

Buildings and Sites

Series 800

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Part I: Introduction

Foreword

This manual is a guide for establishing and maintaining safe working conditions at Marshalltown Community School District, and for promoting safe work practices by management and employees. We hope that implementing these safety guidelines will set a good example for the entire School District community.

Applying this manual will not provide all conditions necessary to promote safety. District management must develop a philosophy of injury and illness prevention, and provide all necessary safety training, rather than establish a book of rules. Prevention of hazards will always be preferable to protection from hazards, and part of management's safety focus is to eliminate hazards rather than require employee personal protection. Implied in each and every section of this manual is the understanding that Marshalltown Community School District, its management, and employees share the responsibility for establishing and maintaining the safest possible workplace for all. To that end, every effort will be taken by Marshalltown Community School District to provide the training, materials, safety equipment and technical advice necessary to foster a safe workplace. Correspondingly, the employees of Marshalltown Community School District must act in a safe and responsible manner at all times, and report to management any and all workplace situations which might lead to injury or illness. With such a cooperative effort, a safe workplace will evolve and succeed.

All of us must practice safe work habits at all times. Only a diligent effort on everyone's

part will prevent injuries and illnesses. Many people believe accidents just happen. However, many injuries and illnesses are caused by unsafe acts or conditions, and can be prevented by using good judgment and safe work practices.

We urge management and workers to become familiar with the contents of this manual as it pertains to their particular work, and the latest requirements of the Occupational Safety and Health Act (OSHA), and with the Iowa regulatory agency responsible for the enforcement of these requirements (IOSHA).

Marshalltown Community School District urges employees to attempt to solve any safety issues internally through existing safety complaint procedures and use of the Safety Committee. In addition, any employee has the right to file a complaint with IOSHA on any workplace hazard or unsafe practice, without fear of reprisal or discipline. Where appropriate, specific OSHA citations will be noted within the individual sections of this Risk Management Manual.

The Safety Committee

The School District Administration shall establish a Safety Committee to investigate reports of unsafe working conditions affecting employees and to seek remedial actions where necessary. This committee shall be established by the Cabinet, and the Health and Safety Manager. The Health and Safety Manager shall act in an advisory position within the Safety Committee. The Chairperson of the committee shall rotate between an Employee representative appointee and an Administration appointee.

Employee Representatives appointed to the Safety Committee shall be given a reasonable amount of time during working hours to serve on this Committee and to investigate safety and health hazards brought to the Committee.

Although the Unsafe Working Condition Reporting Form is an important and integral part of our safety program, the Safety Committee has produced this manual to create for each employee an awareness of potential hazards and how to eliminate them from the work environment.

Mission

The mission of the Safety Committee shall be to work toward the elimination of workplace injuries and illnesses. The Safety Committee shall work to:

- Increase attention to training and the capability of the supervisor and worker to identify and deal with workplace health and safety hazards.
- Increase the understanding and awareness by all employees of safety and health hazards associated with their jobs which will enable employees to recognize hazardous or dangerous conditions and unsafe work practices.
- Maintain and update the Risk Management Manual for the school district.
- Promptly investigate and respond to Unsafe Working Conditions Reports brought to the attention of the Committee.
- With the assistance of appropriate School District departments, study job safety and health analyses of tasks causing the most serious and frequent injuries and illnesses. A job

safety and health analysis should consist of:

- Determine the tasks to be analyzed by studying past safety and health performance data (Workers Compensation data and injury records, for example);
 - Identify the hazards and dangers causing the injuries and illnesses;
 - Recommend methods to eliminate the hazards and dangers.
- Make a written report of recommendations on a regular basis, to be no less than once each year, to the Administration.

Application

This manual pertains to all School District employees.

Unsafe Working Conditions

1. Whenever a dangerous working condition exists that requires corrective action, the employee(s) should notify their supervisor at once. The supervisor shall take action to correct the hazard. If corrective action is not taken by the supervisor, the employee(s) should notify the Principal or Director of the supervisor. The Principal or Director shall take action to correct the hazard. If corrective action is not taken by the Principal or Director, the employee(s) should notify the Safety Committee (by contacting the Safety Committee Chairperson. The Safety Committee shall investigate the alleged dangerous condition and render a decision within two (2) working days on the corrective action to be taken. In the case of an impasse the matter shall be submitted to the Health & Safety manager for resolution.

2. Where a working condition is thought to be unsafe, or potentially unsafe, but does not require immediate corrective action, the following procedure shall be used:

- The employee(s) should fill out an Unsafe Working Condition Report, being as detailed and specific as possible. The employee(s) should note the location and cause of the unsafe condition and the actions which should be taken to correct the condition. The employee(s) should then give the Report to their immediate supervisor. The supervisor shall have three (3) working days to investigate the matter and take whatever corrective action, if any, needs to be taken.
- If the employee(s) disagree(s) with the action taken by the supervisor, or if no action is taken, the employee(s) shall have (2) working days to appeal to the Principal or Director of the supervisor. The Principal or Director shall have five (5) working days to investigate the matter and take whatever corrective action, if any, needs to be taken.
- If the employee(s) disagree(s) with the action taken by the Principal or Director, or if no action is taken, the employee(s) shall have two (2) working days to appeal to the Safety Committee. The Safety Committee shall have five (5) working days to meet and investigate the matter and take whatever corrective action, if any, needs to be taken. The Safety Committee shall respond in writing to all complaints brought to its attention.

OSHA Inspections

The School District agrees to inform the Health and Safety Manager, whenever compliance

officers from OSHA are present for the purpose of making safety inspections. It is the responsibility of the department head in the department being inspected to notify the District Office of the pending inspection.

Toxic Substances

In accordance with the Marshalltown Community School District Hazard Communication Program, whenever a substance is identified as being toxic, prior to any clean up or removal of the substance, the School District shall determine the nature of the substance, its toxic properties, and the safe and recommended method of working with the substance, including the appropriate personal protective equipment necessary when working with the substance. The School District shall supply a copy of this information to the affected employees. Any cleanup shall be under the supervision of the Health and Safety Manager, or other similarly qualified professional, who shall have the authority to immediately stop work to protect the safety and health of workers or to prevent harm to the environment.

Part II: Responsibilities

Supervisor's Responsibility

- Provide safety instruction and encourage safe work performance by all employees under your supervision.
- Order the repair or replacement of all equipment, protective equipment and machines found to be defective and a potential cause of injury.
- Inspect all equipment and tell each employee the proper protective equipment that must

be worn or used for each task.

- Encourage employee safety suggestions and give them due consideration.
- Counsel, and discipline when necessary, employees who fail or refuse to use required safety equipment.
- Investigate all accidents and complete detailed Accident Report Forms.
- Be aware of all occupational health hazards or toxic substances present or in use by employees, and inform employees of these hazards. Contact Health & Safety Manager at 752-7106 extension 339 for information on Material Safety Data Sheets (MSDS) if you don't have them. For additional information on the Marshalltown Community School District Hazard Communication Program, contact the Health and Safety Manager.
- Request assistance from the Health and Safety Manager where an occupational hazard may exist, or to evaluate the toxicity of a substance.
- Insure that new employees receive any required physicals, audiograms, etc., before beginning work.
- If an employee informs you that he/she is using any prescribed medication, you may request a determination from the employee's doctor or a doctor designated and paid for by the School District as to whether or not the employee can work safely within the normal working environment.
- Prohibit the use of alcoholic beverages, intoxicants and narcotics while employees are scheduled for duty, including employees formally on call. (See Policies 400.3, 400.3-E and 410.10)
- Supervisors should see that work zones are properly roped off so that pedestrians are

protected.

Employee's Responsibility

1. Use maximum care and good judgment in preventing accidents and seeking first aid.
2. Report unsafe conditions, equipment and practices.
3. Abide by all safety rules and regulations. Only a diligent effort on everyone's part will reduce occupational injuries and illnesses. Occupational injuries and illnesses are caused by unsafe acts or conditions and can be reduced.
4. Understand your supervisors instructions. If you do not know how to do the job safely, ask questions. Lack of attention is a major cause of accidents. Keep your mind on your work and avoid daydreaming or horseplay. A small joke with seemingly no possible harm can result in serious injury.
5. Do not engage in tasks which you believe might be unsafe without consulting your supervisor. Know the limitations of personal protective equipment. Keep all equipment clean and operating properly.
6. Observe all posted warning signs.
7. Clean up the work area and equipment upon job completion.
8. Before you start work on any electrical system or circuit, make a personal inspection to assure yourself that it is de-energized by checking all power sources. Observe and obey warning tags and out-of- service notices. (See Lockout & Tagout)
9. Know the substances you work with which are hazardous or potentially hazardous. Review Material Safety Data Sheets (MSDS) on these substances, or contact your supervisor.

10. The use of alcoholic beverages, intoxicants, or narcotics while you are scheduled for duty including formal callouts is prohibited. Being under the influence or possession of alcoholic beverages, intoxicants, or narcotics while on duty is forbidden. Anyone found to be under the influence of a controlled substance while on School District property is subject to disciplinary action, up to and including termination.
11. Inform your supervisor if you are using any prescribed medication when your shift starts. Have your doctor determine if you can work safely around equipment.

Part III: Personal Protection

Employee's Personal Safety; OSHA citation 1910.21-32, 1910.132

1. When required by the conditions of the job only closed shoes of leather or semi-impervious (not canvas) material shall be worn. All shoes must have a non-skid sole.
2. It may be dangerous to wear jewelry around equipment.
3. Know and use the proper safety equipment and clothing for your particular work area.
4. Do not remove, alter, or make inoperable any safety device or feature on equipment. If the safety devices on tools you are using have been tampered with, immediately call this to your supervisors attention.
5. Walk carefully. Report or clean up slippery spots as soon as possible. Proceed with caution around blind corners. Running on the job may be dangerous and is seldom called for. Don't run on stairways. Use hand railings.
6. Do not pass under suspended loads of machinery or material. When operating a lifting device, it is your responsibility to enforce this rule. Avoid striking overhead objects while

walking below. Whenever possible, the area beneath a suspended load shall be made inaccessible.

7. Obey all warning signs. See that they are properly selected and placed on your job. Remove all signs when the job is done and the hazard no longer exists.
8. Be aware of all possible pinch points in your work area.
9. To avoid puncture wounds, do not carry sharp pointed tools in your pockets.
10. Remove or bend down all nails in used lumber, boxes, containers or other places where they present a hazard.
11. Close all drawers and doors when not in use.
12. If possible, use non-solvent based materials. If using industrial solvents follow manufacturers directions and use only in well- ventilated areas. Read and follow product label and MSDS recommendations.
13. Minimize skin contact with machine cutting oil and avoid inhalation or exposure to oil mists by wearing an approved respirator and other appropriate protective equipment.
14. Request an MSDS sheet if not available. Also request eye protection, gloves and/or a respirator when appropriate. (See Hazard Communication) (Also Policy 400.4)

Eye Protection; OSHA citation 1910.133

1. Eye protection is required for certain jobs and areas of work. It is the employee's responsibility to use and the supervisors responsibility to provide eye protection as required for the job being performed.
2. All employees exposed to such hazards as flying objects or particles of dirt, dust, wind,

molten metal, gases, fumes, smoke, liquids, reflected light or glare in their normal work areas will be provided with appropriate eye protection, shields or goggles. Supervisors may designate jobs requiring eye protection.

3. An eyewash and deluge shower is required where caustic chemical splashes are possible.
4. Foreign objects should be removed from an employee's eye only by a person qualified to give such treatment. Report incident as required.
5. Eye protection equipment and prescription eyeglasses are available through your department. Various tasks require different eye protection, eye goggles or glasses. The National Society for the Prevention of Blindness recommends not wearing contact lenses in certain situations; if you wear contact lenses, ask your doctor or the Health and Safety Manager for instructions and/or advice.

Fire Prevention and Safety; OSHA citation 1910.35-38, 1910.155-165

1. If a fire or explosion occurs in your presence, activate the building evacuation alarm and call the School District Fire and Emergency number (9-1-1). Do not hang up until the operator tells you to. Send someone to meet Fire Department personnel outside the building to direct them to the scene. If you cannot account for everyone, inform the Fire Department.
2. Do not use the elevators. Keep calm; shut off gas, open flames and any equipment before leaving if this does not endanger you. Move any obstructions to one side to allow passage. Close, but do not lock, doors behind you. Proceed at a fast pace, do not run, to the nearest exit. Do not re-enter the building.
3. Be sure to stay between your escape route and the fire; do not let it trap you. If you are

trapped by a fire, stay low to the floor. Crawl to an exit and try to breathe through a wet cloth. If you cannot leave your room, hang something out the window. Do not smash windows, but open them slightly at the bottom and top.

4. If your clothing catches fire, stop, drop and roll. If a coat or blanket is within five or six steps, roll in it to help smother the flames.
5. Everyone should be familiar with the location and use of the alarm stations, fire extinguishers and fire hoses. Your knowledge may be called upon to save someone's life or School District property.
6. Each fire extinguisher has directions for its use on it. Any use, vandalism or corrosion of an extinguisher must be reported to Buildings and Grounds.
7. Flammable or combustible mixtures must be stored and transported only by approved methods and in approved containers. Approved grounding and bonding shall be used when transferring flammable liquids to prevent ignition by static discharge. Do not smoke around flammable material or in any other posted no smoking area. (Policy 902.10)
8. The Marshalltown Community School District campuses are tobacco-free; use of tobacco is not permitted in any building or School District-owned vehicles. (Policy 902.10)
9. Service workers see places that other workers do not generally come in contact with and should be alert to recognize potential fire hazards. If a danger exists, notify Buildings and Grounds and/or the Health and Safety Manager.
10. If a pan of grease or a deep fat fryer catches on fire, turn off the heat. Know the location of the switch panels and turn these off immediately. Use a dry chemical or carbon dioxide extinguisher or baking soda to stop the flames. Never carry a burning liquid. Burning liquids

may ignite your clothing.

11. All decorations for special events must not create a fire hazard and must meet state law.
12. Each person should be familiar with building evacuation plans required by OSHA to be posted in each building.
13. Replace burned out bulbs in exit signs immediately. Call Buildings and Grounds at 754-1090.

Bloodborne Pathogens; OSHA citation 1910.1030

1. Read and review the School District Policy on Bloodborne Pathogens.
2. Treat all blood and body fluids as potentially infectious. Always wear proper personal protective equipment.
3. Promptly clean up blood and body fluid spills and disinfect the area with an approved disinfectant.
4. Wash your hands, face and other exposed body parts as soon as feasible after contact with blood or other body fluids.
5. Report all exposures to blood or other body fluids to your supervisor and complete an incident report.
6. Regularly clean and disinfect all surfaces that may be contaminated with blood or other body fluids.
7. Dispose of all broken glass and contaminated sharps (needles, razor blades, etc.) in designated containers.
8. Dispose of all blood and body fluid contaminated materials in properly labeled leak proof

containers, if necessary.

Protective Clothing and Equipment; OSHA citation 1910.132-140

1. It is the employee's responsibility to obtain, use, maintain and clean protective equipment. It is the supervisor's responsibility to furnish protection as required for the job being performed. It is both the employee's and supervisor's responsibility to keep equipment clean and usable. All equipment and clothing should be checked periodically to insure that all safety features are intact.
2. Avoid loose fitting clothes and gloves. Gloves will be provided and must be carefully selected for each specific job. Shirts with sleeves and long pants must be worn, if furnished, to avoid unnecessary injuries.
3. Daily changes of uniforms, shirts and trousers shall be provided to all employees who apply pesticides and herbicides on a regular basis. If this work is on a part-time basis, coveralls will be provided.
4. Head protection (hard hats) must be worn on jobs where there is danger of being struck by falling objects or in areas where head room is limited or obstructed.
5. Respirators must be used in certain cases when adequate local exhaust or general ventilation cannot be provided. Before using a respirator, an employee must be fit-tested and trained in its use by the Health and Safety Manager. The right type must be used, depending on the contaminant. To offer protection, respirators must fit properly and cartridges must be replaced regularly. Make sure the filters are approved for protection against your particular exposures. This information can be found on the box the filter comes in. Inspect respirators

routinely before and after each use. Always store your respirators so they will be protected against dust, sunlight, heat, extreme cold, excessive moisture or damaging chemicals. If you have questions, concerns or need refresher information about the use of a respirator, contact your supervisor.

Hearing Protection; OSHA citation 1910.95

1. If you feel the noise level in your work area is high, you should ask your supervisor or the Health and Safety Manager to request a sound level survey.
2. All noise hazard areas should be marked.
3. All employees working in known noise-hazard areas will be provided with:
 - their choice from among several different types of hearing protectors,
 - annual training in their usage and importance, and
 - annual hearing exams.
1. 4. Use ear protection when working around noisy equipment. Generally, hearing protection is required when ambient noise is above 85 decibels. The School District's hearing conservation program is being developed and will be administered by the Health and Safety Manager and include area testing to determine hearing protection requirements. For more information contact the Health and Safety Manager.

Part IV: General Rules

Vehicle Safety; OSHA citation 1926.601

Supervisors and vehicle operators share the responsibility to insure that vehicles are safe.

Supervisors will promptly correct any unsafe conditions.

1. Make sure you understand your equipment. Ask questions if necessary.
2. Obey all traffic and parking regulations.
3. Do not park or drive any vehicle on sidewalks except by permission of the Director of Buildings and Grounds. Do not block fire lanes.
4. Guard against road mishaps by making prior routine checks for such items as distribution and security of your load, steering, tires, brakes, lights, windshield wipers and horn. Regularly clean your windshield, rearview mirror and the lenses of all lamps. Report to your supervisor if your vehicle is thought to be unsafe.
5. Do not carry unauthorized passengers. Riding on the tailgates is strictly prohibited. Do not exceed the seating specifications for the vehicle. When possible, ride only in seats equipped with safety belts. Vehicles used to transport materials must protect the operator from shifting cargoes.
6. Have a clear area behind your vehicle before backing up. Where rear vision is not clear, an employee, when available, should assist the driver in the backing operation.
7. Engines must be turned off when the vehicle is not in use or being refueled.
8. Do not ride in the back of pickup trucks.
9. Only properly licensed drivers may drive licensed vehicles. Check to see if your license is current.
10. When using forklifts, do not lift loads heavier than the rated capacity. Keep the center of gravity of the load as close to the mast as possible.

11. Be careful of the many bicyclists and pedestrians on the roadways.
12. Hydraulic lift gates on School District vehicles must be operated in a safe manner, with the operator at the control lever during the complete operation of the liftgate, both in lifting and lowering. At all times when the vehicle is in motion the lift gate shall be latched in a vertical position.
13. The driver is responsible for the positioning and security of passengers or items in the back of trucks and vans. Passengers are to be carried only in designated areas of vehicles. See that your items are properly secured and stable. Red warning flags should be attached to material that extends beyond the conveyance, as required by Iowa law.
14. Smoking is prohibited in all School District vehicles. (Policy 902.10)

Color Coding and Signs; OSHA citation 1910.120, 1910.145, 1910.1200

1. Color coding is a visual reminder system to warn, inform and guide employees. OSHA assigns specific meanings to certain colors. Colors can be a warning of a particular hazard or give information or directions.
2. Color coding is considered highly desirable. The main intent, however, is not to demand it in shops and laboratories, but to recognize a standard color code wherever color coding is used. Be aware of your specific work area and the color coding system used there.

These colors usually indicate the following:

1. RED - indicates (1) danger, (2) stop or (3) presence of fire protection equipment.
2. ORANGE - marks the dangerous parts of machines or energized equipment which may cut,

crush, shock or injure employees. Orange emphasizes these hazards when the guards or enclosures around them are open.

3. YELLOW - warns of physical hazards and means caution. A striped or checkered pattern of yellow and black may be used to help attract attention.
4. BLUE - denotes caution and its use is restricted to marking out-of-service equipment which should not be used.
5. GREEN - indicates either the location of safety equipment such as first aid materials or conveys safety information.
6. PURPLE - used for radiation hazards. It may contain a combination of purple and yellow.
7. BLACK & WHITE - or a combination of the two are used to designate traffic and housekeeping markings. Stripes, checkers or other variations are often used.

Equipment Care and Use; OSHA citation 1910.211-219

Supervisors and employees share the responsibility that equipment and tools are safe. Supervisors will promptly correct any unsafe items.

- All tools and equipment are to be kept in a clean and repaired condition. Immediately report to your supervisor anything that needs repair. Inspect all equipment regularly to discover any possible safety defects before and after use.
- Only appropriately trained employees should operate machinery.
- Buffers, floor machines and wet-dry vacuums are to be grounded.
- Never exceed the manufacturer's recommended RPM on any rotary equipment.
- All rotary operating machines and all other possible pinch points must be protected by a

proper guard or shield. Whenever safeguards are removed for repair or adjustment, the power for the equipment must be turned off and the main switch locked and tagged.

- Electric tools shall be grounded or double-insulated in an approved manner and control switches placed at a convenient point.
- Tractors or other equipment with power take-off shafts must be guarded. This equipment shall be shut off before the operator dismounts to make any repairs or adjustments.
- When using powder-activated or pneumatic driven equipment (e.g., nail guns, RAMSET, etc.) be extremely cautious. Only properly trained employees should use them because they can be extremely dangerous.
- Use a tool only for the purposes for which it was designed.
- Keep all tools sharp and properly lubricated.
- Do not carry a tool by the cord or yank it to disconnect it from the receptacle.
- Secure your work by using clamps or a vise.
- When sawing, never reach under or behind the material being cut.

Housekeeping; OSHA citation 1910.21-32, 1910.35-40

1. Keep your work area clean and orderly. Report conditions beyond your control to the proper supervisor.
2. Do not obstruct stairways, aisles or passageways. Keep to the right and avoid running on stairways. Keep equipment rooms clear at all times and do not use them as storage areas.
3. Dispose of flammable and combustible scrap materials in approved containers. Discard all greasy or oily rags properly.

4. Keep all floor surfaces clean and dry. Be sure to put up Caution or Wet Floor signs as needed. Remove signs as soon as floors are dry.
5. Keep aisles clear and pay attention to any tripping hazards.
6. Use gloves when handling broken glass or china. Have a separate trash receptacle marked for broken glass and china only. Discard all cracked and broken items immediately. Use a pan and broom to sweep up the large pieces of broken glass or china. Dampen a paper towel to pick up slivers. If you suspect that there is a broken glass in soapy water, drain the water.

Trash Disposal; OSHA citation 1910.141

1. Never reach into a wastebasket with your hands. Pick up a basket and pour the trash into the proper receptacle.
2. Do not let garbage accumulate so that the container is too heavy to lift. Use teamwork if loads are too heavy to manage by yourself.
3. Report any improper disposal of hazardous waste to your supervisor.
4. Do not place lamps, asbestos tiles, industrial or vehicle batteries, fluorescent tubes or liquids into trash receptacles. Report these to your supervisor.

Moving and Lifting

1. Do not attempt to carry a load which is more than you can carry safely; get help from another person. Do not try to lift heavy items higher than waist level. Lift with your leg and arm muscles rather than your back muscles to guard against sprains. Always have a clear

view over the load. If the load interferes with normal walking, get help. Follow directions for proper lifting. Belts are not a substitute for proper lifting technique and physical conditioning.

2. Supervisors should see that mechanical equipment, if available, is used when manual lifting is unsafe. Workers should report observed defects in the equipment to their supervisor.
3. Wipe off all greasy, wet, slippery or dirty objects before handling. Keep hands free from oil or grease.
4. If you must carry an object, first check the route for distance, floor condition, turning room and proper lighting.
5. Always lift gradually and smoothly, without jerking or twisting, and keep the load close to your body. Also, set an object down close to your body.
6. When two or more people are handling the same object, one should call the signals. Everyone should know who this is and warn the caller if they are about to relax their grip.

Elevators

1. Never exceed the posted capacity on an elevator.
2. Do not enter an elevator car during a fire or when a fire alarm is ringing.
3. On freight elevators, be sure to close all gates and straps.
4. Report all defects immediately to Buildings and Grounds at 754-1090.
5. Do not misuse the emergency stop button.
6. For information on locking equipment out of service, see Lockout & Tagout.

Receiving and Storing Operations

1. In opening boxes or crates, use an appropriate tool for the container you are opening.
2. Store heavy materials on bottom shelves and light material on top. Do not stack items too high and do not stack hard goods on soft goods. Hang flat articles such as brooms and mops.
3. Load carts safely.
4. Store all chemicals and hazardous materials in areas designated for such use. For further instructions, see the next section in this manual on the storage and handling of chemicals.
5. Insure lighting is adequate in storage and receiving areas. Report lights that are burned out to the building custodian.

Chemical Storage and Handling; OSHA citation 1910.101-120

1. Read the product label and MSDS. (See Hazard communication) (Also Policy 804.6)
2. Always store chemicals on shelves, but do not store hazardous chemicals above waist level.
3. Dispose of chemicals and solvents properly, following the MSDS and procedures and directives from the Health and Safety Manager.
4. If you are unsure of how to use a product safely, ask your supervisor. Mix chemicals used in maintenance and custodial operations with care to avoid possible violent reactions. If you are unsure how to use a product, follow the directions on the product label and the MSDS and use only as recommended by the manufacturer.
5. Do not substitute chemicals. Many are made only for specific jobs, and you could create an extremely hazardous situation.

6. Do not smell chemicals as a means of identification. A deep breath of some chemical fumes will kill you. Always replace all bottle caps before the container leaves your hand.
7. All pesticides and herbicides must be applied by properly trained employees under the supervision of a state certified pest control applicator.
8. Before applying pesticides and herbicides, the supervisor shall give advance notice and post spraying dates. Take care to limit the exposure to people around the spraying area.
9. Know where deluge showers and eyewash fountains are located. Keep pathways to these devices free of all obstacles.
10. All hazardous materials should be stored and used in an appropriate area. Clean up all spills immediately.
11. Wash all chemicals from your skin promptly with alkaline base soap (such as Ivory) and water. Do not eat, smoke or use the restroom prior to wash-up. Shower as soon as possible at the end of your shift and when changing clothes.
12. If symptoms of poisoning occur after exposure to any chemical, seek emergency treatment. Get to the hospital immediately and take the chemical label with you.
13. Chemicals may have toxic effects when absorbed through the skin, inhaled or ingested. Use protective equipment and gloves as required or recommended on the label or MSDS.
14. Do not enter a laboratory without specific authorization from appropriate personnel in that lab. Do not disturb anything in these areas, and obey all warning signs.

High Pressure Cylinder Storage and Use; OSHA citation 1910.101-120, 166-171

1. All cylinders must be stored in an upright position or in accordance with manufacturer's

instructions and Department of Transportation (D.O.T.). standards, and secured to prevent tipping. Valves are to be closed and safety caps are to be in place.

2. Welding hoses are to be neatly rolled up and put away to avoid a tripping hazard. Before you disconnect a hose, make sure the valve is closed and the system is depressurized. Never oil the valves on cylinders, as this can cause an explosion.
3. Do not lift cylinders by the cap. For short distance moving, a cylinder may be rolled on its bottom edge, but never dragged.
4. Always check a cylinder's markings to be sure it contains the correct type of material for the job. Know how and when a substance should be used.
5. Do not tamper with any safety devices; report all defects to your supervisor.
6. When checking cylinder gauges, stand off to one side to lessen your risk that an exploding object might hit you.
7. All cylinders must have an up-to-date hydrostatic test in accordance with D.O.T. regulations.
8. Leaking cylinders should be immediately reported to a supervisor or Buildings and Grounds (754-1090) for proper removal.

Ladders; OSHA citation 1910.25-29

1. A box, chair, carton, shelves or anything handy is not to be used as a ladder. Use only ladders in good repair and equipped with safety shoes.
2. Report any defects to your supervisor.
3. Wooden scaffolding planks, walk boards and ladders shall not be painted.

4. Ladders should be stored in a location where they will not be exposed to the elements, and where there is good ventilation.
5. Be sure the ladder is long enough to do the job safely.
6. No ladder should be placed in front of a door that opens towards it unless the door is blocked, locked or guarded.
7. When using a stepladder, make sure that it is fully spread and locked. Check for unsafe hinges as well as steps and uprights.
8. Fiberglass ladders are preferred over aluminum or wood when working around electrical equipment. If an aluminum ladder must be used, be sure it has rubber shoes. Observe all warning tags.
9. Never attempt to use a ladder in a strong wind.
10. Always be sure that ladder feet are level before climbing.
11. Do not climb on a ladder that is occupied by someone else.
12. When climbing or descending, face the ladder and hold onto each rung.
13. No attempt should be made to reach beyond a normal arms length while standing on the ladder, especially to the side.
14. Ladders should be secured at the bottom to prevent kickout, and secured at the top with non-conductive material if they are tall or unstable.
15. Never use the top three feet of an extension ladder or stand on the top two steps of any stepladder.

Scaffolds; OSHA citation 1910.25-29

1. Scaffolds and any related ropes and lines should be in good repair and equipped with operable safety brakes.
2. When working above persons, furniture, equipment or machinery, have them moved, if possible, or protected.
3. Where a scaffold is over ten feet high, guardrails and toe boards must be installed on any open side or end.
4. Scaffolds should not be moved horizontally while in use. Do not work on a scaffold or ladder during a storm or high wind conditions. Inspect scaffolds each time they are re-rigged.
5. Inspect wire ropes frequently and assure they are adequately lubricated. Prevent wire ropes from becoming kinked. Be sure the cable end is free to turn.
6. Weight on scaffolding must not exceed the manufacturer's rated load. Impose loads on the scaffold gently and without impact. Two or more scaffolds must not be combined into one except for multi-point scaffolding. The connection of wire ropes to the rigging must be made with proper fittings designed for that purpose. Never use makeshift devices. All overhead connections must be prevented from movement in any direction. Tiebacks shall be secured to a structurally sound portion of the building. Window cleaning eyelets can never be used for this purpose. Make sure that guardrails and midrails are properly secured.
7. Do not install the scaffold in the vicinity of power lines; avoid electrical contact.
8. The capacity of a roof hook must at least equal the capacity of the hoist.
9. Periodically check and re-tighten fasteners, as wire rope will stretch, causing the clamps to loosen. The wire rope should be clear of all building projections under all conditions.

10. Each worker must wear an approved safety life belt attached to a lifeline. The lifeline shall be attached to a structurally sound part of the building or to securely rigged lines. Never attach the lifeline to the scaffold or its supports.

Electrical Safety; OSHA citation 1910.301-399

1. Electrical vault rooms are not to be used for storage and are to be locked at all times. Only authorized personnel shall work on electrical panels, alter existing wiring or install electrical wiring. No fuse may be installed in an electrical circuit which carries more amperage than the rating of the wiring for the circuit. All wiring installed at Marshalltown Community School District shall comply with OSHA and with the National Electric Code.
2. For purposes of this manual, any systems operating at voltages above 480 volts shall be considered high voltage systems and shall be serviced only by specially trained employees.
3. Insulated gloves, rubber-soled shoes and/or protective coverings should be used where necessary while repairing or installing electrical circuits.
4. No electrical panel, switch or wiring shall be left open without protection. Workers shall tag, close and/or seal these items when not working in the immediate vicinity.
5. Proper clearance shall be maintained to allow access to and operation of all panels and switchgear.
6. Use only low-voltage drop lights (e.g., 12 volts or less) in areas that are wet or inside tanks. Avoid working on electrical circuits or equipment while your clothing or shoes are wet or while your hands or feet are immersed in water. Use GFCI-protected circuits in these areas. Only U.L. listed, grounded extension cords shall be used, and under no circumstances

shall any extension cord or electrical cord be spliced. Extension cords and electrical appliance wiring should be maintained in good repair.

7. When adjusting, lubricating, moving or cleaning electrical equipment, always disconnect it from the electric outlet or circuits. Equipment being serviced or under testing shall be properly locked and tagged.
8. If possible, do not work alone where electrical hazards exist. Try to check in periodically with someone to let them know you are safe.

Light Fixtures

1. When a lamp is broken off in the socket, call the Buildings and Grounds Office. Always replace a light with the same watt and type lamp.
2. When changing lights in stairways, be cautious of opening doors. If possible use another person to block the entrance.
3. Use caution when handling all fluorescent tubes; they contain poisonous mercury and phosphorus. Used fluorescent tubes must be treated as hazardous waste, and can not be disposed of in trash receptacles.
4. Wear safety glasses or goggles for eye protection.
5. When standing directly below a person working overhead, use goggles.
6. Don't submerge tubes or lamps in cleaning solution or use excess water on fixtures.
7. All electrical currents should be shut off when working on light fixtures. Observe lockout and tagout procedures.
8. Make certain your hands are dry when cleaning or changing bulbs.

9. Place old light ballasts in the proper containers for hazardous material disposal.
10. Exit routes must be adequately illuminated. Change all burned- out light bulbs immediately.
11. Consult with Buildings and Grounds for proper disposal of all old ballasts, lamps and batteries. They must be treated as hazardous waste.

Trenching, Shoring and Excavation; OSHA citation 1926.650-652

1. Barricade all open excavations and mark them with flashers.
2. Excavated material must be shored or retained two feet or more from its edge. Banks more than five feet high shall be shored or laid back to a stable slope. The sides of trenches in unstable or soft material of five feet or more in depth shall be shored to protect employees. If a trench is four feet deep or more, a ladder shall be provided.
3. If a cave-in or slide appears possible, necessary precautions must be taken to safeguard all employees.
4. Check the excavation when a rainstorm or hazard-increasing incident occurs. Increase the amount of protection if necessary.

Glass, Tile and Metal Handling

1. Wear protective clothing and gloves while handling glass, tile or sharp metal.
2. Wear protective goggles while chipping or cutting glass, tile or metal.
3. Observe all codes for types and usage of materials when installing glass.

Painting, Paint Storage and Refinishing

1. Spray painting or refinishing shall be done in areas which are specifically designed for that purpose with adequate ventilation and fire protection as prescribed by OSHA and Marshalltown Fire Code.
2. Use approved splash-type goggles and/or respirators while spraying to prevent breathing harmful materials. (Respirators must be equipped with the appropriate cartridges for the respective material.)
3. Paint should be stored in sealed containers at all times. Wiping rags, strainers, drop cloths and paint-stained clothing must not be stored with paints, thinners, solvents, cleaners, turpentine or combustible materials but in safety waste cans with self-closing lids. Store waste cans as close to the outside of a building as possible.
4. Paint brushes must not be left to soak in cleaning fluid. Clean and suspend them for air drying. The paint brush cleaning fluid should be disposed of in an approved manner or returned to the original container.
5. Smoking is prohibited in any part of a painting area. (Note: the district is smoke-free in all buildings and other internal spaces, including vehicles.)
6. Obtain and be familiar with the contents of the labels and the MSDS for all materials used. Know their relative hazards and safety precautions.
7. Where ventilation is poor, limit exposure to paint mists and solvent vapors. Use the proper respirator and clothing.
8. Try to provide auxiliary ventilation. Open windows or doors so that dangerous levels of vapors are not created.

9. Always follow the manufacturer's recommendations when cleaning spraying equipment.
10. Handle all solvents according to product label and MSDS guidelines; even those labeled safety solvents. Avoid skin contact; wear a respirator, do not breathe the vapors; wear splash-type goggles to guard your eyes and be fire conscious.
11. Partial remains from water-based paint cans can be allowed to dry and disposed of in the regular garbage. Do not wash down to floor or sink drains. Partial remains from oil-based paint cans should be treated as hazardous waste and properly disposed.
12. The use of epoxy based paints are generally discouraged.
13. Paint containing lead shall not be used. OSHA standards regulating lead exposure must be observed when removing lead paints and materials. (See Lead Paints and Materials)

Plumbing

1. The use of chemicals for opening drains is discouraged. Only authorized personnel will use chemical drain openers and will exercise caution in their use.
2. When any type anti-clog chemical is used, you must wear eye protection and take precautions to keep the chemical off your skin. Have good ventilation when using any type drain cleaner. Dispose of all chemical containers so that no other person will come in contact with them.
3. Lead has been a commonly used material in plumbing operations. Whenever lead is being removed, local exhaust ventilation is necessary. Use of an approved respirator is necessary whenever lead is heated. At no time shall a lead trap be soldered or repaired. Lead traps shall not be melted down for any purpose. Such materials shall be treated as hazardous waste and

disposed of in an approved manner.

4. Caution should be used when operating a drain auger. The operator of the drain auger must be alert at all times to the person feeding the spring so that they do not become entangled in it.

Welding and Soldering; OSHA citation 1910.251-257

1. Welding requires that goggles, shields, proper clothing and approved gloves be worn while performing the operation.
2. When using torches for cutting or soldering, be sure there is a fire extinguisher on hand and ready for use if the need arises. Work away from combustible materials if possible. Check the area after stopping for the day to make sure no smoldering materials remain.
3. Shut off torches at the tank at noon, at night and any other extended time when not in use.
4. Shield the welding area in such a manner as to prevent the arc or flame from being seen by bystanders.
5. Take great care to assure acetylene and oxygen tanks are securely fastened to prevent their falling over or being knocked down, both on the job and during transportation.
6. It is required by OSHA that all gases be stored separately in well-ventilated areas whenever possible, in a room with fire-resistant walls.
7. Use all possible ventilation when welding or soldering. Wear respirators of proper design when welding toxic material (e.g., galvanized iron) to avoid breathing harmful fumes. Where ventilation is poor, metal fume respirators can sometimes be used. Local exhaust

ventilation is required when welding on or with certain substances.

8. Silver solder containing cadmium must be used with great care. Always use sufficient local exhaust ventilation.
9. Avoid welding in the same work area where flammables or combustibles are present.
10. Lead solder shall not be used under any circumstance.

Lead Paints & Materials; OSHA citation 1910.1025

1. Lead or suspected lead-based paints should be reported to Buildings and Grounds and/or the Health and Safety Manager for an evaluation. (See Painting)
2. Workers should be aware that lead can enter the body by breathing and eating in a lead contaminated setting.
3. If workers are uncertain whether lead is present, they can request the Health and Safety Manager to conduct air-sampling or test any materials for the presence of lead.
4. If workers suspect or know that lead is present, they should request personal protection devices such as respirators and protective work clothing.
5. Workers who are frequently exposed to lead paints or lead materials can request the District to monitor lead levels in their blood and health conditions related to lead handling.

Hazard Communication & MSDS; OSHA citation 1910.1200

Employees have the right to know every hazardous material in their workplace. For help in identifying hazardous materials, workers may consult the Material Safety Data Sheet (MSDS). (Also see Policy 403.4 Hazardous Chemical Right to Know)

1. There is an employee right-to-know communication program, which includes Hazard Communication and MSDS information.
2. Management has the responsibility to inform employees whenever a new hazardous material is brought into the workplace.
3. MSDS sheets must be available for employees to review in their areas.
4. Workers should become familiar with the sections of the MSDS. The sections are:
 - Manufacturer's name and chemical name
 - Hazardous Ingredients
 - Physical Data
 - Fire and Explosion Hazard Data
 - Health Hazard Data
 - Reactivity Data
 - Spill or Leak Procedures
 - Special Protection Information
 - Special Precautions
5. Workers should pay particular attention to:
 - Physical Data (e.g., boiling point, flash point)
 - Fire and Explosion Hazard Data
 - Health Hazard Data
 - Reactivity Data (e.g., other materials that could cause a chemical reaction)
 - Special Protection Information

Asbestos - See Policy 902.7

Lockout and Tagout; OSHA citation 1910.147

- C Each maintenance employee shall be assigned a numbered padlock of their own and shall be responsible for its care and custody.
- C Each affected employee shall be given a lockable hasp, capable of being locked by six padlocks, and shall be responsible for it.
- C Each maintenance employee will be furnished lockout-tagout tags to be used if necessary.
- C All electric circuits, and mechanical equipment will be locked out of service when any maintenance work or testing is being performed.
- C If you must shut off a component with a fire protection or other life safety system on it, you must, before turning it off, inform Buildings and Grounds and the building manager, unless it is an emergency shut-off. In that case notification immediately after the shut-off is sufficient. The building manager needs time to notify occupants. Be considerate of all occupants.

Americans with Disabilities Act

Marshalltown Community School District is committed to non-discrimination on the basis of a disability as required by the Americans with Disabilities Act (ADA). The purpose of ADA is to remove barriers that prevent qualified individuals with disabilities from enjoying the same employment opportunities available to persons without disabilities. If you have a disability and are in need of assistance that is work-related or would like general information regarding ADA,

please contact the Director of Operations and Maintenance, 754-1090.

Adopted: July 7, 1997

Legal Reference: (Code of Iowa)

Reviewed: January 19, 2015
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Cross Reference: