of a standard guardrail.

B. KETTLES AND TANKERS

- Any employees working around kettles and tankers in use or being heated up for use shall be under direct supervision of a qualified supervisor.

- Kettles must be equipped with leveling devices. Leveling devices must be securely fastened.
- Kettles must be equipped with lids or covers hinged in place.
- Never set a pumper or agitator into hot material.

C. CHICKEN LADDERS OR CRAWLING BOARDS

- Chicken ladders or crawling boards shall be no less than ten inches wide and one inch thick having cleats no less than one inch by three inches and extending no less than two inches beyond each side of the board. Cleats shall be evenly spaced and shall not exceed twenty-four inches on center. Nails shall be driven through and clenched on the underside.
- Crawling boards shall be secured to the roof by means of ridge hook(s) or no less than three-quarters inch of approved safety line, passed over the ridge and securely fastened to maintain a safe working condition. A firmly fastened grab line of no less than three-quarter inch of approved safety line shall be strung beside each crawling board for a handhold.
- Where chicken ladders (or crawling boards) are provided in pairs astride the apex of a roof, such chicken ladders shall be securely bolted together by a hinge bolt or provided with hooks or bolts with cleats securely fastened on the underside at the upper end to catch over the ridgepole.

Welding Safety

- 1) Welding will not be performed until one has been trained in the safe operation of all assigned welding equipment as well as the processes involved.
- 2) Obey all warning signs that are posted designating welding areas.
- 3) When working adjacent to welding areas, one must be protected from radiant energy, spatter of welding and cutting arcs by non-combustible shields and shall be required to wear suitable eye/face protection and protective clothing.
- 4) Before starting to weld or cut, welders must have permission of the supervisor and shall continue only so long as conditions at the welding site are unchanged.
- 5) When arc welding and arc cutting with open arcs, helmets or hand shields with filter lenses and cover plates will be used by operators and others when viewing the arc. Safety spectacles with side shields or goggles will also be worn.
- 6) Employees (including helpers) operating resistance welding or brazing equipment will use face shields or goggles.
- 7) All welders and cutters will wear protective flame-resistant gloves.
- 8) Proper ventilation will be used and/or respiratory protective equipment to all welding/cutting areas to reduce air contaminants to allowable levels.
- 9) In performance of welding and cutting operations, only approved equipment shall be used.
- 10) Cylinders stored inside building shall be kept away from highly combustible materials and in locations where they are not subject to excessive rise in temperature, physical damage or tampering.
- 11) No device of attachment facilitating or permitting mixture of air or oxygen with combustible gases prior to consumption, except at the burner or in a standard torch or blow-pipe, shall be allowed.
- 12) The user shall not transfer gases from one cylinder to another or mix gases in a cylinder.

- 13) Acetylene gas shall not be generated, piped (except in approved cylinder manifolds and cylinder manifold connections) or utilized at a pressure in excess of 15 pounds per square inch gauge pressure.
- 14) The use of liquid acetylene is prohibited.
- 15) Acetylene gas shall not be brought in contact with unalloyed copper except in a blow-pipe or torch.
- 16) Oxygen shall never be used from a cylinder or cylinder manifold unless a pressure regulating device intended for use with oxygen, and so marked, is provided.
- 17) Fuel gas shall never be used from cylinders through torches or other devices equipped with shut-off valves without reducing the pressure through a suitable regulator attached to the cylinder valve or manifold.
- 18) Cylinders, valves, regulators, hoses and other apparatus and fittings containing or using oxygen shall be kept free from oil or grease. Oxygen cylinders, apparatus and fittings shall not be handled by oily hands, gloves or other greasy materials.
- 19) When moving compressed gas cylinders by crane, cradles shall be used in order to reduce the possibility of dropping. Ordinary rope slings or electromagnets shall not be used.
- 20) Oxygen and fuel gas cylinders and acetylene generators shall be placed far enough away from the welding position that they will not be unduly heated by radiation from heated materials, by sparks or slag or by misdirection of the torch flame.
- 21) No gas welding or cutting shall be done in or near rooms or locations where flammable liquid, vapors, lint, dust or loose combustible stocks are so located or arranged that sparks or hot metal from the welding or cutting operations may cause ignition or explosion of such materials.
- 22) When welding or cutting must be done above or within ten feet of combustible construction or material, or above a place where workers are employed, or where persons are likely to pass, noncombustible shields shall be interposed to protect such materials and persons from sparks, hot metal or oxide.
- 23) One or more approved Class B or Class C fire extinguishers of suitable size shall be kept at the location where welding or cutting is being done.
- 24) When welding or cutting is done above or within ten feet of combustible construction or material, a fire watch shall be on hand.

Vehicle/Driver Safety

A. GENERAL

- Vehicle and heavy equipment operators will perform a daily safety inspection and report to the supervisor prior to departing. As a minimum, the following will be checked:
 1. On-road vehicles
 - Brakes
 - Emergency brakes
 - Wipers
 - Seat belts
 - Lights (brake, head, tail and signal)
 - Instruments for proper indication
 - Service type vehicles, for security of equipment
 2. Off-road vehicles (Per checklist for specific type equipment).
- Fasten safety belts properly.

- Drive at safe speeds. Slow down when crossing rough terrain, making a turn and/or when pedestrians are present.
- Keep hands, fingers, head and feet clear when closing doors, hoods and trunks.
- Stand clear of vehicles moving in reverse.
- Never mount or dismount a moving machine or vehicle.
- Do not jump off of truck bed or trailer.
- Set parking brake before leaving the vehicle.
- Do not operate engine driven construction or agriculture equipment until properly trained and/or certification documented.
- A person may not operate a motor vehicle while manually typing or entering multiple letters, numbers, symbols, or other characters into a wireless communications device or while sending or reading data on such a device for the purposes of nonvoice interpersonal communication, including, but not limited to, communication methods known as texting, e-mailing, and instant messaging.
- A person may not operate a motor vehicle while conversing on a wireless communications device. If a person receives a call or a call needs to be made, the person operating the motor vehicle must pull off the road, safely, prior to using the communication device.

B. BUS DRIVERS

1. BUS OPERATION

- At all times maintain a clear and unobstructed path to emergency equipment and exits from bus.
- No books, chairs, seats, instruments, equipment or articles shall be transported in the school bus driver's compartment or placed in the school bus aisles.
- Ensure that the vehicle is free of physical or mechanical defects which present clear or apparent danger to passengers.
- Report bus defects to your supervisor or person designated by your supervisor immediately.
- Bus conditions which require mechanical adjustments or repairs should be reported in writing and signed by the bus driver.
- All accidents involving personal injury or property damage, no matter how small, shall be reported to the driver's supervisor or person designated.
- Keep all mirrors adjusted.
- Never coast with the clutch engaged or with an automatic transmission in neutral.
- Remember that signals from other vehicles do not always indicate the exact intentions of the driver.
- Never permit a student to stand at the front of the bus or operate the service door handle.
- Use sun glasses to reduce glare.
- Never permit students to occupy the driver's seat on your bus.
- Always operate pupil warning light systems appropriately when stopping to load or unload passengers as prescribed by law.
- Make sure all persons are off the bus before refueling.
- Always shut off the motor and set the parking brake before leaving the bus. Never leave the bus key in the ignition when the bus is parked or unattended.

- Place the gear selector in neutral when bus has been brought to a stop to load or unload pupils. Parking brake should be set when loading students and when students cross in front of the bus.
- Drive at a safe speed. It is illegal to exceed the posted speed limit. Never exceed 55 MPH.
- Stop at all railroad crossings.
- If you must back a bus, do so with proper signals from a responsible person outside and behind the bus, when possible.
- Drive defensively. Be constantly alert for other motorists.
- Think and drive ahead. You can see traffic far in front of the bus. This gives you the chance to spot dangerous situations and react to them. The farther you watch, or drive ahead, the more time you have to react. Your eyes should be constantly screening the traffic ahead. If an accident occurs, you will have time to take evasive action to bring your bus to a safe stop.
- Start stopping early. The less you use the brakes, the longer they will last and the better they operate. When you apply the brakes, make it a habit to apply them gently and reduce pressure as you complete your stop. When you develop the habit of stopping early, you will avoid many panic stops.
- Don't forget to change your driving habits when driving on wet pavement. Traction is poor on wet roads. It can easily require twice the distance to stop on wet roads than on dry roads. Apply your brakes intermittently to avoid a skid. Double your normal following distance. Move to the right to avoid potential head-on collisions. Roads are most slippery just after the rain starts to fall. The water combines with accumulated road oil and the road surface can become as slippery as ice. Avoid high speeds when the road is covered with water because the vehicle can hydroplane, losing contact with the road's surface. Good tires with deep treads help to maintain traction and maneuverability.
- Stop the bus only where it can be seen at least 200 feet by traffic approaching from both directions.
- Avoid tailgating at all times
- Observe the Florida Motor Vehicle Laws.
- A person may not operate a motor vehicle while manually typing or entering multiple letters, numbers, symbols, or other characters into a wireless communications device or while sending or reading data on such a device for the purposes of nonvoice interpersonal communication, including, but not limited to, communication methods known as texting, e-mailing, and instant messaging.
- A person may not operate a motor vehicle while conversing on a wireless communications device. If a person receives a call or a call needs to be made, the person operating the motor vehicle must pull off the road, safely, prior to using the communication device.
- Do not drive in any way that will damage the bus.
- Perform required daily pre-trip inspections on the bus and report any defect affecting safety or economy of operation immediately.
- Keep the bus clean and neat.

2. PROCEDURES AT RAILROAD CROSSINGS

- Before crossing any railroad tracks, the bus driver must bring the bus to a complete stop not less than 15 feet or more than 50 feet from the rail nearest to the front of the bus.
- When stopping, drivers shall observe traffic and reduce speed, far enough in advance to minimize the likelihood that other motorists will rear end the bus.
- When stopped, the driver shall shift into neutral, fully open the service door, driver window and listen and look in both directions along the tracks for approaching trains. For improved vision and hearing, the driver's window shall be opened, and all noisy equipment and radios should be shut off until the bus has cleared the crossing. The service door shall be closed before proceeding across the tracks.
- Drivers shall not shift gears when bus is crossing tracks.
- No driver shall drive a bus through, around or under any crossing gate or barrier at a railroad crossing while such gate or barrier is closed or being opened or closed.

Warehouse Personnel

- 1) Floors in the warehouse must be kept clean and aisles unobstructed to allow easy and safe access to stored materials.
- 2) Aisles must be kept clear and provide unobstructed access to exits
- 3) Fire exits must be kept clear of all obstruction.
- 4) Lifting should be done from a knee-bending position, not by leaning forward and picking up the item. This will allow the leg muscles, not the back, to lift the weight.
- 5) Use ladders with anti-slide grips. Do not place ladders in front of doors or on unstable bases. Always face toward the ladder when ascending or descending. Do not use the top step.
- 6) Use only approved equipment (mobile stairs, ladders) to retrieve materials from high shelves.
- 7) Observe manufacturers or your supervisor's instructions on how many cartons can be safely stacked.
- 8) Materials which can tip easily must be laid flat or secured.
- 9) Report inadequate lighting (burned out bulbs or blocked lights) to your supervisor.
- 10) Use approved hand trucks, dollies and other equipment to move heavy and/or awkward loads.
- 11) Store all hazardous or potentially hazardous products in designated area immediately upon receipt.

A. FORKLIFTS

- Only authorized and trained personnel are allowed to operate the forklift.
- The forklift must be moved with the forks elevated just enough to clear the floor.
- When approaching a blind corner with the forklift, sound the horn, reduce speed and proceed with caution.
- Do not leave a forklift unattended with the motor running.
- No riders are permitted on the forklift at any time.
- If seat belts are provided, use them.
- Turn forklift slowly to prevent tipping and over-turning.
- Lower load before moving forklift.

- Rubber hose, welding cables, etc. must not be run over by lift trucks and heavy objects. Hoses and cables should be coiled and stored when not in use.

Heavy Equipment Safety

A. MOBILE CRANES

- No load should be lifted which exceeds the rated capacity of the operating boom angle.
- Standard operating signals should be agreed upon and used to direct all operations. Only one person should be permitted to give signals to the operator unless load is being transferred to a point which is out of sight of the signalman. In such cases, a second signalman should be designated.
- Outriggers on rubber-tired cranes should be used as directed by the supervisor.
- When cranes are being operated on soft ground, substantial mats should be laid down. Extreme caution should be used when operating near the edge of an excavation.

B. BULLDOZERS & TRACTORS

- The condition of the equipment should be checked before operating. This should include brakes, clutches, steering mechanisms, hydraulic, and electrical systems. Any defect should be immediately reported to the supervisor.
- Before starting down a hill, the blade should be lowered to secure and maintain a load of earth all the way down the hill. If the load is lost, the blade should not be jammed into the ground as this might cause overturning. The dozer blade must never be used as a brake on downgrades.
- Filling operations can be very dangerous. The material should be pushed over the edge only as far as necessary. This could prevent the possible overturning of the machine.
- When coupling a tractor to other equipment, workers should stand clear of the space between the units. The machine should be stopped, the transmission placed in neutral and the brakes set before a person is allowed to couple the equipment.
- At the end of a work shift, or when leaving the machine, the power should be shut off, the brakes should be set, blade landed and the shift lever placed in neutral.

C. SCRAPERS

- Avoid sharp downhill turns and do not turn top heavy with the apron up in the air.
- When going downhill, the operator should not kick the machine out of gear because increased speed may make control of equipment difficult. The operator should leave the machine in gear and use the brakes to control speed. If the brakes will not hold the load, the operator should drop or drag the bowl or make an emergency stop.
- The scraper or dozer bowl should always be blocked up when blades are being replaced. After the scraper is lifted to the desired height, blocks should be placed under the bottom near the ground plates. Apron arms are raised to extreme height and a block is placed under each arm, allowing the apron to drop enough to wedge each block firmly in place.
- To prevent the scraper from slipping off the edge of a fill, keep the center of the fill low and the outside edges high.

D. MOTOR GRADERS

- Back sloping on steep, high embankments is tricky and often dangerous. Generally when graders operate on slopes greater than one to one, the operator runs the risk of tipping over.
- To avoid overturning, the blade should be extended when scraping shoulders and the grader should be operated off the shoulder.

E. SHOVELS, CLAMSHELLS, LOADERS

- All workers should be clear of the bucket swing and the cab rotation. Never swing the bucket or clamshell over other workers.
- When soil is soft, make sure the equipment is on solid foundation (mats or heavy planking) with outriggers fully extended before starting to operate.
- Before operating on a bank next to an excavation, a check should be made with the superintendent or engineer to determine whether shoring or bracing is necessary.
- No one should be permitted in the cab with the operator.
- The operator should never leave the machine on an inclined surface or on loose material with the motor idling because vibration could put the machine in motion.

Any questions or suggestions concerning this program contact Risk Management Office at (941) 708-8770 ext.: 41057 or by email at RiskManagement@manateeschools.net

Remember – Safety is Everyone’s Responsibility!