

Guthrie

Public Schools

Safety Plan

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SECTION 1 POLICY STATEMENT

Guthrie Public Schools has always believed that its employees are its most important asset. We will always place a high priority on safe operations and on the safety and health of employees.

Safety and health protection shall be an integral part of all operations, including planning, procurement, development, administration, and transportation. Accidents and health hazard exposures have no place in our organization.

All employees shall follow safe working practices, obey rules and regulations, and work in a way that maintains the high safety and health standards developed and sanctioned by the organization.

All employees are encouraged to make this safety and health program an integral part of their daily operations.

SECTION 2

GOALS AND OBJECTIVES

- 2.1 Goals and Objectives
- 2.2 Purpose
- 2.3 General Safety Rules
- 2.4 Communication of Safety Rules
- 2.5 Posting of General Safety Rules
- 2.6 Housekeeping
- 2.7 Tool Maintenance
- 2.8 Material Handling
- 2.9 Forklifts
- 2.10 Loading

SECTION 2 GOALS AND OBJECTIVES

2.1 Goals and Objectives

A: Strive for a comprehensive program that assesses all existing and known potential hazards of the work site and prevent or control these hazards through the efforts of administration, supervisors and employees.

1. Check and/or clear work areas of all slip/trip hazards at least daily.
2. Conduct weekly inspection of the school site, using the supervisor checklist.
3. Use protective equipment.
4. Perform preventive maintenance as recommended by the manufacturer of the equipment. Check the condition of all critical parts of the equipment.

B: Communicate all safety and health rules and procedures to employees

1. Discuss during New Hire Orientation.
2. Provide the Guthrie Public Schools Safety Plan.
3. Post throughout the facility.
4. Conduct annual refresher training.
5. Perform on-the-spot corrections and reinforcement by supervisors.

C: All employees will observe safety rules for specific operations or hazardous work areas. Examples are:

1. Fork truck operation.
2. Machine operations.
3. Proper lifting.

2.2 Purpose

Guthrie Public Schools' primary objective is to ensure the safety and health of our employees, student body and to protect school property. Our goal is to provide safe and healthful working conditions for all school employees and students.

Safety Rules have been developed with input from Administrators and Employees. While held to a minimum, the rules address behaviors and work practices that can lead to accidents and injuries.

Each Employee should become familiar with and follow General and Departmental Safety Rules. Administrators must enforce Safe Work practices through strict adherence to Safety Rules.

Most accidents can be prevented if everyone uses assigned safety equipment and follows the established safety rules. To operate a safe and successful business, we must work as a team.

2.3 General Safety Rules

1. Report all work injuries and illnesses immediately.
2. Report all Unsafe Acts or Unsafe Conditions to your Supervisor.
3. Firearms, weapons, or explosives are not permitted on school property.
4. Use, possession, sale or being under the influence of illegal drugs, misuse of prescription drugs and/or alcohol is not permitted on school property or while "on duty".
5. Only authorized and trained Employees may repair or adjust machinery and equipment. Lock and Tag Out Procedures must be followed before removing any machine guards or working on powered machinery and equipment. Replace all guards when the job is completed.
6. Only authorized and trained Employees may work on or near Exposed Energized Electrical Parts or Electrical Equipment. Follow Electrical Safety Rules when working with electrically powered machinery and equipment.

7. Only authorized and trained Employees may dispense or use chemicals. It is your responsibility to know where MSDS's are located and that they are available for your use and review.
8. Keep work areas clean and aisles clear. Do not block emergency equipment or exits.
9. Wear and use the prescribed Personal Protective Safety Equipment. This includes eye protection, hand protection, and other protective gear.
10. Personal protective equipment shall be properly stored and maintained.
11. Proper dress is required. Appropriate work clothes, gloves, shoes, boots, etc. shall be worn on the job. Loose fitting clothing and jewelry shall not be worn.
12. Machines shall not be operated unless all guards and safety devices are in place and in proper operating condition.
13. All equipment shall be kept in safe working condition. Defective tools or equipment shall not be used, but will be repaired or reported to the immediate supervisor.
14. Compliance with all governmental regulations and rules is required.
15. Good housekeeping shall be practiced at all times.
16. No person shall stand or sit on forks or sides of forklifts or any other equipment while it is moving.
17. Personnel under the care of a doctor and using prescription drugs that can affect job performance should notify a supervisor and provide a doctor's statement.
18. Training pertaining to equipment use is required before unsupervised operation.
19. Horseplay on the job will not be tolerated.

2.4 Communication of Safety Rules

Communication of safety rules is accomplished by:

- Discussion during New Hire Orientation
- Posting throughout the facility
- Annual refresher training
- On-the-spot corrections and reinforcement by supervisors

2.5 Posting of General Safety Rules

General Safety Rules will be posted in conspicuous areas at all necessary locations.

2.6 Housekeeping

The manner in which materials and tools are handled, stored, and organized in the work area can contribute greatly to the safety of the workers. To keep working conditions from creating a safety and health problem, each employee will be personally responsible for the following:

- Putting away tools at the end of the day or after use.
- Putting scrap materials into appropriate containers for removal, making sure there are no projecting elements to cause injury.
- Removing full scrap containers
- Sweeping or wiping up excessive trash, metal flakes, oil, etc.
- Storing and using working materials so they do not block aisles, constitute a falling or tripping danger, or become an eye hazard.
- Rolling up all hoses and cords after use.

2.7 Tool Maintenance

Faulty or improperly used hand tools are a safety hazard. All employees shall be responsible for ensuring tools and equipment (both school- and employee-owned) used by them or other employees are in good condition.

1. Hand tools such as chisels, punches, etc., developing mushroom heads must be reconditioned or replaced as necessary.
2. Broken or fractured handles for hammers, axes, and similar tools must be replaced promptly.
3. Appropriate handles must be used on files and similar tools.
4. Appropriate safety glasses, face shields, welding hoods, etc., must be worn while using hand tools or equipment which might produce flying material, sparks, or is subject to breaking.

2.8 Material Handling

Employees handling material must know the following:

1. There must be safe clearance for equipment through aisles and doorways.
2. Vehicles must be shut off and brakes set before loading or unloading. Block wheels if necessary.
3. Pallets/containers must be inspected before lifting a load or being moved.

4. Material Safety Data Sheets will be available to employees handling hazardous substances and should be reviewed before handling or moving those substances.

2.9 Forklifts

A forklift is a useful piece of equipment when used safely. Unsafe use can turn a forklift into a deadly piece of equipment. Only authorized and trained personnel are to operate forklifts. Operators are responsible for the following:

General Rules

1. Make sure the forklift is operational before using by checking brakes, hydraulics, horn and engine.
2. Maintenance must be performed when needed or scheduled. If a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition. Only authorized personnel shall make repairs.
3. No truck shall be operated with a leak in the fuel system until the leak has been corrected.
4. No person shall be allowed to stand or pass under the elevated portion of any truck. This applies if the truck is loaded or empty.
5. Fire aisles, access to stairways, and emergency exits shall be kept clear.
6. No passengers will be allowed on forklifts.
7. Seat belts will be worn during operation of the forklift.
8. Employees shall not have legs or arms placed between the uprights of the mast or outside the running lines of the truck.
9. When a powered industrial truck is left unattended, load-engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.
10. A powered industrial truck is unattended when the operator is 25 ft. or more away from the vehicle which remains in his view, or whenever the operator leaves the vehicle and it is not in his view.
11. The driver shall be required to look in the direction, and keep a clear view, of the path of travel, using spotters to move large containers.
12. Under all travel conditions, the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.

13. Stunt driving and horseplay shall not be permitted.
14. The driver shall be required to slow for wet and slippery floors.
15. Slow for turns.
16. Always yield the right of way to pedestrians.

2.10 Loading

1. Only stable or safe loads shall be handled. Caution shall be exercised when handling off-centered loads, which cannot be centered.
2. Only loads within the rated capacity of the truck shall be handled.
3. Extreme care shall be used when tilting the load forward or backward, particularly when high tilting.

Failure to follow the above rules may cause serious injury and/or illness. Disciplinary Action, up to and including Termination, will be used to assure rule enforcement. Please use common sense and think before you act. If you are not sure how to complete a job or task safely or have any questions, ask your supervisor.

SECTION 3 ADMINISTRATION LEADERSHIP

Administration will be actively involved in all health and safety issues and set a good example for all employees. Some of the ways that this will be done are as follows:

- A. Follow the rules and regulations as described in the handbook.
- B. Participate in health and safety committees.
- C. Conduct inspections as needed.
- D. Communicate the importance of health and safety through out the organization.
- E. Have an "open door" policy to discuss employee concerns of the safety-related issues.
- F. Listen to employee concerns and follow through to correct hazards when possible.

The following individuals from administration will take the leadership role for the organization:

- Superintendent
- Principals
- Supervisors
- Designated employees

SECTION 4

EMPLOYEE INVOLVEMENT

Employees will be encouraged to actively participate in the safety and health program. Since safety and health issues directly affect the employees, it is in their best interest to be involved. Some of the ways that employees may be involved are:

- Conduct site surveys.
- Assist in routine hazard assessment.
- Develop or revise site safety and health policies
- Participate in accident investigation.
- Share ideas and suggestions with administrators.

SECTION 5
ASSIGNED RESPONSIBILITY,
AUTHORITY AND ACCOUNTABILITY

- 5.1 Superintendents
- 5.2 Principals or Supervisors
- 5.3 Employees

SECTION 5

ASSIGNED RESPONSIBILITY, AUTHORITY AND ACCOUNTABILITY

5.1 Superintendent

- Establish a policy to hold the workplace in compliance with all applicable Federal or State standards and to provide safe and healthful work and working conditions for every person at the facility.
- Provide the leadership and resources to carry out the stated school safety and health policy.
- Set objectives and support safety and health personnel and employees generally in their requests for information, training, facilities, tools and equipment needed to conduct an effective program and to establish a safe and healthy workplace.
- Assign clear responsibility for the various aspects of the safety and health program. Ensure that employees with assigned responsibilities have adequate resources and authority to perform their duties.
- Require all employees, vendors, customers, subcontractors, and visitors to comply with the school safety and health policy.

5.2 Principals or Supervisors

- Supervise and evaluate worker performance, including each worker's safety and health behavior and work procedures.
- Encourage and actively support employee involvement in the safety and health program.
- Provide positive reinforcement and recognition to outstanding individual and group performance.
- Obtain and maintain up-to-date knowledge and skills required to recognize safety and health violations and other hazards, such as improperly functioning machinery, tools, equipment or hazardous materials.
- Maintain good housekeeping in your work area.
- Ensure that the plant preventive maintenance program is being followed and that any repair and replacement needs found during those activities are tracked to completion.
- Actively discourage short cuts. Consistently and fairly enforce safe work procedures and safety and health rules.

- Make sure each employee knows what to do in case of an emergency.

5.3 Employees

- Learn the rules. Understand them, follow them, and avoid short cuts.
- Review the safety and health educational material posted on bulletin boards and distributed to work areas. If you do not understand something, ask questions.
- Be certain that you completely understand instructions before starting work. Avoid taking short cuts. Always use safe work procedure.
- If you have any doubt about the safety and/or healthfulness of a task, stop and get instructions from your supervisor before continuing.
- Make sure you understand exactly what your responsibilities are in emergency situations.

SECTION 6 RESOURCES

The school system has a wide variety of hazards that require proper attention. The administration will provide adequate time and resources for safety training of employees and prevention of accidents.

Normal processes and non-routine tasks will be evaluated for hazards. Training will be conducted as needed to meet the needs of our employees.

SECTION 7 EMERGENCY ACTION PLAN

- 7.1 Purpose**
- 7.2 Emergency First Aid**
- 7.3 Fire Emergencies**
- 7.4 Severe Weather**
- 7.5 Severe Weather/Lightning for Athletics**
- 7.6 Bus Emergencies**
- 7.7 Lock Down Procedures**
- 7.8 Site Evacuation Plans**
- 7.9 Bomb Threats**
- 7.10 Bomb Threat Procedures**
- 7.11 Bomb Threat Checklist**
- 7.12 Bomb Threat Evacuation Procedures**

SECTION 7 EMERGENCY ACTION PLAN

7.1 Purpose

The purpose of the Emergency Action Plan is to establish operating guidelines and procedures to ensure safety in emergency conditions such as fire, severe weather, and bomb threats.

7.2 Emergency First Aid

Select two or three individuals to be trained.

7.3 Fire Emergencies

All employees will be trained in the basic use of fire extinguishers. However the supervisor and a designated assistant will receive additional training and will function as the persons to make final fire fighting and evacuation decisions until the Fire Department arrives.

Fire extinguishers are inspected, maintained, and serviced through a contracted company. An individual designated by the administration will inspect fire extinguishers monthly and initial the tag.

In the event of evacuation because of a fire, individuals located in the buildings will evacuate through the nearest exits and meet in an area selected by the administration for a head count. Do not reenter the building until the all clear is given.

7.4 Severe Weather

In the event of a severe weather warning (Tornado Warning), all individuals located within a building will proceed to the designated safe area selected by the administration.

7.5 Severe Weather/Lightning Safety for Athletics

Lightning is the second leading cause of weather-related deaths in the United States, exceeded only by floods. It is therefore essential that administrators, officials and coaches act in as proactive a manner as possible when the threat of severe weather is imminent.

When skies look threatening the administrator in charge of a particular athletic event should begin to seek information about possible storms from the following sources:

- Computer (internet radar) Newsok.com – weather – Doppler 9000 XL
- Television stations:
 - KOCO (5) - 475-5252
 - KWTV (9) - 841-9956
 - KFOR (4) - 478-6395
 - KOKH (25) – 475-9107
 - National Weather Service (Norman) – 360-5928
- Weather Radio

If you can hear thunder, there is a good chance that lightning is within 10 miles of your facility. When you first see lightning you can count the time until you hear thunder. If that time is 30 seconds or less, the thunderstorm is within 6 miles and is considered dangerous at this point. When lightning is within 10 miles, the administrator in charge should begin the orderly process of getting accurate information from a reliable source about the nature and direction of the storm and begin to advise officials and coaches. We will make the following announcement:

“Due to the approaching thunderstorm, play will be temporarily suspended. As a precautionary measure we are going to evacuate the stadium. At this time we ask that you leave the stadium and pick up a ticket on your way out. We will open up the gymnasium on the south side of the stadium and fans are urged to go there or to your automobiles to wait out the storm. The field will be closed until the storm passes. The administration, coaches and officials will be evaluating the situation to determine when and if play will be resumed for this activity.”

After athletes have been moved to a safe location in their respective locker areas, administrators, coaches and officials should meet to determine what criteria will be used to determine when and whether or not the game will continue. The criteria may include the following:

- The expected duration of the storm
- Can the game be rescheduled

- What importance is the game to district, conference, playoff standings, etc.
- Travel distance for the visiting team
- Has enough of the contest been played to be declared official – mutual consent.

7.6 Bus Emergencies

In the event that a school bus has any type of emergency, radio contact will be made with the director of transportation. If a tornado or thunderstorm containing strong winds occur, it may be necessary to remove all of the passengers from the bus and seek emergency shelter in the lowest area available.

7.7 Lock Down Procedures

Each school site will develop a plan for locking down the school so that no movement is occurring in the school. This plan will allow the school to protect students and personnel in the event of an intruder or other threat by securing all classrooms and locating students and personnel in the safest areas possible. Lock down drills should be practiced each semester.

7.8 Site Evacuation Plans

Each school should develop a plan for evacuation of that site in the event of an emergency or a threat. The plan should be detailed to allow for the orderly evacuation of students, personnel, and visitors to a safe location. Faculty members should practice this drill annually.

7.9 Bomb Threats

In the unlikely event of a bomb threat, all individuals will evacuate the buildings through the nearest exits and meet in an area selected by the administration for a head count. A designated administrator will call 911. No individual will reenter the building until the authorities have issued an all clear. **Specific procedures are outlined in the sections that follow.**

7.10 Bomb Threat Procedures

- A. In preparation for receiving a telephone bomb threat, all personnel who handle incoming calls should familiarize themselves with the following procedures and the Bomb Threat Checklist, which should be used throughout the reception of any such call.
- B. Upon receiving a bomb threat, the person receiving the call should first and foremost remain calm, and then should gain and maintain as much information as possible. Safety is of paramount importance. If the threat is imminent contact the building principal immediately and follow evacuation instructions.
- C. During the call: Use the Bomb Threat Checklist to record as much information as possible. Keep the caller on the line as long as possible. Ask the caller to repeat the message. If the caller does not indicate the location of the bomb or the time of detonation, then ask for this information. Inform the caller that the building is occupied and that detonation of the bomb could result in death or serious injury to innocent people.
- D. Immediately after the call (during normal business hours and after hours): The person receiving the bomb threat should immediately contact the building principal, and await his/her instructions.

7.11 Bomb Threat Checklist

Phone Ext. _____ Time call received: _____ Date: _____

Exact Words of Caller's Threat _____

1. When is the bomb going to explode? _____
2. Where is the bomb exactly? _____
3. What kind of bomb is it? _____
4. What sets it off? _____
5. What does it look like? _____
6. What is it supposed to destroy? _____
7. Why did you place the bomb? _____
8. If you didn't, who did? _____

Description of Caller's Voice:

Sex: M ___ F ___ Age: _____ Accent: _____

Tone of Voice: _____ Was it rational? _____

Caller's Voice Characteristics:

- | | | | |
|------------------------------------|------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal | <input type="checkbox"/> Soft | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Loud | <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow | <input type="checkbox"/> Rasp | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep | <input type="checkbox"/> Distinct | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Whispered | <input type="checkbox"/> Ragged | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Crackling | <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent | <input type="checkbox"/> Deep Breathing |

Was the voice familiar? (Specify) _____

Caller's Language:

<input type="checkbox"/> Well Spoken (Educated)	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Foul
<input type="checkbox"/> Taped <input type="checkbox"/> Read	<input type="checkbox"/> Irrational	<input type="checkbox"/> Rehearsed

Background sounds:

<input type="checkbox"/> Street Noises	<input type="checkbox"/> Machinery	<input type="checkbox"/> Voices	<input type="checkbox"/> Crockery
<input type="checkbox"/> Clear	<input type="checkbox"/> P A System	<input type="checkbox"/> Static	<input type="checkbox"/> Animal Noises
<input type="checkbox"/> Music	<input type="checkbox"/> House Noises	<input type="checkbox"/> Local	<input type="checkbox"/> Long Distance
<input type="checkbox"/> Motor	<input type="checkbox"/> Office Noises	<input type="checkbox"/> Booth	<input type="checkbox"/> Other

Other Background Noises: _____

Time Caller Hung Up: _____

Remarks: _____

Name, address, phone number of recipient:

7.12 Bomb Threat Evacuation Procedures

1. Write down what caller says: who is calling, what type of bomb, where is it, when will it go off, how can we avoid it....?) see checklist previous pages.
2. DO NOT HANG UP!
3. Report threat to your building principal. He/she will alert appropriate member or members of the administration. Selected representatives from each building will meet in a designated area. The group will collectively evaluate the situation and decide a plan of action.
 - (A) Administrators will inform employees and students to turn off cell phones.
 - (B) Do not touch light switches, leave them as found.

If a decision is made to evacuate, all staff, students and others will immediately evacuate the building and proceed to the evacuation site.

Police / Administrators will make a final check of the areas. When the building has been cleared, outside doors will be locked to keep anyone from returning to the building. Administrators and faculty will then make sure everyone is present.

SECTION 8

FIRE SAFETY PLAN

- 8.1 Purpose
- 8.2 Responsibility
- 8.3 Fire Prevention Plan
- 8.4 Fire Exits
- 8.5 Portable Fire Extinguishers
- 8.6 Emergency Evacuation Planning

SECTION 8 FIRE SAFETY PLAN

8.1 Purpose

This plan is for the safety and well being of the employees and students of Deer Creek Schools. The plan identifies measures to prevent fires, to suppress fires that may occur, and to evacuate in the event of a fire emergency. Education and training are provided to enable all employees and students to understand the Fire Safety Plan.

8.2 Responsibility

Administration is solely responsible for all facets of this plan and has the full authority to make necessary decisions to ensure the success of this plan.

Administration is responsible for training employees in the use of fire extinguishers and the use of the evacuation plan, and for providing any other training required by this plan.

All employees are responsible for the control of fuel source hazards in their work area.

8.3 Fire Prevention Plan

Stopping unwanted fires from occurring is the most efficient way to handle them. The Safety Committee will draft a written Fire Prevention Plan to complement the Emergency Evacuation Plan to minimize the frequency of evacuation. The plan must include a list of all major fire hazards, including:

- potential ignition sources and their control
- housekeeping procedures for storage of flammable materials
- the type of fire protection equipment necessary to control each major hazard
- cleanup procedures for flammable waste
- handling, packaging and disposal procedures for flammable waste, including recycling

- safety rules regarding smoking, welding and other flammable hazards within the workplace

Heat producing equipment such as burners, heat exchangers, boilers, ovens, stoves, etc. must be properly maintained and kept clean of accumulations of flammable residues.

Heat producing sources will be inspected monthly by individuals designated by the administration.

Flammables are not to be stored close to heat producing equipment.

All employees must be trained in the potential fire hazards of their jobs and in the procedures listed in the Fire Prevention Plan. All new or transferred employees must be trained in the Fire Prevention Plan before beginning their job duties. All employees must be notified and trained regarding any changes in the plan.

8.4 Fire Exits

Each workplace building must have at least two means of escape remote from each other to be used in a fire emergency.

Fire doors must not be blocked or locked to prevent emergency use when employees are within the buildings. Delayed opening of fire doors is permitted when an approved alarm system is integrated into the fire door design.

Exit routes from buildings must be clear and free of obstructions and properly marked with signs designating exits from the building.

Administrators will perform inspections monthly and the tags will be initialed appropriately.

8.5 Portable Fire Extinguishers

Each workplace building must have a full complement of the proper type of fire extinguishers for the fire hazards present.

Employees expected to use fire extinguishers must be instructed in the hazards of fighting fire, proper operation of the fire extinguishers available, and procedures to follow in alerting others to the fire emergency. Training will be provided at the direction of the administration.

Only approved fire extinguishers will be used in the school, and they must be kept in good operating condition. Administration has the responsibility for maintenance and monthly inspections of fire extinguishers. All fire extinguishers will be serviced annually by a fire extinguisher company.

8.6 Emergency Evacuation Planning

Each workplace must have a written Emergency Evacuation Plan for evacuation of employees that includes:

- the means of alerting employees to a fire emergency
- the means for employees to report emergencies
- evacuation routes and procedures for all employees and students
- special procedures for evacuating physically impaired employees and students
- procedures for those employees who must remain behind temporarily to shut down critical plant equipment
- procedures for accounting for all evacuated employees and students

The written plan must be available for employee review.

An employee alarm system must be available throughout the school complex and must be used for emergency alerting for evacuation. The alarm system may be voice communication or sound signals such as bells, whistles or horns.

Employees must be trained in recognizing the evacuation signal and knowing their role in the Emergency Evacuation Plan.

All new or transferred employees must be trained in the Emergency Evacuation Plan before beginning their job duties. All employees must be notified and trained in any changes in the plan.

SECTION 9 TRAINING RECORDS

Training records shall include the following information:

1. The dates of the training sessions.
2. The contents or a summary of the training.
3. The names and qualifications of the persons conducting the training.
4. The names and job titles of all persons attending the training sessions.

Training records shall be kept for three years from the date on which the training occurred.

SECTION 10
HAZARD COMMUNICATION AND CHEMICAL SAFETY

- 10.1 Purpose
- 10.2 Responsibilities
- 10.3 General Program Information
- 10.4 Employee Training
- 10.5 Non-Routine Tasks
- 10.6 General Chemical Safety
- 10.7 Chemical Storage
- 10.8 Container Labels
- 10.9 Emergencies and Spills
- 10.10 Housekeeping
- 10.11 Contractors
- 10.12 Definitions
- 10.13 MSDS Information
- 10.14 Information Chemical Users Must Know
- 10.15 Employee Use of MSDS

SECTION 10

HAZARD COMMUNICATION AND CHEMICAL SAFETY

10.1 Purpose

This document serves as Guthrie Public School's Hazard Communication Program. It provides detailed safety guidelines and instructions for receipt, use and storage of chemicals at our facility by employees and contractors.

Reference: OSHA Standard 1910.1200

10.2 General Program Information

This written Hazard Communication Plan (HAZCOM) has been developed based on OSHA Hazard Communication Standard and consists of the following elements:

- Identification of Hazardous Materials
- Product Warning Labels
- Material Safety Data Sheets (MSDS)
- Written Hazard Communication Program
- Effective Employee Training

Some chemicals are explosive, corrosive, flammable, or toxic. Other chemicals are relatively safe to use and store but may become dangerous when they interact with other substances. To avoid injury and/or property damage, persons who handle chemicals in any area of the school facility must understand the hazardous properties of the chemicals. Before using a specific chemical, safe handling methods and health hazards must always be reviewed. Administrators are responsible for ensuring that the equipment needed to work safely with chemicals is accessible and maintained for all employees.

10.3 Responsibilities

Administration

- Ensure compliance with this program.
- Conduct immediate corrective action for deficiencies found in the program.
- Maintain an effective Hazard Communication training program. Make this plan available to all employees.
- Comply with all specific requirements of the program.

- Maintain a list of hazardous chemicals using the identity that is referenced on the MSDS and notify employees of any new chemicals.
- Monitor the effectiveness of the program.
- Conduct annual audit of the program.
- Monitor employee training to ensure effectiveness.
- Ensure MSDS are available as required.
- Monitor facility for proper use, storage and labeling of chemicals.
- Provide specific chemical safety training for assigned employees.
- Ensure only the minimum amount of necessary chemicals is kept at workstations.
- Ensure up to date MSDS's are readily accessible to all employees on all shifts.

Shipping & Receiving Personnel

- Ensure all received containers are properly labeled and those labels are not removed or defaced.
- Ensure all shipped containers are properly labeled.
- Ensure shipping and receiving department employees are properly trained in spill response.
- Ensure received Material Safety Data Sheets (MSDS) are properly distributed.

Employees

- Comply with chemical safety requirements of this program.
- Report any problems with storage or use of chemicals.
- Immediately report spills or suspected spills of chemicals.
- Use only those chemicals for which they have been trained.
- Use chemicals only for specific assigned tasks in the proper manner.
- Report problems occurring from use of chemicals to the administration

10.4 Employee Training

Initial Orientation Training

All new employees shall receive safety orientation training covering the elements of the HAZCOM and Right to Know Program. This training will consist of general training covering:

- Location and availability of the written Hazard Communication Program

- Location and availability of the List of Chemicals used in the school
- Methods and techniques used to detect the presence or release of a hazardous chemical in the school
- The specific physical and health hazard of all chemicals in the school
- Specific control measures for protection from physical or health hazards
- Explanation of the chemical labeling system Location and use of MSDS

Job Specific Training

Employees will receive on the job training from their supervisor. This training will cover the proper use, inspection and storage of necessary personal protective equipment and chemical safety training for the specific chemicals they will be using or will be working around.

Annual Refresher Training

Annual Hazard Communication refresher training will be conducted as part of the school's continuing safety-training program.

Immediate On-the-Spot Training

This training will be conducted by administrators for any employee that requests additional information or exhibits a lack of understanding of the safety requirements.

10.5 Non-Routine Tasks

Non-routine tasks are defined as working on, near, or with unlabeled piping, unlabeled containers of any substance, confined space entry where a hazardous substance may be present and/or a one-time task using a hazardous substance differently than intended (example: using a solvent to remove stains from tile floors).

Steps for Non-Routine Tasks

- Step 1: Hazard Determination
- Step 2: Determine Precautions
- Step 3: Specific Training & Documentation
- Step 4: Perform Task

A *designated employee* will evaluate all non-routine tasks before the task commences to determine all hazards present. This determination will be conducted with quantitative/qualitative analysis (air sampling, substance identification/analysis, etc. as applicable).

Once the hazard determination is made, the *designated employee* will determine the necessary precautions needed to either remove the hazard, change to a non-hazard, or protect from the hazard (use of personal protective equipment) to safeguard the employees present.

10.6 General Chemical Safety

Assume all chemicals are hazardous. The number of hazardous chemicals and the number of reactions between them are so large that prior knowledge of all potential hazards cannot be assumed. Use chemicals in as small quantities as possible to minimize exposure and reduce possible harmful effects.

The following general safety rules shall be observed when working with chemicals:

- Read and understand the Material Safety Data Sheets.
- Keep the work area clean and orderly.
- Use the necessary safety equipment.
- Carefully label every container with the identity of its contents and appropriate hazard warnings.
- Store incompatible chemicals in separate areas.
- Substitute less toxic materials whenever possible.
- Limit the volume of volatile or flammable material to the minimum needed for short operation periods.
- Provide means of containing the material if equipment or containers should break or spill their contents.

10.7 Chemical Storage

The separation of chemicals (solids or liquids) during storage is necessary to reduce the possibility of unwanted chemical reactions caused by accidental mixing. Use either distance or barriers (e.g., trays) to isolate chemicals into the following groups:

- Flammable Liquids: store in approved flammable storage lockers.

- Acids: treat as flammable liquids
- Bases: do not store bases with acids or any other material
- Other liquids: ensure other liquids are not incompatible with any other chemical in the same storage location.
- Lips, strips, or bars are to be installed across the width of storage shelves to restrain the chemicals in case of earthquake.

Chemicals will not be stored in the same refrigerator used for food storage. Refrigerators used for storing chemicals must be appropriately identified by a label on the door.

10.8 Container Labels

It is extremely important that all containers of chemicals are properly labeled. This includes every type of container from a 5000-gallon storage tank to a spray bottle of degreaser. The following requirements apply:

- All containers will have the appropriate label, tag or marking prominently displayed that indicates the identity, safety and health hazards.
- Portable containers that contain a small amount of chemical need not be labeled if they are used immediately that shift, but must be under the strict control of the employee using the product.
- All warning labels, tags, etc. must be maintained in a legible condition and not be defaced. Facility weekly supervisor inspections will check for compliance of this rule.
- Incoming chemicals are to be checked for proper labeling.

10.9 Emergencies and Spills

In case of an emergency, implement the proper Emergency Action Plan.

1. Evacuate people from the area.
2. Isolate the area.
3. If the material is flammable, turn off ignition and heat sources.
4. Only personnel specifically trained in emergency response are permitted to participate in chemical emergency procedures beyond those required to evacuate the area.
5. Call for Emergency Response Team assistance from the nearest Fire Department if required.

10.10 Housekeeping

- Maintain the smallest possible inventory of chemicals to meet immediate needs.
- Periodically review stock of chemicals on hand.
- Ensure that storage areas, or equipment containing large quantities of chemicals, are secure from accidental spills.
- Rinse emptied bottles that contain acids or inflammable solvents before disposal.
- Recycle unused laboratory chemicals wherever possible.
- **DO NOT** place hazardous chemicals in salvage or garbage receptacles.
- **DO NOT** pour chemicals onto the ground.
- **DO NOT** dispose of chemicals through the storm drain system.
- **DO NOT** dispose of highly toxic, malodorous chemicals down sinks or sewer drains.

10.11 Contractors

All outside contractors working inside School Facilities are required to follow the requirements of this program. The School will provide Contractors information on

- Location of MSDS
- Precautions to be taken to protect contractor employees
- Potential exposure to hazardous substances
- Chemicals used in or stored in areas where they will be working
- Location and availability of Material Safety Data Sheets
- Recommended Personal Protective Equipment
- Labeling system for chemicals

10.12 Definitions

Chemical: any element, chemical compound or mixture of elements and/or compounds.

Combustible liquid: any liquid having a flash point at or above 100⁰ F. (37.8⁰ C), but below 200⁰ F. (93.3⁰ C), except any mixture having components with flash points of 200⁰ F (93.3⁰ C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

Compressed gas: any compound that exhibits:

- (i) A gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70⁰ F.

(ii) A gas or mixture of gases having, a container, an absolute pressure exceeding 104 psi at 130⁰ F. regardless of the pressure at 70⁰ F.

(iii) A liquid having a vapor pressure exceeding 40 psi at 100⁰ F.

Container: any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

Employer: a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.

Exposure or exposed: an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. Subjected in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)

Flammable: a chemical that falls into one of the following categories:

- (i) "Aerosol, flammable" means an aerosol that yields a flame projection exceeding 18 inches at full valve opening, or a flashback (a flame extending back to the valve) at any degree of valve opening;
- (ii) "Gas, flammable" means: (A) A gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of thirteen (13) percent by volume or less; or (B) A gas that, at ambient temperature and pressure, forms a range of flammable mixtures with air wider than twelve (12) percent by volume, regardless of the lower limit;
- (iii) "Liquid, flammable" means any liquid having a flash point below 100⁰ F, except any mixture having components with flash points of 100⁰ F or higher, the total of which make up 99 percent or more of the total volume of the mixture.
- (iv) "Solid, flammable" means a solid, other than a blasting agent or explosive as defined in 1910.109(a), that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious

hazard. A chemical shall be considered to be a flammable solid if it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.

Flash point: the minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite.

Hazardous chemical: any chemical that is a physical hazard or a health hazard.

Hazard warning: any words, pictures, symbols, or combination appearing on a label or other appropriate form of warning which convey the specific physical and health hazard(s), including target organ effects, or the chemical(s) in the container(s). (See the definitions for “physical hazard” and “health hazard” to determine the hazards which must be covered.)

Health hazard: a chemical for which there is evidence that acute or chronic health effect may occur in exposed employees. The term “health hazard” includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

Identity: any chemical or common name that is indicated on the material safety data sheet (MSDS) for the chemical. The identity used shall permit cross-references to be made among the required list of hazardous chemicals, the label and the MSDS.

Immediate use: the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Label: any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.

Material safety data sheet (MSDS): written or printed material concerning a hazardous chemical that is prepared in accordance with OSHA Standard 1910.1200 requirements.

Mixture: any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.

Oxidizer: means a chemical other than a blasting agent or explosive as defined in **1910.109(a)**, that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.

Physical hazard: a chemical that is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

Pyrophoric: a chemical that will ignite spontaneously in air at a temperature of **130°F** or below.

Specific chemical identity: the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

Unstable (reactive): a chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.

Use: to package, handle, react, emit, extract, generate as a byproduct, or transfer. **Water-reactive:** a chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

Work area: a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

Workplace: an establishment, job site, or project, at one geographical location containing one or more work areas.

10.13 MSDS Information

Material Safety Data Sheets are provided by the chemical manufacturer to provide additional information concerning safe use of the product. Each MSDS provides:

1. Common Name and Chemical Name of the material
2. Name, address and phone number of the manufacturer
3. Emergency phone numbers for immediate hazard information
4. Date the MSDS was last updated
5. Listing of hazardous ingredients
6. Chemical hazards of the material
7. Information for identification of chemical and physical properties

10.14 Information Chemical Users Must Know

Fire and/or Explosion Information

1. Material Flash Point, auto-ignition temperature and upper/lower flammability limits

2. Proper fire extinguishing agents to be used
3. Fire fighting techniques
4. Any unusual fire or explosive hazards

Chemical Reaction Information

1. Stability of Chemical
2. Conditions and other materials which can cause reactions with the chemical
3. Dangerous substances that can be produced when the chemical reacts

Control Measures

1. Engineering Controls required for safe product use
2. Personal protective equipment required for use of product
3. Safe storage requirements and guidelines
4. Safe handling procedures

Health Hazards

1. Permissible Exposure Limit (PEL) the Threshold Limit Value (TLV)
2. Acute or Chronic symptoms of exposure
3. Main routes of entry into the body
4. Medical conditions that can be made worse by exposure
5. Cancer causing properties if any
6. Emergency and First Aid treatments

Spill & Leak Procedures

1. Clean up techniques
2. Personal Protective Equipment to be used during cleanup
3. Disposal of waste & cleanup material

10.15 Employee Use of MSDS

For MSDS use to be effective, employees must:

1. Know the location of the MSDS
2. Understand the major points for each chemical
3. Check MSDS when more information is needed or questions arise
4. Be able to quickly locate the emergency information on the MSDS
5. Follow the safety practices provided on the MSDS

SECTION 11

PERSONAL PROTECTIVE EQUIPMENT

- 11.1 Purpose
- 11.2 General Rules
- 11.3 Training
- 11.4 Personal Protective Equipment
- 11.5 Eye and Face Protection
- 11.6 Selection Chart
- 11.7 Filter Chart
- 11.8 Foot Protection
- 11.9 Hand Protection

SECTION 11 PERSONAL PROTECTIVE EQUIPMENT

11.1 Purpose

Guthrie Public Schools provide all Employees with required PPE to suit the task and known hazards.

Applicable **OSHA** Standards are 1910 Subpart 1 App B and 1910.120 App B, 132, 133, 136, and 138.

11.2 General Rules

Design

All personal protective equipment shall be of safe design and construction for the work to be performed.

Hazard assessment and equipment selection.

Hazard analysis procedures shall be used to assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the following actions will be taken:

- Select, and have each affected Employee use, the proper PPE
- Communicate selection decisions to each affected Employee
- Select PPE that properly fits each affected employee

Defective and damaged equipment

Defective or damaged personal protective equipment shall not be used.

11.3 Training

All employees or students who are required to use PPE shall be trained to know at least the following:

- When PPE is necessary;
- What PPE is necessary;
- How to properly don, remove, adjust and wear PPE;
- The limitations of the PPE
- The proper care, maintenance, useful life and disposal of the PPE.

Each affected employee or student shall demonstrate an understanding of the training and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

11.4 Personal Protective Equipment Selection

Controlling hazards.

PPE devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and sound manufacturing practices.

11.5 Eye and Face Protection.

Each affected employee or student shall use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

Each affected employee or student shall use eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors are acceptable.

Each affected employee or student who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

11.6

Selection chart guidelines for eye and face protection

The following chart provides general guidance for the proper selection of eye and face protection to protect against hazards associated with the listed hazard "source" operations.

Source	Hazard	Protection
IMPACT - Chipping, grinding, machining, masonry work, woodworking, sawing, drilling, chiseling, powered fastening, riveting and sanding	Flying fragments, objects, large chips, particles, sand, dirt, etc.	Spectacles with side protection; goggles, face shield. For severe exposure, use face shield
HEAT - Furnace operations, pouring, casting, hot dipping and welding.	Hot sparks Splash from molten metals High temperature exposure	Faceshields, goggles, spectacles with side protection. For severe exposure use faceshield.
CHEMICALS - Acid and chemical handling, degreasing, plating	Splashing	Goggles, eyecup and cover types. For severe exposure, use face shield.
DUST - Woodworking, buffing, general dusty conditions	Nuisance dust	Goggles, eyecup and cover type.
LIGHT and/or RADIATION – Welding: Electric arc	Optical Radiation	Welding helmets or welding shields. Typical shades: 10-14.
Welding: Gas	Optical Radiation	Welding goggles or welding face shield. Typical shades: gas welding 4-8, cutting 3-6, brazing 3-4.
Cutting, Torch brazing, Torch soldering	Optical Radiation	Spectacles or welding face shield. Typical shades: 1.5-3.
Glare	Poor vision	Spectacles with shaded or special-purpose lenses, as suitable.

11.7 Each affected employee or student shall use equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation. The following is a listing of appropriate shade numbers for various operations.

FILTER LENSES SELECTION CHART

29 CFR 1910.133 EYE & FACE PROTECTION

Filter Lenses for Protection Against Radiant Energy			
Operations	Electrode Size 1/32 in	Arc Current	Min.Protective Shade
Shielded metal arc welding	Less than 3	Less than 60	7
	3 - 5	60 - 160	8
	5 - 8	160 - 250	10
	More than 8	250 - 550	11
Gas metal arc welding and flux cored arc welding		Less than 60	7
		60 - 160	10
		160 - 250	10
		250 - 500	10
Air Carbon Arc Cutting	Light	Less than 500	10
	Heavy	500 – 1000	11
Plasma arc cutting	Light	Less than 300	8
	Medium	300 – 400	9
	Heavy	400 – 800	10
Torch Brazing			3
Torch Soldering			2
Carbon Arc Welding			14
<p>Note: as a rule of thumb, start with a shade that is too dark to see the weld zone. Then go to a lighter shade that gives sufficient view of the weld zone without going below the minimum. In oxyfuel gas welding or cutting where the torch produces a high yellow light, it is desirable to use a filter lens that absorbs the yellow or sodium line in the visible light of the (spectrum) operation.</p>			

Additional Notes to Eye and Face Protection Selection Chart

1. Care should be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards should be provided. Protective devices do not provide unlimited protection.
2. Operations involving heat may also involve light radiation. As required by the standard, protection from both hazards must be provided.
3. Faceshields should only be worn over primary eye protection (spectacles or goggles).
4. As required by the standard, filter lenses must meet the requirements from shade designations in 1910.133(a)(5). Tinted and shaded lenses are not filter lenses unless they are marked or identified as such.
5. As required by the standard, persons whose vision requires the use of prescription (Rx) lenses must wear either protective devices fitted with the prescription (Rx) lenses or protective devices designed to be worn over regular prescription (Rx) eyewear.
6. Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment. It should be recognized that dusty and/or chemical environments might represent additional hazard to contact lens wearers. Laser operators should consider the hazards of wearing contacts when operating a machine.
7. Caution should be exercised in the use of metal frame protective devices in electrical hazard areas.
8. Atmospheric conditions and the restricted ventilation of the protector can cause lenses to fog. Frequent cleansing may be necessary.
9. Welding helmets or faceshields should be used only over the primary eye protection (spectacle or goggles).
10. Non-sideshield spectacles are available for frontal protection only, but are not acceptable eye protection for the sources and operations listed for "impact".
11. Ventilation should be adequate, but well protected from splash entry. Eye and face protection should be designed and used so that it provides both adequate ventilation and protects the wearer from splash entry.
12. Protection from light radiation is directly related to filter lens density. See note 4. Select the darkest shade that allows task performance.

11.8 Foot Protection

General requirements

Protective footwear may be required when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where employee's feet are exposed to electrical hazards.

Selection guidelines for foot protection

Safety shoes and boots provide both impact and compression protection. Where necessary, safety shoes can be obtained which provide puncture protection. Safety shoes or boots with impact protection would be required for carrying or handling materials such as packages, objects, parts or heavy tools, which could be dropped; and, for other activities where objects might fall onto the feet. Safety shoes or boots with compression protection would be required for work activities involving skid trucks (manual material handling carts) around bulk rolls and around heavy pipes, all of which could potentially roll over an employee's feet. Safety shoes or boots with puncture protection would be required where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal etc., could be stepped on by employees causing a foot injury.

11.9 Hand Protection

General requirements

Hand protection may be required when employees' or students' hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes.

Selection guidelines for hand protection

Selection of hand PPE shall be based on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified. Gloves are often relied upon to prevent cuts, abrasions, burns, and skin contact with chemicals that are capable of causing local or systemic effects following dermal exposure. There is no glove that provides protection against all potential hand hazards, and commonly available glove materials provide only limited protection against many chemicals. Therefore, it is important to select the

most appropriate glove for a particular application and to determine how long it can be worn, and whether it can be reused. It is also important to know the performance characteristics of gloves relative to the specific hazard anticipated; e.g., chemical hazards, cut hazards, flame hazards, etc. Before purchasing gloves, request documentation from the manufacturer that the gloves meet the appropriate test standard(s) for the hazard(s) anticipated. Other factors to be considered for glove selection in general include:

- A. As long as the performance characteristics are acceptable, in certain circumstances, it may be more cost effective to regularly change cheaper gloves than to reuse more expensive types.
- B. The work activities of the employee or student should be studied to determine the degree of dexterity required, the duration, frequency, and degree of exposure of the hazard, and the physical stresses that will be applied.

SECTION 12
MACHINE GUARD PROGRAM

- 12.1 Purpose
- 12.2 Responsibilities
- 12.3 Definition of Terms
- 12.4 Machine Guarding Requirements
- 12.5 Training

SECTION 12

MACHINE GUARD PROGRAM

12.1 Purpose

The Machine Guard Program is designed to protect Employees from hazards of moving machinery. All hazardous areas of a machine shall be guarded to prevent accidental “caught in” situations. References: *General Requirements for all Machines* (29 CFR 1910.212), *Woodworking Machinery* (29 CFR 1910.213), *Abrasive Wheels* (29 CFR 1910.215), *Power Presses* (29 CFR 1910.217), *Power Transmission* (29 CFR 1910.219).

12.2 Responsibilities

Administration

- Ensure all machinery is properly guarded
- Provide training to employees on machine guard rules
- Ensure new purchased equipment meets the machine guard requirements prior to use

Supervising Employee

- Train assigned employees on the specific machine guard rules in their areas
- Monitor and inspect to ensure machine guards remain in place and functional
- Immediately correct machine guard deficiencies

12.3 Definition of Terms

- Guards: Barriers that prevent Operators from contact with moving portions or parts of exposed machinery or equipment that could cause physical harm to the Operators.
- Enclosures: Mounted physical barriers that prevent access to moving parts of machinery or equipment.

- Point-of-Operation: The area on a machine or item of equipment, where work is being done and material is positioned for processing or change by the machine.
- Power Transmission: Any mechanical parts that transmit energy and motion from a power source to the point-of-operation. Example: Gear and chain drives, cams, shafts, belt and pulley drives and rods. NOTE: Components that are (7) feet or less from the floor or working platform shall be guarded.
- Nip Points: In-Running Machine or equipment parts, which rotate towards each other, or where one part rotates toward a stationary object.
- Shear Points: The reciprocal (back and forth) movement of a mechanical part past a fixed point on a machine.
- Rotating: Rotating motions in an exposed mechanism are dangerous unless Guarded. Even a smooth, slowly rotating shaft or coupling can grasp clothing or hair upon contact with the skin and force an arm or hand into a dangerous position. Affixed or hinged guard enclosure protects against this exposure.
- Reciprocating: Reciprocating motions are produced by the back and forth movements of certain machine or equipment parts. This motion is hazardous, when exposed; offering pinch or shear points to an Operator. A fixed enclosure such as a barrier guard is an effective method against this exposure.
- Transverse Motions: Transverse motions are hazardous due to straight-line action and in-running nip points. Pinch and shear points also are created with exposed machinery and equipment parts operating between a fixed or other moving object. A fixed or hinged guard enclosure provides protection against this exposure.
- Cutting Actions: Cutting action results when rotating, reciprocating or transverse motion is imparted to a tool so that material being removed is in the form of chips. Exposed points of operation must be guarded to protect the operator from contact with cutting hazards, being caught between the operating parts and from flying particles and sparks.

- Shearing Action: The danger of this type of action lies at the point of operation where materials are actually inserted, maintained and withdrawn. Guarding is accomplished through fixed barriers, interlocks, remote control placement (2 hand controls), feeding or ejection.

12.4 Machine Guarding Requirements

- Guards shall be affixed to the machine where possible and secured.
- A guard shall not offer an accident hazard in itself.
- The point-of-operation of machines whose operation exposes an Employee to injury shall be guarded.
- Revolving drums, barrels and containers shall be guarded by an enclosure that is interlocked with the drive mechanism.
- When the periphery of fan blades are less than 7 feet above the floor or working level the blades shall be guarded with a guard having openings no larger than ½ inch.
- Machines designed for a fixed location shall be securely anchored to prevent walking or moving. For example, Drill Presses, Bench Grinders, etc.

General Requirements for Machine Guards

- Guards must prevent hands, arms or any part of an individual's body from making contact with hazardous moving parts. A good safeguarding system eliminates the possibility of the operator or other individuals from placing parts of their bodies near hazardous moving parts.
- Operators should not be able to easily remove or tamper with guards. Guards and safety devices should be made of durable material that will withstand the conditions of normal use and must be firmly secured to the machine.
- Guards should ensure that no objects could fall into moving parts. An example would be a small tool that is dropped into a cycling machine could easily become a projectile that could and injure others.
- Guard edges should be rolled or bolted in such a way to eliminate sharp or jagged edges.

- Guards should not create interference that would hamper operators from performing their assigned tasks quickly and comfortably.
- Lubrication points and feeds should be placed outside the guarded area to eliminate the need for guard removal.

12.6 Training

All Machine Operators shall be provided training in the hazards of machines and the importance of proper machine guards. Machine Safety and Machine Guarding rules will be thoroughly explained before operations begin.

SECTION 13
LOCKOUT – TAGOUT PROGRAM

- 13.1 Purpose
- 13.2 Definitions
- 13.3 Training
- 13.4 Preparation for Lockout/Tagout Procedures
- 13.5 General Lockout/Tagout Procedures
- 13.6 Stored Energy
- 13.7 Verification of Isolation
- 13.8 Release from Lockout/Tagout
- 13.9 Electrical Plug-type Equipment
- 13.10 Periodic Inspection
- 13.11 More Than One Employee
- 13.12 Administration's Removal of Lockout/Tagout
- 13.13 Contractors
- 13.14 Periodic Inspection Form
- 13.15 Equipment Lockout/Tagout Procedures Form
- 13.16 Emergency Lockout/Tagout Removal Form

SECTION 13 LOCKOUT / TAGOUT PROGRAM

13.1 Purpose

Control of Hazardous energy is the purpose of the Lockout/Tagout Program. This program establishes the requirements for isolation of both kinetic and potential electrical, chemical, thermal, hydraulic and pneumatic and gravitational energy prior to equipment repair, adjustment or removal. Reference OSHA Standard 29 CFR 1910.147, the control of hazardous energy.

13.2 Definitions

Authorized (Qualified) Employees are the only ones certified to lock and tagout equipment or machinery. Whether an employee is considered to be qualified will depend upon various circumstances in the workplace. It is likely for an individual to be considered “qualified” with regard to certain equipment in the workplace, but “unqualified” as to other equipment. An employee who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person, is considered to be “qualified” for the performance of those duties.

Affected Employees are those employees who operate machinery or equipment upon which lockout or tagging out is required under this program. Training of these individuals will be less stringent in that it will include the purpose and use of the lockout procedures.

Other Employees are identified as those that do not fall into the authorized, affected or qualified employee category. Essentially, it will include all other employees. These employees will be provided instruction in what the program is and not to touch any machine or equipment when they see that it has been locked or tagged out.

13.3 Training

Authorized Employees Training

All Maintenance Employees, Department Supervisors and other employees will be trained, as needed, to use the Lock and Tag Out Procedures. The Maintenance Supervisor or Safety Coordinator will conduct the training at the time of initial hire. Retraining shall be held at least annually. The training will consist of the following:

- Review of General Procedures
- Review of Specific Procedures for machinery, equipment and processes
- Location and use of Specific Procedures
- Procedures when questions arise

Affected Employee Training

- Only trained and authorized Employees will repair, replace or adjust machinery, equipment or processes.
- Affected Employees may not remove Locks, locking devices or tags from machinery, equipment or circuits.
- Purpose and use of the lockout procedures.

Other Employee Training

- Only trained and authorized Employees will repair, replace or adjust machinery or Equipment.
- Other Employees may not remove locks, locking devices or tags from machinery, equipment or circuits.

13.4 Preparation for Lockout/Tag Out Procedures

A Lockout/Tagout survey will be conducted to locate and identify all energy sources to verify which switches or valves supply energy to machinery and equipment. Dual or redundant controls may be removed.

A Tagout Schedule will be developed for each piece of equipment and machinery. This schedule describes the energy sources, location of disconnects, type of disconnects, special hazards and special safety procedures. The schedule will be reviewed each time to ensure employees properly lock and tag out equipment and machinery. If a Tagout Schedule does not exist for a particular piece of equipment, machinery and process, one must be developed

prior to conducting a Lockout Tagout. As repairs and/or renovations of existing electrical systems are made, standardized controls will be used.

Routine Maintenance & Machine Adjustments

Lock and Tag Out procedures are not required if equipment must be operating for proper adjustment. This rare exception may be used only by trained and authorized Employees when specific procedures have been developed to safely avoid hazards with proper training. All consideration shall be made to prevent the need for an employee to break the plane of a normally guarded area of the equipment by use of tools and other devices.

Locks, Hasps and Tags

All Qualified Maintenance Personnel will be assigned a lock with one key, hasp and tag. All locks will be keyed differently, except when a specific individual is issued a series of locks for complex lockout/tagout tasks. In some cases, more than one lock, hasp and tag are needed to completely de-energize equipment and machinery. Additional locks may be checked out from the supervisor. All locks and hasps shall be uniquely identifiable to a specific employee.

13.5 General Lockout/Tagout Procedures

Before working on, repairing, adjusting or replacing machinery and equipment, the following procedures will be utilized to place the machinery and equipment in a neutral or zero mechanical state.

Preparation for Shutdown

Before authorized or affected employees turn off a machine or piece of equipment, the authorized employee will have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the means to control the energy.

Notify all affected employees that the machinery, equipment or process will be out of service.

Machine or Equipment Shutdown

The machine or equipment will be turned off or shut down using the specific procedures for that specific machine. An orderly shutdown will be utilized to avoid

any additional or increased hazards to employees as a result of equipment de-energization.

If the machinery, equipment or process is in operation, follow normal stopping procedures (depress stop button, open toggle switch, etc.)

Move switch or panel arms to “Off” or “Open” positions and close all valves or other energy isolating devices so that the energy source(s) is disconnected or isolated from the machinery or equipment.

Machine or Equipment Isolation

All energy control devices that are needed to control the energy to the machine or equipment will be physically located and operated in such a manner as to isolate the machine or equipment from the energy source.

Lockout or Tagout Device Application

Lockout or tagout devices will be affixed to energy isolating devices by authorized employees. Lockout devices will be affixed in a manner that will hold the energy isolating devices from the “safe” or “off” position.

Where tagout devices are used they will be affixed in such a manner that will clearly state that the operation or the movement of energy isolating devices from the “safe” or “off” positions is prohibited.

The tagout devices will be attached to the same point a lock would be attached. If the tag cannot be affixed at that point, the tag will be located as close as possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.

Lock and tag out all energy devices by use of hasps, chains and valve covers with assigned individual locks.

13.6 Stored Energy

Following the application of the lockout or tagout devices to the energy isolating devices, all potential or residual energy will be relieved, disconnected, restrained, and otherwise rendered safe.

Where the re-accumulation of stored energy to a hazardous energy level is possible, verification of isolation will be continued until the maintenance or servicing is complete.

Release stored energy (capacitors, springs, elevated members, rotating fly wheels, and hydraulic/air/gas/steam systems) must be relieved or restrained by grounding, repositioning, blocking and/or bleeding the system.

13.7 Verification of Isolation

Prior to starting work on machines or equipment that have been locked or tagged out, the authorized employees will verify that isolation or de-energization of the machine or equipment have been accomplished.

After assuring that no Employee will be placed in danger, test all lock and tag outs by following the normal start up procedures (depress start button, etc.)

Caution: After Test, place controls in neutral position.

13.8 Release from LOCKOUT/TAGOUT

Before lockout or tagout devices are removed and the energy restored to the machine or equipment, the following actions will be taken:

1. The work area will be thoroughly inspected to ensure that nonessential items have been removed and that machine or equipment components are operational.
2. The work area will be checked to ensure that all employees have been safely positioned or removed. Before the lockout or tagout devices are removed, the affected employees will be notified that the lockout or tagout devices are being removed.
3. Each lockout or tagout device will be removed from each energy-isolating device by the employee who applied the device.

13.9 Lockout/Tagout Procedure for Electrical Plug-Type Equipment

This procedure covers all Electrical Plug-Type Equipment such as Battery Chargers, some Product Pumps, Office Equipment, Powered Hand Tools, Powered Bench Tools, Lathes, Fans, etc.

When working on, repairing, or adjusting the above equipment, the following procedures must be utilized to prevent accidental or sudden startup:

1. Unplug Electrical Equipment from wall socket or in-line socket.
2. Attach "Do Not Operate" Tag and Plug Box & Lock on end of power cord.
An exception is granted to not lock & tag the plug if the cord & plug remain in the exclusive control of the Employee working on, adjusting or inspecting the equipment.
3. Test Equipment to assure power source has been removed by depressing the "Start" or "On" Switch.
4. Perform required operations.
5. Replace all guards removed.
6. Remove Lock & Plug Box and Tag.
7. Inspect power cord and socket before plugging equipment into power source. Any defects must be repaired before placing the equipment back in service.

NOTE: Occasionally used equipment may be unplugged from power source when not in use.

13.10 Periodic Inspection

Purpose: The periodic inspection shall be used to identify and correct any deviations or inadequacies in the procedures or in the employee's understanding of them.

Content: The periodic inspection shall include a review between the inspector and the employees involved in the Lockout/Tagout activities of each employee's responsibilities under the plant Energy Control program.

Frequency: Periodic inspection shall be conducted at least annually by an Authorized Employee other than the one(s) involved with the particular Lockout/Tagout activities being observed to ensure the procedures and requirements are being followed.

Documentation: The periodic inspection is to be documented including:

- Name of the inspector and employees included in the inspection
- Date of inspection
- Identity of machine or equipment involved
- Findings
- Corrective action, where applicable

Note: Periodic Inspection Procedure Form at end of Section 13.

13.11 Lockout/Tagout Procedures Involving More Than One Employee

In the preceding standard operating procedures, if more than one Employee is assigned to a task requiring a lock and tag out, each must also place his or her own lock and tag on the energy isolating device(s).

13.12 Administration's Removal of Lockout/Tagout

Only the Employee that locks and tags out machinery, equipment or processes may remove his/her lock and tag. However, should the Employee leave the facility before removing his/her lock and tag, an Administrator may remove the lock and tag. The Administrator must be assured that all tools have been removed, all guards have been replaced and all Employees are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service. Notification of the employee who placed the lock is required prior to lock removal.

13.13 Contractors

Contractors, working on school property and equipment must use this Lockout/Tagout procedure while servicing or maintaining equipment, machinery or processes.

13.14 LOCKOUT PROCEDURES FOR MAINTENANCE DEPT.

Number:

LOCKOUT PURPOSE:

FREQUENCY:

MACHINE:

MODEL:

SERIAL #:

CAUTION: These procedures are only for the above noted purposes.

Notify your supervisor if it must be locked out for any other reason. Only authorized employees may perform these procedures.

WARNING: FAILURE TO COMPLY WITH ALL LOCKOUT PROCEDURES MAY RESULT IN INJURY AND DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

SEQUENCE OF LOCKOUT

1. Notify all affected employees that servicing or maintenance is required on the machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2. If the machine or equipment is in operation, shut it down by normal procedures.
3. De-activate and lockout energy isolating devices with assigned individual locks and dissipate or restrain stored or residual energy as noted below:

ENERGY SOURCES	ENERGY ISOLATION PROCEDURES
-----------------------	------------------------------------
4. Ensure that the equipment is disconnected from the energy sources by first checking that no personnel are exposed, then verify the isolation of the equipment by

RESTORING EQUIPMENT TO SERVICE

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been **safely** positioned or removed from the area.
3. Verify that the controls are in neutral
4. Restore energy to the machine by removing restraints and lockout devices and turning on all power sources. **THIS MUST BE DONE IN REVERSE SEQUENCE OF LOCKOUT PROCEDURE #3 AND BY FOLLOWING ALL START UP PROCEDURES FOR THE MACHINE.**

13.15 LOCKOUT PROCEDURES FOR MAINTENANCE DEPARTMENT

1.	Number:
2.	Location:
3.	Purpose:
4.	Frequency:
5.	Machine:
6.	Shutdown:
7.	Energy Source:
8.	Isolation Procedures:
9.	Isolation Check:

13.16

Guthrie Public Schools

Emergency Lockout/Tagout Removal

This form must be completed before a lockout can be removed by anyone other than the person who placed the lockout.

Date: _____ Lockout Number: _____

- Location of lockout: _____
- Person who placed lockout: _____
- Why does lockout need to be removed? _____
- Who is requesting lockout be removed? _____
- What attempts have been made to contact the person who placed the lockout?

- Maintenance person who checked out equipment to make sure it is safe to remove lockout: _____
- Signature of Maintenance personnel: _____
- Operator who checked out equipment to make sure it is safe to remove lockout:

- Signature of Operator personnel: _____
- Administrator who checked out equipment to make sure it is safe to remove lockout:

- Signature of Administrator: _____

Submit copies of completed forms to Maintenance.

SECTION 14

ELECTRICAL SAFETY

- 14.1 Purpose
- 14.2 Responsibilities
- 14.3 Hazard Control
- 14.4 Electrical Safety for Non-Qualified Workers
- 14.5 Electrical Lockout/Tagout Requirements
- 14.6 Powered Equipment Safety Rules

SECTION 14 ELECTRICAL SAFETY

14.1 Purpose

The Electrical Safety program is designed to prevent electrically related injuries and property damage. Only employees qualified in this program may conduct adjustment, repair or replacement of electrical components or equipment. Electricity has long been recognized as a serious workplace hazard, exposing employees to such dangers as electric shock, electrocution, fires and explosions. References: NFPA 70E, Electrical Safety Requirements for Employee Workplaces, National Electrical Code (NEC) and OSHA Standard Electrical Safety) 29 CFR 1910.331 to 1910.339.

14.2 Responsibilities

Administration

- Provide training for qualified and unqualified employees
- Conduct inspections to identify electrical safety deficiencies
- Guard and correct all electrical deficiencies promptly
- Ensure all new electrical installations meet codes and regulations

Employees

- Report electrical deficiencies immediately
- Do not work on electrical equipment unless authorized and trained
- Properly inspect all electrical equipment prior to use

14.3 Hazard Control

Engineering Controls

- All electrical distribution panels, breakers, disconnects, switches, junction boxes shall be completely enclosed.
- A clear approach and 3 foot side clearance shall be maintained for all distribution panels.
- All conduits shall be fully supported throughout its length. Non-electrical attachments to conduit are prohibited.
- All non-rigid cords shall be provided strain relief where necessary.

14.4 Electrical Safety Rules for Non-Qualified Workers

1. Do not conduct any repairs to electrical equipment
2. Report all electrical deficiencies to your supervisor
3. Do not operate equipment if you suspect an electrical problem
4. Water and electricity do not mix
5. Even low voltages can kill or injure you
6. Do not use cords or plugs if the ground prong is missing
7. Do not overload electrical receptacles

14.5 Electrical Lockout & Tagout Requirements

Application of locks and tags.

A lock and a tag shall be placed on each disconnecting means used to de-energize circuits and equipment on which work is to be performed, except as provided for below.

1. The lock shall be attached so as to prevent persons from operating the disconnecting means unless they resort to undue force or the use of tools.
2. Each tag shall contain a statement prohibiting unauthorized operation of the disconnecting means and removal of the tag.
3. If a lock cannot be applied, a tag may be used without a lock.

14.6 Powered Equipment Safety Rules

Electrical equipment is defined as cord or plug-type electrical devices, which includes the use of flexible or extension cords. Examples of portable electrical equipment included powered hand tools, powered bench tools, fans, radios, etc. The following safety rules apply to portable electrical equipment.

1. Portable electrical equipment shall be handled in such a manner as to not cause damage. Power cords may not be stapled or otherwise hung in a way that may cause damage to the outer jacket or insulation.
2. Portable electrical equipment shall be visually inspected for damage, wear, cracked or split outer jackets or insulation, etc., before use. Portable electrical equipment that remains connected once put in place need not be inspected until relocated. Any defects, such as cracked or split outer jackets or insulation, must be repaired, replaced or placed out of service.

3. Always check the compatibility of cord sets and receptacles for proper use.
4. Ground type cord sets may only be used with ground type receptacles when used with equipment requiring a ground type conductor.
5. Attachment plugs and receptacle may not be altered or connected in a way that would prevent the proper continuity of the equipment-grounding conductor. Adapters may not be used if they interrupt the continuity of the grounding conductor.

SECTION 15
FOOD SERVICE SAFETY

- 15.1 General Safety for Operating Machinery
- 15.2 Machine Guarding
- 15.3 Avoiding Cuts
- 15.4 Avoiding Slips, Trips or Falls
- 15.5 Avoiding Heat and Cold Exposure

SECTION 15 FOOD SERVICE SAFETY

Employers have the primary responsibility for protecting the safety and health of their workers. Employees are responsible for following the safe work practices of their employers.

15.1 General Safety for Operating Machinery

Before operating any machinery workers should:

1. Get trained in their use.
2. Wear any personal protective equipment provided by your employer.
3. Use any machine guarding provided.
4. Always ask for help if you are not sure how to do something.
5. Be aware that age restrictions exist for workers under the age of 18 from using or cleaning certain equipment.
6. Follow the manufacturer's instructions for machine use and cleaning.

15.2 Machine Guarding

When moving machine parts have the potential for causing some workplace injuries such as crushed fingers or hands or amputations, machine guarding eliminates or controls these hazards and provides essential and required protection for the worker.

Remember: Child Labor Laws do not permit employees younger than 18 to operate, set up, adjust, clean, oil, or repair power-driven equipment such as meat slicers or bakery mixers.

1. Use caution when working around power-driven equipment.
2. Turn off and unplug machinery before cleaning or removing a blockage.
3. Use any machine guarding that is provided.
4. Get properly trained before using any equipment.
5. Ask that machinery be securely fixed to benches or tabletops.
6. Do not put your hands into machinery to manipulate food. Use pushers or tamps to move food in the machinery.
7. Wear proper work clothing, avoiding loose clothing or jewelry that could become caught in machinery; such items caught in machinery can pull you into machinery causing injury or death.

15.3 Avoiding Cuts

1. Use any personal protective equipment your employer provides, including special gloves for clean-up duties.
2. Handle, use and store knives and other sharp utensils safely.
3. Cut in the direction away from the body.
4. Keep your fingers and thumbs out of the way of the cutting line.
5. Use a knife only for its intended purpose and use the appropriate knife for the cutting job.
6. Carry knives with the cutting edge angled slightly away from your body, with the tip pointed down to your side.
7. Place a knife that you are handing to someone, down on a clean surface, and let the other person pick it up.
8. Avoid placing knives near the edge of a countertop.
9. Do not talk with coworkers while using a knife. When interrupted, stop cutting and place the knife down on a secure surface. Do not try to cut while distracted.
10. Let a falling knife fall. Do not try to catch it.
11. Store knives, saws and cleavers in a designated storage area when not in use. Do not store the blades with the cutting edge exposed.
 - Install knife holders on work tables to prevent worker injury.
 - Equip newly purchased knives with blade guards or knuckle guards that protect the hand from slipping onto the blade.
12. Do not store knives and other sharp objects in sinks between periods of use. An unsuspecting person could reach in and get cut.
 - Clean the knife immediately after use or place it in a dishwasher or container labeled “for knives only”.
13. Use a broom and dustpan to clean up broken glass; do not use your hands.
14. Exposure to used needles is a growing concern, as customers with diabetes and other illnesses may need to give themselves medications while in the restaurant. You can protect yourself from this hazard by doing the following:
 - Wear provided personal protective equipment, especially heavy-duty gloves, while cleaning the bathroom.
 - Do not touch any needles or drug items. If you see these anywhere, report it to your supervisor.

- Do not compress garbage bags with your body (for example, stepping on a bag to smash it down); sharp items inside may stick or cut you.
- Report immediately to your supervisor if you think you have been stuck or cut by a needle or any object that you believe has human blood on it.

Employer Responsibilities

1. Allow only experienced, trained workers to sharpen knives. This is done correctly by keeping the thumb beneath the knuckle guard rum protection on the handle of the sharpener, rather than on top of the rim where it may get cut.
2. Keep knives sharpened and in good condition; dull knives tend to slip and may cause injuries. Tell other staff when knives are newly sharpened.

15.4 Avoiding Slips, Trips or Falls

Food Preparation

1. Promptly clean up food spills and use cones to identify wet areas.
2. Wear appropriate waterproof non-slip footwear.

Delivery

1. Be aware of outside conditions if unloading outside; wear sun protection if sunny, and coats, gloves, boots if wet or cold.
2. Wear appropriate non-slip footwear.
3. Keep walking surfaces free of ice and snow.
4. Carry items only at a height over which you can safely see.
5. Eliminate cluttered or obstructed hallways or walkways.
6. Do not block hallways with delivery items.
7. Use proper lifting techniques.

Employer Responsibilities

Follow OSHA standards, including:

1. Keep all places of employment clean and orderly and in a sanitary condition [1910.22(a)(1)].
2. Keep floors clean and dry [1910.22(a)(2)]. In addition to being a slip hazard, continually wet surfaces promote the growth of mold, fungi, and bacteria that can cause infections.

3. Provide warning signs for wet floor areas [1910.145(c)(2)].

Consider implementing recommended safe work practices, including:

- a. Identify and correct possible slip hazards.
- b. Use non-slip mats for surfaces in slippery areas.
- c. Provide adequate drainage for wet areas.
- d. Repair any uneven floor surfaces.
- e. Replace any drain covers that have come loose.
- f. Keep grates/drains free from debris and blockage.

15.5 Avoiding Heat and Cold Exposure

The following conditions can occur if a worker is exposed to **hot temperatures**:

- **Heat exhaustion** can result in headaches, dizziness, light-headedness, weakness, mood changes, feeling sick to your stomach, pale clammy skin, vomiting, and fainting.
- **Heat stroke** leads to dry, pale skin, mood changes, seizure, collapse, and possible death.

The following conditions can occur if a worker is exposed to **cold temperatures**:

- **Frostbite** is the freezing of deep skin tissue layers and leads to hardening and numbing of the skin. It usually affects the fingers, hands, toes, feet, ears, and nose.
- **Hypothermia** occurs when the body's temperature falls below 95 degrees F. The person becomes tired and drowsy, begins to shiver uncontrollably, moves clumsily, and is irritable and confused. As the hypothermia progresses, the victim's speech becomes slurred, his or her behavior may become irrational, and unconsciousness and full heart failure can occur.

SECTION 16
BACK INJURY PREVENTION

16.1 Target of Injury

16.2 Exercises

16.3 Lifting Procedures

16.4 Office Safety

SECTION 16

BACK INJURY PREVENTION

16.1 Target of Injury

Probably the most abused part of the body is the back. The back, with an intricate network of muscles, spinal column, and central nervous system, is a prime target for injury. Much can be done to reduce the risk of back injury.

16.2 Exercises

Working personnel should warm up the back before exposing it to risky job tasks just as the athlete warms up before entering an athletic contest.

Stretching the back often during the working day will greatly reduce the risk of back injury.

16.3 Lifting Procedures

- Do not lift objects that are too heavy, use lifting equipment or get help.
- When more than one person is lifting or carrying an object, have prearranged signals before lowering, dropping, turning, or releasing the object.
- When two people are carrying an object, both should face the direction they are traveling.
- Lifting procedure:
 - ✓ Take a firm grip.
 - ✓ Obtain secure footing.
 - ✓ Place feet at a comfortable distance apart.
 - ✓ Keep back straight.
 - ✓ Bend down at the knees, not the waist.
 - ✓ Tuck in chin.
 - ✓ Tighten stomach muscles.
 - ✓ Keep back straight.
 - ✓ Lift with the leg muscles, not the back muscles.

16.4 Office Safety

The office area is often an overlooked place for potential hazard. There are some aspects of office safety worthy of consideration.

1. Dress appropriately for the job.
2. Adjust desk chairs so feet are flat on the floor, and the back support is firm against the back.
3. Sit erect and use armrests if available.
4. Sometimes a raised surface under the feet might be more comfortable.
5. Take breaks from repetitive motions.
6. Never use a chair for a ladder.
7. Do not store heavy supplies on top shelves.

SECTION 17
WELDING, CUTTING AND BRAZING

- 17.1 Responsibilities
- 17.2 Using Fuel Gases
- 17.3 Fire Watcher
- 17.4 Welding
- 17.5 Shop Supervisor Checklist

SECTION 17 WELDING, CUTTING AND BRAZING

17.1 Responsibilities

Cutters, welders, and their shop supervisors must be trained to perform their jobs and to operate their equipment safely. 29CFR 1910.252(a)(2)(xiii)(c)

Welding equipment operators must be trained in all of the following:

- fire prevention and protection
- protection of personnel
- health protection and ventilation
- removing electrodes and making sure that electrode holders do not contact workers or conducting objects
- reporting any faulty or defective equipment to the supervisor
- never dip hot electrode holders in water

When regulators or parts of regulators (including gauges) need repairs, the work must be performed by trained, skilled mechanics.

17.2 Using Fuel Gas

Workers in charge of the oxygen or fuel-gas supply must:

- have training to use fuel gas safely;
- have operation and maintenance instructions readily available; and
- be judged competent by the administration before having this responsibility.

17.3 Fire Watchers

Welding or cutting work requires at least one fire watcher if:

- performed in a location in which more than a minor fire may develop;
or
- other specific circumstances pose a distinct fire danger.

Fire watchers must be instructed on how to sound an alarm and on how to use firefighting equipment.

17.4 Welding

Welding equipment must be chosen for safe application to the work. Anyone who operates welding equipment must be properly trained and qualified. **No operator will have propane lighters or similar devices on their person while welding.**

Proper shielding and eye protection for welding hazards must be provided. The welder must be enclosed in a booth or non-combustible screening. The screening must be finished with a material having low reflectivity to visible and ultraviolet radiation. **Note: See Sections 11.6 & 11.7 for more complete details on shielding and eye protection.**

Proper precautions for fire prevention must be taken in areas where welding or other “hot work” is being done.

Work and electrode lead cables must be frequently inspected. Cables with damaged insulation or exposed bare conductors must be replaced.

17.5

**SHOP SUPERVISOR CHECKLIST
WELDING, CUTTING AND BRAZING**

Yes	No	
		Are only authorized and trained personnel allowed to use welding, cutting or brazing equipment?
		Are compressed gas cylinders regularly examined for signs of defects, deep rusting or leakage?
		Are liquefied gases stored and shipped with the valve end up and with valve covers in place?
		Are cylinders kept away from sources of heat?
		Is the use of cylinders as rollers or supports prohibited?
		Do empty cylinders have: appropriate markings? closed valves? valve caps in place?
		Is suitable fire extinguishing equipment available for immediate use?
		Is the welder forbidden to coil or loop the welding electrode cable around his or her body?
		Are welding lead cables inspected frequently and replaced when needed?
		Are means for connecting cable lengths adequately insulated?
		When the welding object cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?
		Are fire watchers assigned when welding or cutting is performed where a dangerous fire might develop?
		Are all precautions taken when hot work is performed on drums, barrels, tanks, and other containers that could explode, ignite, or produce toxic vapors?
		Are operators exposed to hazards from welding, cutting or brazing operations protected by personal protective equipment and clothing?
		Do eye protection helmets, hand shields and goggles meet appropriate standards?
		Is a check made for adequate ventilation where welding or cutting is performed?
		Are all propane lighters or similar devices removed from the welder's person?
		When welding in confined spaces, is proper ventilation used?

SECTION 18
BLOODBORNE PATHOGENS

- 18.1 Introduction
- 18.2 Responsibility
- 18.3 Exposure Determination
- 18.4 Personal Protective Equipment
- 18.5 General Housekeeping
- 18.6 Post-Exposure Evaluation and Follow-up
- 18.7 Training
- 18.8 Bloodborne Pathogens Declination Statement

SECTION 18

BLOODBORNE PATHOGENS

18.1 Introduction

Many American workers are at risk of developing various types of illnesses due to their exposure to bloodborne pathogens such as the human immunodeficiency virus (HIV) and hepatitis B (HBV) virus and other potentially infectious materials in the workplace. In recent years there has been a significant increase in the number of cases reported. This poses a serious problem for exposed workers and their employer. The bloodborne pathogens policy and procedure establishes uniform requirements to ensure that procedures to limit the spread of such hazards are implemented, evaluated, and that the proper hazard information is transmitted to all affected workers.

18.2 Responsibility

First Aid/CPR trained individuals are the only persons who can provide medical care (first aid/CPR). These individuals are responsible for:

- Understanding which tasks they perform have occupational exposure
- Attending bloodborne pathogens and First Aid/CPR training sessions annually
- Following all work practice controls
- Wearing appropriate PPE when there is occupational exposure
- Notifying Administration of first aid or clean-up supplies which need to be replenished in their area

Administrators are responsible for:

- Ensuring that only trained individuals provide medical care in their areas and that these individuals follow proper exposure control procedures
- Reporting any exposure incident to the Office immediately and completing an incident report to be turned in by the end of the day
- Implementing, periodically reviewing, and updating the Bloodborne Pathogens Exposure Control Plan for the entire facility
- Developing a Bloodborne Pathogens education and training program
- Conducting the training or selecting an approved trainer(s) to conduct training
- Knowing current legal requirements concerning Bloodborne Pathogens

- Investigating all exposure incidents
- Overseeing the collection, handling and disposal of contaminated waste
- Setting up appointments for medical evaluations and vaccinations when an exposure incident occurs
- Maintaining employee medical files

18.3 Exposure Determination

Tasks and Procedures in which some occupational exposure occurs that may be performed by employees are as follows:

- C.P.R.
- Treatment for wounds to skin involving tears of skin tissue
- Removal of foreign bodies from eyes or skin tissue
- Contaminated dressing changes
- Clean-ups of Biohazard spills
- Disposal of Biohazard wastes from first-aid treatment area and women's restrooms

18.4 Personal Protective Equipment

When there is occupational exposure, Guthrie Public Schools provides, at no cost to the employee, appropriate personal protective equipment such as, but not limited to: gowns, gloves, aprons, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal Protective Equipment shall be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through, to, or reach employee's work clothes, street clothes, undergarments, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time for which the protective equipment will be used.

If blood or other potentially infectious materials penetrate a garment(s), the garment(s) shall be removed as soon as possible and placed in a biohazard bag.

Gloves shall be worn when it can be reasonably anticipated that the employee may have contact with blood, other potentially infectious materials, mucous membranes, non-intact skin, when performing vascular access procedures such as removing foreign bodies, and when handling or touching contaminated items or surfaces.

Masks, eye protection, and face shields: Masks in combination with eye protective devices such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, sprays, splatters, or droplets of blood or potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be expected.

18.5 General Housekeeping

Administration will ensure that the school site is maintained in a clean and sanitary condition. After an exposure incident has occurred, the contaminated area shall be thoroughly cleaned and disinfected by the first responder. Clean-up information will be noted on the Incident Report.

An absorbent material shall be scattered on any blood or body fluid on the floor then scooped up with a brush and dustpan and placed in a bio-hazardous bag.

Contaminated work surfaces shall be decontaminated with an appropriate disinfectant:

- immediately after completion of clean up procedures
- as soon as feasible when surfaces are overtly contaminated
- after a spill of any potentially infectious materials
- at the end of the work shift if the surface may have become contaminated since the last cleaning.

An appropriate disinfectant is waterless soap followed by a disinfectant solution of household bleach diluted to 1 part bleach and 10 parts water. Disinfectant solution will be premixed in spray bottles and labeled properly.

All reusable biohazard equipment contaminated during the clean-up process shall be disinfected.

The area shall be isolated until the disinfectant is completely dry.

All equipment and environmental working surfaces shall be cleaned and decontaminated after contact with blood and other potentially infectious materials.

All bins, pails, cans, and similar receptacles intended for reuse which have a reasonable likelihood for contamination with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated or, as feasible, upon visible contamination. Administration will maintain records and documentation of cleaning and decontamination.

Broken glassware, which may have been contaminated, shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps.

All contaminated first aid supplies, PPE and clothing shall be discarded immediately or as soon as possible in biohazard waste containers that are located in the Principal's office.

Each biohazard waste container will be inspected weekly. If contaminated, it will be cleaned and disinfected. All biohazard waste bags will be collected and taken to the Principal's office where arrangements will be made for a licensed hauler to remove them from the premises.

18.6 Post-exposure Evaluation and Follow-up

Following a report of exposure incident Guthrie Public Schools will immediately make available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

- Documentation of the route(s) of exposure(s), and the circumstances under which the exposure incident occurred
- Identification and documentation of the source individual, unless the employer can establish that identification is unfeasible or prohibited by state or local law.

The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity.

Results of the source individual's testing shall be made available to the exposed employee, and the employee will be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Guthrie Public Schools will obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

Guthrie Public Schools will maintain an accurate record for each employee with occupational exposure in accordance with 29 CFR 1910.1030.

Records will include:

- Employee's name and Social Security Number
- A copy of the employee's Hepatitis B vaccination status including dates of all Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination as required by 29 CFR 1910.1030.
- A copy of all results of examinations, medical testing, and follow-up procedures as required by 29 CFR 1910.1030.
- A copy of Guthrie Public Schools healthcare professional's written opinion as required by 29 CFR 1910.1030.
- A copy of the information provided to the healthcare professional as required by 29 CFR 1910.1030.
- Guthrie Public Schools will ensure that employee medical records are kept confidential and are not disclosed or reported to anyone without the employee's express written consent except as required by 29 CFR 1910.1030 or by law.
- Guthrie Public Schools will maintain the medical records for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.1030.

18.7 Training

Guthrie Public Schools will ensure that all employees that may have occupational exposure shall participate in a training program on an annual basis.

The training will contain at a minimum the following elements:

- An explanation of the Bloodborne Pathogens Policy & Procedures and an accessible copy of the text of 29 CFR 1910.1030.
- A general explanation of epidemiology and symptoms of bloodborne diseases
- An explanation of the modes of transportation of bloodborne pathogens
- An explanation of this employer's exposure control plan and the means by which the employee can obtain a copy of the written plan
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and Personal Protective Equipment
- Information on the types, proper use, location removal, handling, decontamination and disposal of Personal Protective Equipment
- An explanation of the basis for selection of Personal Protective Equipment
- Information on the Hepatitis B vaccine
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- Information on the post-exposure evaluation and follow-up that this employer is required to provide for the employee following an exposure incident
- An opportunity for interactive questions and answers with the person conducting the training session

Training Records will be kept for 3 years from the date training occurred. They will be kept in the employee's training file and will include the following:

- Date of the training session
- Contents or summary of the training session
- Names and qualifications of the person(s) conducting the training
- Names and job titles of all employees attending the training sessions.

18.8

BLOODBORNE PATHOGENS
DECLINATION STATEMENT

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee's Signature

Employee's Printed Name

Date

Witness Signature

Witness Printed Name

Date

SECTION 19

FORKLIFT TRUCK

- 19.1 Purpose
- 19.2 Responsibilities
- 19.3 Maintenance, Fueling and Repair
- 19.4 General Rules for Operator Safety
- 19.5 General Rules of Equipment Operation
- 19.6 General Rules for Training
- 19.7 Forklift Training Certificate
- 19.8 Forklift Safety Training Record
- 19.9 Forklift Performance Evaluation
- 19.10 Forklift Operator's Daily Equipment Checklist
- 19.11 Official List of Authorized Forklift Operators

SECTION 19 FORKLIFT TRUCK

19.1 Purpose

This plan is designed to ensure the safe operation of:

- Forklifts
- Powered pallet jacks
- Stackers
- Other material handling equipment

All employees must successfully complete a training course before operating this type of equipment.

19.2 Responsibilities

Administration is responsible for:

- Administering this plan and complying with all federal, state, and local regulations on forklift safety
- Maintaining training records and providing initial and 3-year refresher forklift training
- Assessing the driving skills of the employees authorized to operate material handling equipment at our school facility
- Seeing that only trained employees are allowed to operate material handling equipment

19.3 Maintenance, Fueling and Repair

1. All forklifts and material handling equipment must be kept clean and free of excess dirt, oil and grease.
2. The maintenance will be performed by the service company. The service company will:
 - maintain all material handling equipment according to manufacturer's recommendations
 - keep a maintenance log that lists:
 - repairs needed for each forklift and piece of material handling equipment, and

- repairs completed for each forklift and piece of material handling equipment
3. Do not operate forklift or material handling equipment in need of repair until repairs are completed. The equipment must be labeled or tagged: **OUT OF SERVICE, DO NOT USE.**
 4. After repairs are completed, forklifts and material handling equipment must be tested to assure safe operation.
 5. No fuel tanks will be filled while the engine is running.
 6. Oil and fuel spilled on the floor during filling will be cleaned up immediately.
 7. Equipment is provided to safely flush spilled fuel and battery acid.
 8. The following are prohibited in the fueling and charging areas:
 - Eating
 - Smoking
 - Open flames
 - Sparks

19.4 General Rules for Operator Safety

1. Only trained operators are authorized to operate forklifts and material handling equipment.
2. Forklift and material handling equipment operators must:
 - Comply with school rules for operating equipment
 - Inspect equipment at the beginning of each use, including completion of an inspection checklist
 - Immediately report any maintenance problems or malfunctions to their supervisor
3. All forklifts and material handling equipment checklists will be provided by the owner.

4. Riders are not permitted on a forklift or other material handling equipment (operator only).
5. In hazardous locations, only specially approved industrial forklifts and material handling equipment will be used.
6. An overhead guard must be used to protect the operator from falling objects unless operating conditions do not permit doing so.
7. Special precautions apply to forklifts and material handling equipment that is unattended. Equipment will be considered unattended whenever:
 - The operator is 25 feet or more away; or
 - The forklift or material handling equipment is not in view.
8. When equipment is left unattended, the operator must:
 - Put the equipment into neutral
 - Lower the forks, including tips, to the floor
 - Set the emergency brake
 - Turn the power off
 - Block the wheels (if the equipment is parked on an incline)
9. Wear seat belts if provided on the particular forklift and recommended by the manufacturer or vendor in the operator's manual.

19.5 General Rules of Equipment Operation

1. No employee will be lifted by the forklift or material handling equipment unless a safety platform is firmly secured to the lifting carriage or forks. An operator must remain at the controls while an employee is being lifted.
2. The forklift or material handling equipment will always be operated at a speed that permits safe stopping.
3. When more than one forklift or piece of material handling equipment is being operated, at least three truck lengths will be maintained between the pieces of equipment.

4. Forklifts and material handling equipment will be kept under control at all times.
5. The operator will keep a clear view of the path of travel. At corners or when vision is obscured, the operator will slow down and sound the horn.
6. Only stable and safely arranged loads that are within the forklift's or material handling equipment's rated capacity will be handled. Operators must exercise extra caution when handling loads that cause a vehicle to approach its maximum design characteristics.
7. If a load blocks the operator's view, the forklift or material handling equipment will be driven backward.
8. Loaded forklifts and material handling equipment will be driven with the load upgrade when traveling on an upgrade or decline of more than 10%.
9. When forklift or material handling equipment is used to remove materials from truck trailers, employees must:
 - Set the brakes on the trailer; and
 - Place wheel chocks under the wheels
10. Dockboards or bridges will be properly secured before they are driven upon.

19.6 General Rules for Training

1. To make sure that each potential operator of a forklift or material handling equipment is qualified to do so, the administration has implemented a detailed training and evaluation plan. All training and evaluation is to be conducted or arranged for by the administration.
2. Only trained drivers who have successfully completed the training program may operate forklifts or material handling equipment.
3. Employee training must consist of a combination of all of the following:
 - Practical training (demonstrations performed by the trainer and practical exercises performed by the trainee)

- Formal instruction (e.g., lecture, videotapes, interactive computer training, written materials, discussion)
 - Evaluation of the operator's ability to actually apply the training to the workplace (i.e., the operator must pass an actual driving evaluation before his or her initial job assignment)
4. The training program will include the following topics, among others:
- Instructions and precautions for the type of truck the operator will drive
 - Differences from automobiles
 - Operating instructions and warnings
 - Controls and instrumentation
 - Engine (motor) operation and maintenance
 - Steering and maneuvering
 - Visibility (including interference from loading)
 - The use and limitations of forks and other attachments
 - Vehicle capacity and stability
 - Vehicle inspection and maintenance
 - Charging, recharging, and refueling batteries
 - Warnings, precautions, and limitations, including those in the operator's manual for the type of vehicle
 - Surface conditions of the operations
 - Composition of probable loads and their stability
 - Load manipulation, including stacking and unstacking
 - Narrow aisle, hazardous classified places, and other restricted places
 - Pedestrian traffic
 - Ramps and other sloped surfaces
 - Closed environments where carbon monoxide or diesel exhaust can accumulate
 - All other potential hazards that may exist in the workplace
5. An evaluation of the performance of each forklift or material handling equipment operator must be conducted at least every three years by a designated person.

6. Refresher training is required at least every three years. In addition, remedial training is required in case of:
 - Any forklift accident, near-miss accident, or instance of unsafe operation
 - Any evaluation indicating that that operator needs retraining
 - Any assignment that requires the operator to drive another type of forklift or to work in substantially different or changed conditions

7. Different types and makes of forklifts or material handling equipment have different hazards associated with their operation. Operators will receive additional training for any new or different equipment.

8. The administration will keep the current training materials and course outline for any training.

9. The administration may give an employee credit for previous training if the employee can demonstrate that he or she currently is capable of driving a forklift. Additional training will be needed if:
 - The evaluation indicates a need for further training
 - There are any substantial changes in the workplace
 - The employee is going to operate a new kind of forklift or material handling equipment

Some site-specific training will almost always be necessary even if an evaluation indicates that the employee is generally capable of driving a forklift.

19.7

FORKLIFT TRAINING CERTIFICATE

This certifies that

Employee name

Has successfully completed a forklift safety training course and is authorized to operate the equipment listed on this card.

Authorized by:

Name (print)

Signature

Title

Organization: _____ Date: _____

Equipment authorized to operate:

Retraining Date

Trainer

19.9

FORKLIFT PERFORMANCE EVALUATION

Organization: _____

Operator name: _____

	GOOD	FAIR	POOR	N/A
1. Inspects equipment at the start of each shift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Lowers forks when driving without a load?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Keeps forks spaced as widely as possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Sounds horn at blind curves and at intersections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Slows down at curves and intersections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lifts loads smoothly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Stacks loads properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Turns key off, lowers forks, and sets parking brake when leaving forklift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Parks without blocking EXITS and fire lanes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Places dock plate properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Negotiates curves and ramps with two-tier load?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Drives between skids without touching?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Slows down when pedestrians are present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Refuels/recharges equipment safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Transports loads at a minimal distance from floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The operator listed above has shown the ability to safely operate a forklift at this facility.

 Trainer's name (print)

 Title

 Trainer's signature

19.10**FORKLIFT OPERATOR'S DAILY EQUIPMENT CHECKLIST**

Organization: _____

Operator: _____
Print name Signature

Forklift #: _____ Shift: _____ Date: _____

	OK	NEEDS SERVICE
1. Engine oil	<input type="checkbox"/>	<input type="checkbox"/>
2. Radiator level	<input type="checkbox"/>	<input type="checkbox"/>
3. Fuel level	<input type="checkbox"/>	<input type="checkbox"/>
4. Battery level	<input type="checkbox"/>	<input type="checkbox"/>
5. Damage or leaks	<input type="checkbox"/>	<input type="checkbox"/>
6. Tire condition	<input type="checkbox"/>	<input type="checkbox"/>
7. Fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>
8. Horn	<input type="checkbox"/>	<input type="checkbox"/>
9. Warning lights	<input type="checkbox"/>	<input type="checkbox"/>
10. Headlights and taillights	<input type="checkbox"/>	<input type="checkbox"/>
11. Steering	<input type="checkbox"/>	<input type="checkbox"/>
12. Brakes	<input type="checkbox"/>	<input type="checkbox"/>
13. Parking brake	<input type="checkbox"/>	<input type="checkbox"/>
14. Battery load test	<input type="checkbox"/>	<input type="checkbox"/>
15. Battery plug condition	<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

SECTION 20
SEXUAL HARASSMENT/EMPLOYEES

- 20.1 Definitions
- 20.2 Procedures for Reporting,
Investigating & Responding
- 20.3 Formal Discrimination Complaint

SECTION 20

SEXUAL HARASSMENT/EMPLOYEES

Guthrie Public School recognizes its responsibility to all employees to maintain a working environment free from sexual harassment. Sexual harassment in any form will not be tolerated. To achieve this environment, appropriate methods such as affirmatively addressing the subject, expressing strong disapproval, developing appropriate sanctions and informing employees of their right to raise the issue of sexual harassment are utilized to alert employees to the problem. All employees of Guthrie Public School are subject to provisions of this policy.

20.1 Definitions:

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment,
- B. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

For employment purposes within Guthrie Public Schools, sexual harassment shall be defined as:

- A. Demands or requests for sexual attentions
- B. Unwanted sexual advances
- C. Verbal comments that are sexually oriented
- D. Interference with another's work performance through any type of sexually oriented conduct

- E. Creating a work environment that is offensive because of sexually oriented actions.

20.2 Procedures for Reporting, Investigating and Responding

If employees, male or female, believe that they are being sexually harassed, they are encouraged to report any incident(s) to their building administrator or the Superintendent. Information received will remain confidential, and all sexual harassment complaints will be investigated.

From the investigation, if it found that the complaint is valid, immediate and appropriate disciplinary action will be taken. Depending on the severity of the harassment, the discipline may range from a verbal warning, a written warning placed in the offending employee's personnel file, to immediate termination as provided by law.

All administrators, employees or agents of Guthrie Public Schools who are aware of any incidents of sexual harassment in the workplace are responsible for immediately reporting such incidents to the appropriate administrative official.

It is the responsibility of each building administrator to bring to the attention of all building employees the provisions of this policy.

It is the School District's position that any person who reports or submits in good faith a complaint under this policy, or anyone participating/contributing in the investigation process, shall not be subjected to any form of reprisal, retaliation, or intimidation or harassment because he or she has submitted such a complaint or because he or she has in any way participated in any investigation or proceedings related to any such complaint. The School District will discipline or take appropriate action against any student, employee, agent or representative of the School District who is determined to have engaged in such behavior.

20.3 Formal Discrimination Complaint

This policy defines "sexual harassment" and addresses administrative follow-up when an employee alleges such to have occurred. If the individual bringing a

complaint is not satisfied with the outcome of the investigation at this level and desires further review, contact the Superintendent, who will give advice on the next step.

SECTION 21
SEXUAL HARASSMENT/STUDENTS

- 21.1 Sexual Harassment Prohibited
- 21.2 Definitions
- 21.3 Reporting Sexual Harassment
- 21.4 Investigation of Sexual Harassment
- 21.5 Disciplinary Action for Sexually Harassing
Conduct
- 21.6 Non-Retaliation

SECTION 21

SEXUAL HARASSMENT/STUDENTS

State and federal law specifically prohibit sexual harassment of students in connection with their enrollment in the Guthrie Public Schools. This policy will set forth the rules and regulations to be followed by all students with regard to the issue of sexual harassment.

21.1 Sexual Harassment Prohibited

All students, employees, board members and representatives of the School District are strictly prohibited from engaging in any form of sexual harassment of any student or employee of the School District.

21.2 Definitions

“Student” means any person who is enrolled in any school or program of the School District.

“Sexual Harassment”, for purposes of this policy, consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee, teacher, coach, administrator, board member or representative of the School District causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the school district causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. The unwelcome sexual conduct by any person is so severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.

3. Examples of conduct which may constitute sexual harassment include but are not limited to:
 - a) Graffiti, notes or drawings of a sexual nature
 - b) Sexual or dirty jokes
 - c) Sexual gestures
 - d) Commenting on or spreading rumors about or rating other students as to sexual activity or performance or physical attributes
 - e) Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact
 - f) Sexual advances
 - g) Touching oneself sexually or talking about one's sexual activity in front of others
 - h) Touching, patting, grabbing or pinching another person's private parts, whether that person is of the same sex or the opposite sex
 - i) Coercing, forcing or attempting to coerce or force the touching of anyone's private parts
 - j) Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another
 - k) Other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment
4. Age appropriate definitions of sexual harassment shall be communicated to students enrolled in Guthrie Public Schools
5. For purposes of notice to students enrolled in and below the fifth grade and their parents as to what conduct may constitute sexual harassment, the following summary shall be used:

“Sexual harassment can include the following acts or conduct of a sexual nature:

 - a) Name-calling, jokes or rumors, notes, cartoons or any other drawings about you or others that make you feel uncomfortable,

embarrassed or feeling bad, whether the statements, drawings or words are about you or others.

- b) Words or acts by an adult (man or woman) or a student or students (boy or girl) that makes you feel uncomfortable, embarrassed or afraid.
- c) Anyone touching, patting, grabbing or pinching you, pulling your clothes or improperly touching you in your private areas or elsewhere or touching you in a way that makes you feel uncomfortable or embarrassed or afraid.
- d) Anyone who asks you or makes you touch, pat, pinch or grab yourself or others in a way that makes you feel uncomfortable, embarrassed or afraid.”
- e) The above summary should not be construed as a limitation of the definition of sexual harassment as set forth in the Policy. Instead, it is a summary designed to communicate to children at the fifth grade level and below what can constitute sexual harassment.
- f) For purposes of notice to students enrolled in and above the sixth grade level as to what conduct may constitute sexual harassment, the full definitions and examples set out in paragraph B of the “Definitions” subsection shall be used.
- g) For purposes of this policy, sexual harassment shall not include any physical restraint utilized by school employees to prevent personal harm to persons or property.

21.3 Reporting of Sexual Harassment

Any student who is or has been subjected to sexual harassment or knows of any student who is or has been subjected to sexual harassment is encouraged to report all such incidents to his or her principal, assistant principal, counselor or teacher. It is the duty of any employee of the district who has knowledge of

possible sexual harassment of a student to report the incident(s) to the appropriate administrator, i.e., school principal.

- A. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities any person may report such incidents in writing and anonymously by providing such reports to the personal attention of any of the above-designated persons.
- B. All reports of sexual harassment should state the name of the student or employee involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.
- C. All formal or informal sexual harassment complaints shall be promptly investigated as quickly as is reasonably possible.

21.4 Investigation of Sexual Harassment

The following are established as guidelines for investigations that focus upon allegations of sexual harassment.

- A. After receiving a report or complaint of sexual harassment, the building principal shall immediately investigate or immediately authorize the undertaking of an investigation of the claim to determine if the School District's policy against sexual harassment has been violated. If the principal is alleged to have engaged in sexual harassment then the Superintendent will appoint a different investigator.
- B. The investigation of a sexual harassment claim may consist of person interviews with the complaining party, the person or persons alleged to have engaged in the sexually harassing conduct and any other persons or witnesses identified by the complaining party or other person who may have knowledge pertaining to the incidents or events alleged to have given rise to the claim. The investigation can also include a review of any written materials furnished by any party that is claimed to have some bearing on the issues raised by the complaint.

- C. In conducting the investigation, the Investigator shall review all the relevant facts and circumstances to confirm or deny the claims of harassment in order to determine if this policy has been violated. Factors the Investigator can consider include but are not limited to:
1. The nature of the behavior
 2. How often the conduct occurred
 3. Whether there were past incidents or past continuing patterns of behavior
 4. The relationship between the parties involved
 5. The race, national origin, sex and age of the victim
 6. The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment
 7. The number of alleged harassers
 8. The age of the alleged harasser
 9. Where the harassment occurred
 10. Whether there have been other incidents in the school involving the same or other students
 11. Whether the conduct adversely affected the student's education or educational environment
 12. The context in which the alleged incidents occurred pending criminal charges, if any.
- D. While awaiting completion of the investigation and if circumstances warrant, the School District, as soon as reasonably possible, shall take appropriate and reasonable steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken.
- E. Pending the completion of the investigation, the School District will keep the individual who is allegedly being sexually harassed reasonably apprised, to the extent allowed under federal and state privacy laws and

regulations, of the investigation and the actions taken as a result of the investigation.

- F. At the conclusion of the investigation and based upon facts taken as a whole and the totality of the circumstances, the Investigator shall determine whether a violation of the School District's sexual harassment policy has been established. If a violation is established, the School District will take prompt action to address and, where appropriate, remediate the violation.

- G. Unless otherwise prohibited by federal or state confidentiality or privacy laws, the final conclusion reached by the Investigator on any claim of sexual harassment under this policy will be communicated to both the complaining party or parties and to the person alleged to have engaged in sexually harassing conduct.

21.5 Disciplinary Action for Sexually Harassing Conduct

Any student engaging in sexual harassment is subject to any and all disciplinary action that may be imposed under the School District's Student Behavior Policy.

Any employee engaging in sexual harassment of a student is subject to discipline, which could include, but would not be limited to, verbal or written disciplinary action, administrative transfer, suspension, demotion, forfeiture of pay or termination in accordance with applicable law.

21.6 Non-Retaliation

It is the School District's position that any person filing a grievance or anyone participating in the grievance process or complaining of sexual harassment or participating in any way in any investigation of a sexual harassment claim under this policy shall not be subjected to any form of reprisal, retaliation, intimidation or harassment. The School District will discipline or take appropriate action against any student, employee, agent or representative of the School District who is determined to have engaged in such retaliatory behavior.

This policy defines “sexual harassment” and addresses administrative follow-up when an allegation has been made that a student has been sexually harassed. If the individual bringing a complaint is not satisfied with the outcome of the investigation at this level and desires further review, the Superintendent will give advice on the next step.

SECTION 22
SUPERVISOR'S SAFETY CHECKLIST
 Modified: From OSHA Handbook for Small Business

Initials _____
 Date _____

This checklist is by no means all-inclusive. You should add to it or delete portions or items that do not apply to your operations.

EMPLOYER POSTING	Y	N	COMMENTS
Is the required OSHA workplace poster display in a prominent location where all employees are likely to see it?			
Are emergency telephone numbers posted where they can be readily found in case of emergency?			
Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and "Material Safety Data Sheets" etc., been posted or other wise made readily available to affected employees?			
Are exit signs and other signs concerning room capacities, floor loading, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?			
Is the Summary of Occupational Illnesses and Injuries (300A) posted February 1 to April 30 for the previous year?			
RECORDKEEPING			
Are all occupational injuries or illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA 300 log?			
MEDICAL SERVICES AND FIRST AID			
Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?			
FIRE PROTECTION			
Is your local fire department well acquainted with your facilities, its location and specific hazards?			
If you have a fire alarm system, is it tested at least annually?			
If you have interior fire fighting stand pipes and valves, are they inspected regularly?			
Are fire doors and shutters in good operating condition?			
Are fire door and shutter fusible links in place?			
Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?			
Is an 18" clearance maintained below sprinkler heads?			
Are portable fire extinguishers provided in adequate number and type?			
Are fire extinguishers mounted in readily accessible locations and identified by signage?			

	Y	N	COMMENTS
Are fire extinguishers recharged regularly and noted on the inspection tag?			
Are fire extinguishers checked monthly?			
Are fire extinguisher locations identified by signage?			
PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING			
Are protective gloves, aprons, shields or other means provided against cuts, corrosive liquids and chemicals?			
Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids, including body fluids?			
Is personal protective equipment provided, used and maintained whenever necessary?			
GENERAL WORK ENVIRONMENT			
Are all worksites clean and orderly?			
Is combustible scrap debris and waste stored safely and removed from the worksite promptly?			
Are all work areas adequately illuminated?			
WALKWAYS			
Are walking surfaces kept clean and dry?			
Are aisles and passageways kept clean?			
EXITS OR EGRESS			
Are all exits marked with an exit sign (5 inches high & letters ½ inch wide) and illuminated by a reliable light source?			
Are directions and pathways to exits, when not marked with visible signs, obvious and direct?			
Are doors, passageways or stairways, which could be mistaken for exits, appropriately marked "NOT AN EXIT"?			
Are all exits kept free of obstructions and unlocked?			
Are at least two means of egress provided from rooms where the absence of a second exit would increase the risk of injury?			
Are there sufficient exits to permit prompt escape in case of emergency?			
Are emergency lights provided and inspected?			
Are exits checked regularly for blockage from outside?			
EXIT DOORS			
Are exit doors operable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?			
PORTABLE LADDERS			
Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?			
Are non-slip safety feet provided on each ladder?			
Are employees instructed to face the ladder when ascending or descending?			
Are ladder rungs and steps free of grease and oil?			

	Y	N	COMMENTS
Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails, or other faulty equipment?			
Are employees instructed not to use the top step of ordinary stepladders as a step?			
When portable rung ladders are used to gain access to elevated platforms, roofs, etc., do the ladders always extend at least 3 feet above the elevated surface?			
Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?			
Are portable metal ladders legibly marked with sign reading "CAUTION-Do Not Use Around Electrical Equipment" or equivalent wording?			
Are metal ladders inspected for damage?			
HAND TOOLS AND EQUIPMENT			
Are all tools and equipment (both company and employee owned) used by employees at their workplace in good condition?			
Are appropriate handles used on files and similar tools?			
Are appropriate safety glasses, face shields, etc., used while using hand tools or equipment that might produce flying materials or be subject to breakage?			
PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT			
Are power tools used with the correct shield, guard or attachment recommended by the manufacturer?			
Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?			
Is ground fault protection used where water or moisture is present?			
MACHINE GUARDING			
Is all machinery and equipment kept clean and properly maintained?			
Can electric power to each machine be locked out for maintenance repair or security?			
LOCKOUT/TAGOUT PROCEDURES			
Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked-out during cleaning, servicing, adjusting or setting up operations, whenever required?			
Where the power disconnecting means for equipment does not also disconnect the electrical control circuit: Are the appropriate electrical enclosures identified?			
Is the means provided to assure the control circuit can also be disconnected and locked-out?			

	Y	N	COMMENTS
COMPRESSED GAS CYLINDERS			
Are cylinders stored or transported in a manner to prevent them from creating a hazard by tipping, falling or rolling?			
HAZARDOUS CHEMICAL EXPOSURE			
Are employees aware of the potential hazards and are they trained on the safe handling practices of various chemicals stored or used in the workplace?			
Is employee exposure to chemicals kept within acceptable levels?			
Is vacuuming used, rather than blowing or sweeping dust, whenever possible for cleanup?			
HAZARD COMMUNICATION			
Is there a list of hazardous substances used in your workplace?			
Is there a written hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling, and employee training?			
Is there a Material Safety Data Sheet readily available for each hazardous substance used?			
Is there an employee-training program for hazardous substances?			
Are there procedures for communication hazards both to and from outside contractors?			
If the company has a labeling system, are containers labeled?			
ELECTRICAL			
Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?			
When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged when possible?			
Are portable electrical tools and equipment grounded or of the double insulated type?			
Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc., grounded?			
Do extension cords being used have a grounding conductor?			
Are multiple plug adapters prohibited?			
Are extension cords prohibited?			
Are extension cords prohibited from being run through doors and windows?			
Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?			
Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?			
Are flexible cords and cables free of splicing or taps?			

	Y	N	COMMENTS
Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?			
Is the location of electrical power lines and cables (overhead, underground, under-floor, other side of walls, etc.) determined before digging, drilling or similar work is begun?			
Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment fixtures or circuit conductors?			
Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?			
Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?			
Is 36" of working space provided and maintained in front of all electrical equipment to permit ready and safe operations and maintenance?			
Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?			
Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight fitting covers or plates?			
FUELING			
Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?			
Is it prohibited to handle or transfer gasoline in open containers?			
Is a fire extinguisher available in case of emergency?			
Are fuel tanks properly labeled "NO SMOKING"?			

SECTION 23

REFERENCES

Sections of this Employee Safety Manual are patterned after the Occupational Safety and Health Program of the Oklahoma Department of Labor. The Oklahoma Department of Vocational and Technical Education also served as a resource. All cited standards (i.e. 29CFR 1910.1200) can be found on the internet at <http://www.osha.gov>.