

Employee Safety Handbook



Jefferson City Public Schools

Mr. Frank Underwood, Safety & Security Coordinator

Employee Responsibility

The Jefferson City Public School District has established the employee safety handbook to provide safe work practices and procedures for the protection of all employees. This handbook will provide you with the general safety rules, policies, and best practices to allow you to do your job safely and provide a safe learning environment for our students.

Unfortunately, written rules and best practices alone cannot guarantee an injury free work environment. The most important injury-prevention measure is for employees to perform his/her job in the safest possible manner. Employees must recognize potential safety hazards and how to reduce these safety hazards.

General Safety Work Practices

A substantial number of work related injuries are the result of employees ignoring safety precautions, taking shortcuts, or simply not taking safety seriously.

- Report all unsafe conditions or hazards to the appropriate person immediately.
- Report all injuries, no matter how insignificant to the designated person at your facility.
- Know all emergency routes and evacuation procedures.
- Learn the locations of the fire extinguishers in the building.
- Do not handle any chemicals, liquids, or other substances if not labeled or unclear as to the contents of the container.
- **Do not stand on chairs, desks, tables, etc. Only use step stools, ladders or other device deemed appropriate. Reduce the amount of material stored in high places.**
- Always utilize the appropriate personal protective equipment for the job task. If proper Personal Protective Equipment is not available, notify appropriate person.
- Maintain good housekeeping in the classroom, kitchen and other areas of the building. Keep clutter to a minimum, provide adequate storage and keep material off the floor.
- Do not carry heavy or bulky objects. Utilize carts, dollies, or seek assistance.
- Do not use equipment if you are not familiar with it or have not been trained on safe operation.
- Seat belts are required to be worn when operating a personal or company vehicle on company business.

Safety Committee

A district safety committee is in place to review incident reports, conduct facility surveys, promote workplace safety, and implement proactive safety measures.

The safety committee will establish goals to reduce accidents / injuries from year to year and analyze trends that will prompt attention to those areas of concern. The committee will meet quarterly during the school year. If you have any safety concerns or suggestions, please contact Frank Underwood, JCPS Safety & Security Coordinator or the Human Resource Office.

Injury Reporting Procedures

It is the employee's responsibility to report all work related injuries **by the end of the day or within 24 hours** to the Principal, Assistant Principal or immediate supervisor. Failure to do so may result in disciplinary action. It should be stressed that JCPS wants to make certain employees are taken care of and that you receive the most prompt and appropriate care possible.

Fire Prevention & Housekeeping

- Keep and maintain stairs and steps free from trip hazards such as boxes.
- Open flame candles are prohibited in all schools.
- Extension cords are prohibited, surge suppressors are acceptable if turned off at night.
- Keep a clear space around all doors and means of egress in the building.
- Keep 30X36X72 free space around all electrical panes, furnaces, boilers, hot water heaters, and fire extinguishers.
- Do not store flammable liquids in rooms with sources of ignition. Keep flammable liquids in metal storage cabinet.
- Unsecured file cabinets or shelving should never be placed near exits or in student activity areas where they could fall over and cause injury.
- Make sure good lighting is in place around stairs, hallways, and storage closets or rooms.

Hazardous Material Communication

Though most of the JCPS employees do not use chemicals on a regular basis, the JCPSD would like to ensure employees are aware of the potential hazards relating to chemicals they may encounter.

One primary requirement is chemicals must be properly labeled. Leave all manufacturers labels on the products. Do not remove and put another substance in the container. If you are taking contents from a larger container and transferring to a smaller container, remember to properly label the container.

Make sure you are aware of the hazards of the chemical you are using. When unsure, please do not use the chemical. Never bring outside chemicals into the workplace. Safe storage of the chemicals is critical.

Flammable liquids or chemicals need to be stored in metal cabinets and stored away from sources of ignition in a well-ventilated area. Flammable liquids should be clearly marked and labeled. Appropriate fire extinguishers should be available.

Toxic chemicals such as bug sprays, pesticides, or other potentially toxic chemicals should never be brought into the workplace. Only authorized and trained employees should use these types of chemicals. These chemicals should not be used in the classrooms. Maintain proper labeling on all these chemicals.

Corrosives, like bowl cleaner, cleansers, and acids are dangerous when mixed with other chemicals and need to be stored away from bleaches and other products. When using, always wear the appropriate personal protective equipment. This could include gloves, eye protection, and aprons. Always use in a well-ventilated area. Never use corrosives around reactive chemicals. One example would be bleach and ammonia.

Most of the chemicals you will encounter are harmless if used, stored and labeled properly. Always remember to review the Safety Data Sheet for chemicals in the workplace. If you cannot find the Safety Data Sheet, any Google search using the product name will assist you in finding the Safety Data Sheet.

Ladder Safety

- Use the proper ladder for the job. There is no excuse for using a makeshift means of access to work area. Make sure the ladder is stable and designed for the job.
- Inspect ladders before use. If the ladder is damaged or unsafe, do not use. Discard the ladder.
- Do not attempt to fix broken ladders and/or splice ladders together.
- When using extension or straight ladders they must be tied-off at the top to prevent tipping.
- Ladders should not be placed against moveable objects.
- When setting up ladders use the 4:1 rule. For every 4' in height the ladder should be 1' away from the base.
- Never use metal ladders around any electrical lines.
- Extension ladders should extend 3' above the landing area.
- When ascending or descending ladders always face the ladder and maintain a three point contact.
- Avoid over reaching. Good rule of thumb "keep belt buckle inside the ladder rails".
- When using step ladders, full open and lock the spreader in place. Never stand on the top two steps.
- Wood step ladders or extension ladders are not recommended for use and should be removed from service.

Safe Lifting

- Size up load and do not attempt to lift heavy awkward load by yourself.
- Clear your walking path first before you carry the load.
- Make sure you have good, secure footing.
- Go through the motions first without a load to stretch muscles.
- Get a good grip on the load, bend your knees and keep back straight.
- Keep load close to body.
- Use team lifting when possible.
- Avoid twisting when carrying a load.
- Use carts, dollies, or other devices instead of carrying a load.

Bloodborne Pathogens

Bloodborne pathogens are microorganisms that might be present in blood and other bodily fluids and can cause diseases such as Hepatitis and HIV. Routes of entry can include accidental injuries involving sharp objects that are contaminated with infectious materials - contact of pathogens with open cuts, nicks, skin abrasions, or mucous membranes of your mouth, eyes, or nose, or indirect transmission, which can occur by touching a contaminated object and transferring the infectious material to your mouth, eyes, nose or broken skin.

Certain viruses can survive on surfaces such as tables, floors, desks, or countertops for up to one week. It is of vital importance that, after an incident that involves potentially infectious materials or blood, that the area is thoroughly cleaned and disinfected.

Always use the personal protective equipment that is provided. This could include disposable liquid proof gloves, latex gloves, CPR masks, aprons and protective eyewear. Always use latex or other liquid proof type gloves when handling any blood or potentially infectious bodily fluid. If you have any cuts or open wounds on your hands or arms, place bandages or other protective material over the area to increase protection. Gloves can be torn or punctured. Never re-use any personal protective equipment that was contaminated with material. Dispose of the contaminated gloves, masks, or aprons immediately after clean up and disinfect your hands and other body parts. Be extremely careful when handling sharp objects that have been contaminated. Avoid picking up glass or other sharp objects.

A bloodborne pathogen exposure incident is defined as “a specific eye, mouth, mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious material that result from the performance of an employee’s duties. Any exposure or suspected exposure must be reported immediately. A follow-up investigation will be conducted, along with any medical testing as needed.

Cell Phone Policy

Safe driving is a priority of Jefferson City Public School District when driving on JCPS business. Your first responsibility is to pay attention to your driving. Never allow a phone conversation to or from anyone distract you from concentrating on driving. We know that phone calls do take place, but consider the consequences. We need to set the example not the headlines. The following policy is in effect immediately and includes employee's personal cell phones as well as company issued or any cell phone use.

Safe Phone Usage Reminders

- When making or receiving a call, pull over and stop your vehicle.
- Try to plan any calls you will need to make before you begin to drive.
- Avoid placing calls while moving; make your calls when stopped.
- If possible, ask a passenger to make the call for you.
- Never take notes or look up phone numbers while driving.
- Never check emails while driving your vehicle.
- Avoid making an email or texting while your vehicle is moving.

Emergencies

- The best use of a cell phone may be to obtain roadside assistance or to report emergencies. Do this with care. Give your exact location, the type of emergency, your name and number.
- To report emergencies, dial 911 or *51 (this is a free call for cell phone subscribers). Use it to report crimes in progress or other potentially life-threatening emergencies, accidents, or observations of impaired driving.
- Report any injuries or accidents resulting from the use of cell phones promptly.

Employee Responsibilities

As a JCPS employee, you are expected to follow all safety guidelines, complete your work assignments keeping safety in mind as you plan daily activities, and report suggestions for improvement in the work environment.

In our safety system, employee participation is needed from everyone. Here are some ways to participate:

- Report any unsafe conditions you find.
- Participate in talks and other safety related meetings.
- Give suggestions how a job could be safer or easier.
- Model safe work practices.

General guidelines

Injuries can be caused by ignoring safety practices. Some can lead to pain or long-term discomfort, interrupt life skills and bring about a loss of income. Here are some tasks that can help prevent injuries:

- Take a few minutes to look for safety hazards. Report and get any unsafe condition corrected to prevent an injury.
- Do not stand on chairs, desks, crates, or shelving. Obtain and use a step stool or approved ladder to reach items overhead.
- Desk drawers, cabinet door, file cabinets, should not be left open while unattended. Heavier items should be loaded in the lower file drawers to prevent tip over.
- Chairs, wastebaskets, electrical cords, rugs, and other articles should not be placed in an area where they will become a tripping hazard.
- Use carts, dollies and furniture carts when moving classroom furnishings and supplies. Get assistance with heavy or awkward items.
- Do not sit in a straight chair tilted back. Do not sit or stand on student desks.
- Small appliances (open coffee pots, toaster ovens, etc.) are prohibited in the classroom. Space heaters can be used on approval. Space heater usage must meet the following safety guidelines:
 - Automatic shut off or overheat fuse.
 - Tip over protection.
 - Forced air (have a fan).
 - Enclosed heat source.
 - UL tested and approved electrical certification.
- All electrical equipment, including heaters and fans should be unplugged when not in use.
- Make sure any portable equipment is strapped down and secured on carts.
- No self-defense sprays allowed in the work environment.
- Maintain good housekeeping. Keep back packs, clothing, toys, etc. to a minimum and clear of walking areas.
- Watch out for damaged tile and curled carpeting or floor mats. Obstructions as little as ¼ inch in height can cause a trip.
- Keep classroom floors clean and dry by having spill clean-up supplies available at all times.

Play with Purpose

- Know your limitations when interacting with students during physical activities.
- Flip Flops, sandals, crocs, and open toed shoes are not allowed to be worn in the playground or when participating in any physical activity with students. Wear appropriate footwear for the activity.
- Always focus on teaching and coaching.
- Stay off playground equipment and avoid running and jumping during playground activity.
- Avoid jumping or climbing over retaining walls, fences, benches, and tables.
- When participating with students, you should wear the same type of safety gear as the students.
- Do not encourage or participate in horseplay with students.
- Avoid any activity that requires any heavy contact with students and other players.
- Use extra caution during field trips and special events.

Food Service

Kitchen Safety and Accident Prevention

As an employee in food service, you are expected to follow all safety guidelines, complete your work assignments keeping safety in mind as you plan daily activities, and report suggestions for improvement in the work environment.

In our safety system, employee participation is needed from everyone. Here are some ways to participate:

- Report any unsafe conditions you find.
- Participate in talks and other safety related meetings.
- Give suggestions how a job could be safer or easier.
- Model safe work practices.

General guidelines

Food service employees frequently suffer injuries that involve the back, shoulders, neck, arms, wrist, hand and fingers. There are general guidelines that you can follow to prevent these injuries.

Injuries can be caused by ignoring safety practices. Some can lead to pain or long-term discomfort when you do them repeatedly without a break. Here are some tasks that can help prevent injuries:

- Wear good quality closed-toed footwear with slip resistant soles.
- Maintain good housekeeping in cooking, storage, freezers, and coolers.
- Keep walking paths free from hazards that would cause a trip injury.
- Clean up spills immediately and utilize wet floor signs. Clean floors with detergent designed for that purpose.
- Change mop heads frequently to help minimize dirt and grease transferring to the floors.
- Do not stack glasses or cups, store upside down.
- No glassware should be placed in the sink with pots and pans.
- Do not use bare hands when picking up broken glass or dishware. Use broom and dustpan.
- Drain water before trying to remove broken glass from sink full of water.
- Do not dispose broken glass into trash bags. Put in box or can and take to dumpster.
- Use a proper ladder or step stool to access objects on high shelves. Never stand on chairs, milk crates or buckets.
- Make sure floor mats are flat and do not create a trip hazard. Replace wet floor mat on regular basis with dry mats.
- Keep dumpster or trash areas clear of trip and fall hazards.

Knives

- Keep knives sharp. Use a knife only for its intended purpose.
- Keep fingers on the “off” hand tucked under when holding an item and use knuckles as a guide when cutting.
- Wipe knives by moving your cloth from the dull edge (top) to the sharp edge.
- Cut away from your body and use scissors when cutting open bags of products.
- Do not talk to co-workers while using knives and never run with knives.
- Never cut or use knife while distracted.
- Do not try to catch a falling knife.
- Do not place knives in dishwashing sink were someone can reach into and cut themselves.

Slicers

- Turn off and unplug before cleaning and disassembly.
- Use cut resistant gloves when cleaning and handling slicer blade.
- Always use with appropriate safety guards in place. Always use food guide.
- Avoid loose clothing and gloves when operating the slicer.

Food Processors/Mixers

- Do not attempt to remove any items from the machines while they are operating.
- Make sure equipment is off before opening lids or adding items.
- Do not remove machine guards from equipment.
- Do not wear loose clothing or jewelry that could be caught in machinery.
- Unplug equipment when cleaning.

Burns

- Keep pot handles pointed inwards when on stoves and ranges.
- Direct steam away from you when removing lids.
- When handling hot pans, pots, or carrying pans with hot liquids use mitts to prevent burns to hand and forearms
- Use carts to move heavy hot pans and pots instead of carrying them.

Custodial

Facilities safety and accident prevention

As a custodian in Facilities Management, you are expected to follow all safety guidelines, complete your work assignments keeping safety in mind as you plan daily activities, and report suggestions for improvement in the work environment.

In our safety system employee participation is needed from everyone. Here are some ways to participate:

- Report any unsafe conditions you find.
- Participate in talks and other safety related meetings.
- Give suggestions how a job could be safer or easier.
- Model safe work practices.

General guidelines

Custodians frequently suffer injuries that involve the back, shoulders, neck, arms, wrist/hand/finger, knees, ankles, and elbows. There are general guidelines that you can follow to prevent these injuries.

Injuries can be caused by ignoring safety practices. Some can lead to pain or long-term discomfort when you do them over and over again without a break. Here are some tasks that lead to injuries:

- Exerting excessive force to perform a task or to use a tool.
- Working in awkward positions.
- Remaining in the same position for an extended period.
- Continuous pressure from a hard surface.
- Working in very hot or very cold environments.
- Holding equipment that vibrates.
- Using chemicals for an incorrect purpose.
- Using equipment in wet areas without a GFI.
- Not posting wet floor signs.

Be sure to report any accident to your supervisor within twenty-four hours. Once the cause is known, steps should be taken to prevent future occurrences.

Workplace awareness

- Keep feet dry when working around electrical cords or machines.
- Carry your equipment without the handles sticking out so that no one is injured in the eye or otherwise.
- Always check hand and power tools, and the condition of their cords before plugging in and use. Never use a tool or electrical cord that is damaged.
- Do not leave cleaning equipment on steps, landings, or areas where it can be a hazard to the public. Keep tools and equipment out of walking paths when not in use.
- Never leave an unsafe condition unguarded or unmarked, even temporary.
- Do not tamper with electric, plumbing, steam fitting work, door locks, and so forth. Maintenance personnel are available for such repairs.
- Do not tamper or attempt to repair any custodial equipment. Don't take chances with unsafe equipment.
- Keep your housekeeping area and equipment neat and in good order.
- Report all unsafe conditions (defective flooring, loose railings, bad stair treads, and dangerous projections from walls) to your supervisor.
- Use proper height ladder to reach high places, should always extend 3 feet beyond your last step or top of lean.
- Do not reach too high for something that should require a ladder or step stool.
- Avoid bumping sprinkler heads. Nothing should be hanging from a sprinkler head.
- Low or dim lighting can cause accidents. Report needed repairs to your supervisor.

- Know the locations of fire extinguishers and fire alarm boxes.
- Report any used fire extinguishers, regardless of the amount, immediately. Be sure to give the building name and location instructions.
- Know the location of the main shut off valve for incoming water to the building.
- Know the location of the electrical panels in all areas.

Preventing slips, trips, and falls

- Use safe ladders. Be sure the rubber shoes are on ladders you use and that treads and rails are in good condition. Report all unsafe ladders to your supervisor. All wooden ladders should be disposed of immediately.
- Use only ladders approved by the school.
- Never place ladders on top of objects to increase the height and never use a chair, desk, or table instead of a ladder.
- Keep your work/storage areas clean and free of slip, trip and fall hazards.
- Be aware of walking surface and their condition.
- Sweep all entrances before leaving your shift, weather permitting. In the winter season, keep building entrances clear of snow and ice as needed. (Monitor throughout the shift during inclement weather.)
- Be careful where buckets and equipment are placed so as not to cause an obstruction or trip hazard.
- When wet cleaning floors, put up caution signs to prevent slips and falls.
- Place “closed for cleaning” signs on or near restroom entrances while cleaning.
- When using extension cords be sure to place them out of walking areas that may cause you or others to trip over. Against the wall, parallel to working areas.
- Wear appropriate footwear for the environment you are working in (i.e. non-slip shoes for wet areas, boots for outdoors). Do not wear sandals, flip-flops or open-toe shoes.

Chemical and Cleaning Supplies

- Know your chemicals; refer to the MSDS book often and as a refresher to be knowledgeable of the products you use.
- Never store or transfer chemicals into an unlabeled or incorrect labeled container.
- Never store chemicals or flammable liquids near or around sources of heat or ignition.
- Store potentially flammable liquids in approved containers and areas designated.
- Do not store acids, bases, oxidizers or reducers in the same cabinets due to the possibility of a violent chemical reaction (refer to MSDS for storage requirements)

- Never pour chemicals down the drain; proper disposal is key to a safe environment.
- Dispose used rags contaminated with flammable liquids in metal can with lid.

Using Personal Protective Equipment (PPE)

- Use rubber, latex, or Nitrile gloves when mixing chemicals. **It is important to read the provided SDS sheets and be familiar with proper protective procedures for any chemicals.**
- Before using any chemical, if you are not aware of the chemical, read safety data sheet for safe use, safe mix combinations and disposal. Understand thoroughly before proceeding.
- Wear latex or nitrile gloves when cleaning up bodily fluids, cleaning restrooms, emptying trash, etc.
- Always post “WET FLOOR” signs when mopping or cleaning floors.
- Wear protective eyewear when mixing chemicals, cleaning restrooms, or handling hazardous waste.
- Wear appropriate foot for the job and tasks being performed, slip resistant soles are recommended.
- Wear grippers or stripper shoes when wet stripping floors.
- Wear hearing protection when operating loud equipment (i.e. propane buffer, gas-powered leaf blower or snow blower).

Emergency Procedures

Review specific procedures for your building with the building safety coordinator, principal, or your supervisor. Be familiar with emergency procedures in your assigned building.

In Case Of Fire

1. Call 911 for emergency services immediately. Give complete information concerning the fire, (building, street address of the building, location of the fire in the building, and the size of the fire). Remain on the phone until all questions have been answered or until your personal safety is at risk.
2. Close the door to the room to confine the fire.
3. If you decide to attempt to extinguish the fire, use proper extinguisher techniques. Pull the pin, aim at the base of the fire, and squeeze the trigger in a controlled manner.
4. Alert the building personnel by pulling a fire alarm station.

5. At no time should you place yourself in a dangerous situation. Leave the area to notify the necessary persons.

All Other Building Emergencies

- Call the maintenance or custodial supervisor.

Medical Emergency

1. Call 911 for emergency services immediately. Give complete information concerning the nature of the emergency, and the location of the person in need.
2. Give aid to any injured person to the best of your ability.
3. Report all work injuries immediately to your supervisor or the school nurse.
 - In an EMERGENCY situation, simply go to the nearest medical facility or call 911 for immediate assistance.
 - The school nurse, if available, will treat you for minor injuries or illnesses.
 - If medical treatment beyond first-aid care is needed, the school nurse will schedule an appointment with Dr. Elliott at SSM Health St. Mary's Occupational Medicine or to SSM Health Urgent Care.
 - Should you seek unauthorized medical expenses, it may be at your own expense.
4. As soon as possible, communicate the information regarding your injury to your supervisor. If unable to do so, request the hospital authorities to relay such information.

Accomplishing Your Work

Cleaning is intense, fast-paced, and physically demanding work. It can be repetitive and require the use of force or awkward body position. When working consider these suggestions:

- Switch hands whenever possible.
- Alternate heavy and light work.
- Take the mandatory breaks.
- Drink plenty of water.
- Stretch at the beginning and throughout your shift.

Rethink how to manage a physically demanding job. Even if the way you did something yesterday worked, it might be safer or less demanding with some simple changes. Talk with your supervisor about best practices and ideas for a safer workplace.

For questions, suggestions and/or concerns regarding workplace safety procedures please contact:

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