

Employee Safety Handbook

**Custodians
Maintenance
Mechanics**



SAFETY RULES, POLICY AND PROCEDURES

Sumter County Schools

Safety is everyone's job

Introduction

The goal of this Safety and Health Loss Training Manual is to provide employees with guidelines and standards to improve the safety, health, and welfare of employees and students.

Safety is of the utmost importance to the Sumter County School Board; only when safety is achieved can all other goals be meaningfully obtained. The responsibility for safety is shared throughout the organization and our collective best efforts are necessary to promote safety for ourselves and those with whom we work.

It is necessary that you carefully study this manual, participate in district safety in-service and receive site based on-site job training. All these efforts are directed at insuring that you possess adequate information to enable you to be a SAFE employee.

In Safe Schools, Everyone Wins!

General Safety Rules

1. Wear personal protective equipment, such as foot protection, back supports, bloodborne pathogen protection, and safety glasses or face shields as directed by your supervisor.
2. Damaged or unguarded equipment is not to be used.
3. Do not work or drive while under the influence of alcohol or drugs. Report medications to your supervisor that may impair your ability to operate equipment or vehicles.
4. Use every safeguard provided. After removing guards for maintenance, cleaning or repairs, replace at once.
5. Walk (do not run); watch your step; keep firm footing and balance at all times.
6. When working around equipment, do not wear loose clothing, torn sleeves, key chains, rings, watches or any item that could become entangled in the equipment.
7. Horseplay or practical jokes are prohibited. Avoid distracting others.
8. Long hair must be tied back, wrapped or confined in a manner to prevent being caught in any equipment.
9. Frayed, cut or cracked electrical cords are not to be used. Turn them in to your supervisors for repair or replacement.
10. Use only ladders and step stools to get additional height. (Do not attempt to get additional height from a climbing device by placing it on a box, crate, or other improvised stand.)

General Safety Rules
Continued

11. Equipment is not to be altered, i.e., removing protection guards.
12. Work only in properly lit areas.
13. Never leave materials, tools, or equipment in a position to slide or fall.
14. Keep your work area clean and free of loose objects, stumbling or slipping hazards.
15. Review the safety educational material posted on bulletin boards or distributed in work areas.
16. Report all accidents/injuries, no matter how minor, to your supervisor.
17. Report all unsafe work conditions or procedures observed during the course of work activities to your supervisor.
18. Always keep hands and feet clear of pinch points.
19. Be sure all electrical devices are properly grounded at all times.
20. Never leave an unsafe condition unguarded or unmarked, even temporarily.
21. Inspect each ladder or step stool before using. Be sure ladder is properly positioned and secure at top and bottom.
22. Know the location of fire extinguishers and the policy for their use.
23. Do not walk or run in front of or behind moving equipment.

Lifting

Injuries can be caused by improper lifting techniques and excessive weight.

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

General Safety Rules Continued

HANDLING MATERIALS

1. Prior to use, inspect materials for slivers, jagged edges, burrs, rough or slippery surfaces.
2. Wipe off greasy, wet slippery or dirty objects before trying to handle them. Keep hands clean and free of grease and oil.



3. When adjusting or changing a grip, set the object down.
4. Never carry glass under an arm. (A fall could sever an artery.)

5. When moving materials on hand trucks or dollies, push rather than pull whenever possible.

6. Get help if the weight, size, bulk, or shape of the article prevents you from maintaining balance and/or puts excessive strain on back or abdominal muscles.



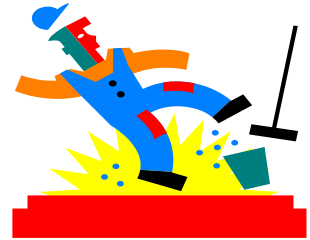
7. When two or more persons are carrying materials, all should face forward whenever possible. If a person must walk backwards, others should be especially alert to slipping, tripping or bumping hazards and issue appropriate verbal directions to the individual.
8. Avoid getting hands or other body parts pinched between the load and other objects around or near it.

General Safety Rules

Continued

SLIPS, TRIPS, AND FALLS

1. Immediately clean up spills, water, oil, and other liquids from the floor by using mop, bucket, oil dry materials, sand, paper towels, and cloth materials. Use caution signs/cones to warn of slippery areas.
2. Pick up all foreign objects from floor surfaces, tiles or stairs to prevent slipping.
3. Be sure that mats and carpets lie flat on the floor.
4. Take short steps, walk slowly, and use hand rails when you have to walk on slippery surfaces or in congested conditions.
5. Keep drawers and doors closed.
6. Avoid blocking your view by carrying/pushing objects so large that you cannot see where you are going.
7. Do not tilt chairs back on two legs.
8. Avoid wet, slick or oily areas by walking around them.
9. Use protective covers when running electrical and other cords across doorways, aisles, or landings.



SAFETY FIRST!

Safety Rules-Custodians, Maintenance and Mechanics

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

Tools

1. Use tools that are in good, safe working condition and the proper tool for every job.
2. Cutting edges shall be kept sharp and shall be carried in a suitable sheath or holster.
3. Defective tools shall be promptly reported to the supervisor for repair or replacement. The tool shall be tagged out of service until it has been repaired.



4. Tool handles shall be kept free from splinters, burrs, etc.; make sure handles are tight on the head and not weakened by cracks or splits.
5. Impact tools such as hammers, chisels, punches, or steel stakes that have burred heads shall not be used. The head should be dressed to remove burrs or chipped edges.
6. When handing a tool to another person, sharp points and cutting edges shall be pointed away from both the person grasping it and the person offering it.
7. Only properly insulated tools shall be used when working around energized electrical circuits or equipment.

Safety Rules-Custodians, Maintenance and Mechanics Continued

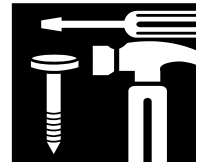
8. Never use a hammer with a hardened face on tempered, machined, or hardened surfaces. Rawhide, plastic, rubber lead, brass or copper hammers will prevent damage to parts and also eliminate the danger of flying chips of metal.



9. Be sure the handle is not cracked, broken, splintered, or loose.
10. Avoid using a hammer with oily, greasy or wet hands, and keep hammer handles clean by washing with approved cleaning solvent.
11. A claw hammer is a hardened tool. Its use is restricted to hammering nails, wood or other soft material. Never use a claw hammer on metals or hardened tools, except nail sets.

12. Select the correct size and type of screwdriver to fit the job.

13. Never use a screwdriver as a chisel or as a substitute for a pinch bar.



14. Prevent the screwdriver blade from slipping, be sure it fits the screw head correctly, and avoid over tightening a screw.
15. For electrical work, use only screwdrivers that have insulated handles of non-flammable material.
16. All files must have securely fastened handles.
17. Never use a file as a pry.
18. When using a file or rasp, grasp the handle of the file or rasp in one hand and the toe in the other.

9. Remember that signals from other vehicles do not always indicate the exact intentions of the driver.

Safety Rules-Custodians, Maintenance and Mechanics Continued

19. When using diagonal, cutting pliers, place the free hand over the ends of cotter pin, safety wire or whatever is being cut; this will prevent the loose ends from flying and causing possible eye injury.

20. Never cut through live wires; turn off the current first.

21. Do not attempt to cut hardened steel parts with pliers.



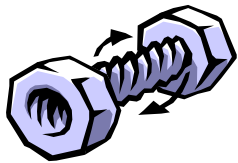
22. Handles of pliers that are used in electrical work must be insulated.

23. Never attempt to use a makeshift wrench. Always select the proper size and type for the job.

24. Check wrench for cracks and condition of jaws before using.

25. Always use box or socket wrenches on hexagon nuts and bolts as first choice and open end wrenches as a second choice.

26. When using an adjustable wrench, always place it on the nut so that the pulling force is applied to the stationary jaw side of the handle.



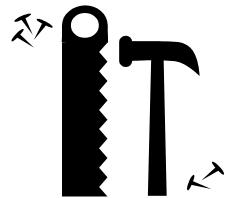
27. Never use a piece of pipe, tubing or another wrench to extend the handle or the wrench in order to secure additional leverage.

28. Keep wrenches free from oil and grease.

Safety Rules-Custodians, Maintenance and Mechanics

Continued

29. Always be ready to react immediately in case the wrench slips to avoid injury of the hand on a protruding edge.
30. Do not place the hand or finger over the back of a knife while it is in use.
31. A falling knife should be allowed to fall and then be picked up.
32. Keep control of a hacksaw by releasing the pressure at the end of the stroke.
33. Make sure the hacksaw blade is taut in the frame before using it.
34. Select proper type blade (number of teeth per inch) for the job.
35. Inspect electrical cords and connections before using. Defective cords and switches are dangerous. Plug should be removed from convenience outlet before any mechanical or electrical adjustments are made.
36. Avoid hanging extension cords over nails, bolts, or sharp edges. Do not allow it to become kinked or leave it where someone may trip over it. Always keep cords away from oil, hot surfaces or chemicals.
37. Do not overload or feed drill too fast.
38. A specially ground drill is required for copper, brass, and other soft metal.



Safety Rules-Custodians, Maintenance and Mechanics
Continued

39. Always keep finger on the drill switch so that power may be shut off instantly.

40. Do not use a distorted or bent drill.

41. Disconnect extension cord before attempting to loosen chuck on portable tools.



42. Avoid using a drill which overheats.

43. Long extension drills should be used only when absolutely necessary.

44. Work must be securely held when drilling.

45. See that the drill is firmly held in the drill chuck. Remove the chuck key.

46. When using a knife, pliers, or other cutting tools, avoid directing the blade toward yourself. Cut away from your body and stand clear of others.



47. Hand tools should not be carried in your pockets, especially screwdrivers, scribes, aviation snips, scrapers, chisels, files, etc.

Safety Rules-Custodians, Maintenance and Mechanics

Continued

Gasoline Engine-Powered Tools

1. Always disengage the clutch before starting; never start under a load.
2. Always shut off the engine, wait for the machine to stop, and disconnect the spark plug wire before making adjustments or cleaning jammed objects.
3. Never operate the machine without the guards provided for it.

4. Always wear suitable personal protective clothing and equipment when operating the machine.



5. Never refuel running engines or hot engines.

6. Never smoke while refueling a machine.



7. Follow labeled instructions or "Material Safety Data Sheet" when applying weed killers, fertilizers, pesticides or herbicides.

8. Check mowing area and remove rocks, bottles, sticks, and other debris before operating power mowers.

9. Never use corridors, attics, vestibules, halls, stairs, or the space under them for storage purposes.



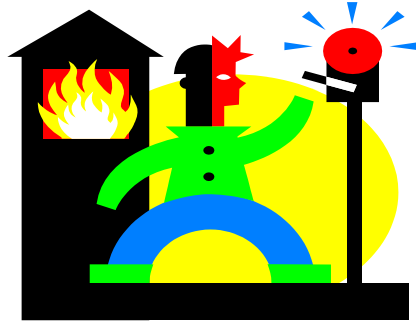
10. Wear proper face and hand protection when handling waste and rubbish.

11. Be aware of emergency plans and what your duties consist of before you evacuate.

Safety Rules-Custodians, Maintenance and Mechanics

Continued

12. Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall be removed immediately and shall not be worn until properly cleaned.



Safety Saves

Safety Rules-Custodians, Maintenance and Mechanics

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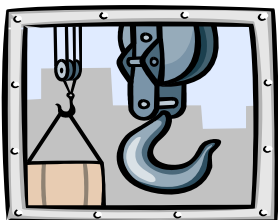
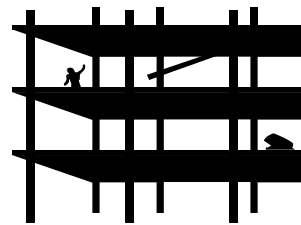
Ladders/Scaffolds

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



Safety Rules-Custodians, Maintenance and Mechanics
Continued

9. Carry the ladder with the front end high enough to clear anyone ahead of you.
10. Never paint wooden ladders, as paint could hide a defect in the wood and you would not see it.
11. Inspect the scaffold before mounting. It should be sturdy, use only scaffold grade planks, level, and solidly positioned.
12. Keep the scaffold free of scraps, loose tools, or tangled lines.
13. Follow the manufacturer's instructions when assembling.
14. Lock and block wheels before climbing. NEVER RIDE A ROLLING SCAFFOLD.
15. Level the scaffold after each move, but do not extend adjusting leg screws more than 12 inches.
16. Lash fixed scaffolds at intervals of 30 feet of length and 25 feet of height; ensure safety locks are in proper working condition.
17. Check all pulleys, blocks, hooks, fitting, and ropes on swinging scaffolds.



Safety Rules-Custodians, Maintenance and Mechanics

Continued

Machines/Power Tools (General)

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



Be Careful At All Times

Safety Rules-Custodians, Maintenance and Mechanics

Continued

Saws (Power)

1. When operating scroll saws, stop the machine before removing scrap pieces from the table.
2. Always keep hands and fingers away from the saw blade.
3. Turn off the machine if the material is to be backed out of an uncompleted cut or jammed cut.
4. Disconnect machine from power sources when making repairs.
5. Shut off power and clean the saw and work area before leaving.
6. If you are not thoroughly familiar with the personal safety functions in the operation of any power machine, obtain advice from your supervisor or other qualified trainer.
7. Safety guards should be in place and used at all times.
8. Clamp work when using hold saw or cutting tools larger than 1/2" diameter.
9. On band saws, adjust the upper blade guide and 1/8" above the material being cut.
10. On band saws, make sure that blade tension and blade tracking are properly adjusted.
11. Hold work piece firmly against the table. Do not attempt to saw stock that does not have a flat surface, unless a suitable support is used.

Safety Rules-Custodians, Maintenance and Mechanics

Continued

Drills

1. Do not exceed recommended speed for the drill, accessory, and/or work piece material.
2. Be sure chuck key is removed from the chuck before starting drill press.
3. Adjust the table or depth stop to avoid drilling into the table.
4. Be sure drill bit or cutting tool is securely locked in the chuck.
5. Always wear eye protection (safety glasses or a face shield) when using drill press.

Grinders

1. On grinders, tool rests shall be adjusted to 1/8" from the wheels and thoroughly tightened in place so they cannot shift position while in use. The tongue guard shall be adjusted to 1/4" from the wheels.
2. Inspect the wheels before turning on grinder. Do not use wheels that have been chipped or cracked.
3. Dress grinding wheels on the face only. Replace wheels that have been chipped or cracked.



4. When grinding, use the face of the wheel only.
5. If the grinding wheel vibrates, dress wheel, replace the wheel or replace the bearings of the shaft if they are worn. Grinding creates heat; do not touch ground portion of work piece until you are sure work piece has cooled.

Safety Rules-Custodians, Maintenance and Mechanics

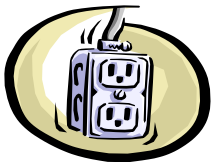
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Grinders (continued)

6. Shut off the power and do not leave until the wheel has come to a complete stop and the work area is clean when finished using machine.
7. Goggles and a face shield shall be worn when performing any grinding operation.

Electrical

1. Use three conductors and grounded extension cords with proper rating for the tool you are connecting.
2. When using extension cord:
 - a. Never plug more than the specified number of watts into the cord;
 - b. Do not run through doorways, holes in ceilings, walls or floors;
 - c. Never remove, bend, or modify any metal prongs or pins;
 - d. Do not use when wet;
 - e. Do not plug one extension cord into another;
 - f. Never drive, drag, or place objects over cord or walk on it;
 - g. Always unplug when not in use;
 - h. Never use as a permanent power source.
3. Never repair or test live circuits except when necessary to effect repair.



4. When working on live circuits, tools shall have insulated handgrips approved for working on live circuits.

Safety Rules-Custodians, Maintenance and Mechanics

Continued

5. Ladders shall have non-conductive side rails.
6. Never connect heating unit using in excess of 1500 watts into utility 15 amp outlet.
7. Working in an area where you are likely to encounter electrical hazards is not permitted, unless you have been trained to recognize and avoid the hazards to which you will be exposed.
8. Fuse handling equipment shall be used to remove or install fuses where fuse terminals are energized.
9. Do not enter spaces containing exposed energized parts unless adequate illumination is provided.
10. Use safety signs, symbols, or accident prevention tags to warn personnel of electrical hazards.
11. Verify that circuit or equipment cannot be re-energized or restarted prior to performing work. Follow all lockout/tagout procedures.
12. Ensure strain relief for all flexible cords and cables.
13. Apply proper grounding and bonding before dispensing flammable liquid(s).



14. Use gloves, aprons, and face protection while working in battery service rooms

Use Caution At All Times

Safety Rules-Custodians, Maintenance and Mechanics

Continued

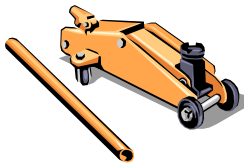
MECHANICS

GARAGE AND REPAIR SHOP SAFETY

CARBON MONOXIDE

Carbon monoxide is a non-irritating, colorless, tasteless, and odorless gas commonly caused by fuel burned in the absence of sufficient oxygen or wherever combustion is incomplete. Either this gas should be piped off from the garage area or doors and windows should be left open so that the fresh air can come into the garage area.

JACKS



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

ELECTRIC CHAIN HOIST

All hoists shall be provided with a check stop and a wire rope around the support “T” beam and fastened to the hoist.

Pits

1. Floor openings such as drain troughs should be guarded with covers. If any unguarded floor openings are found, inform your supervisor at once.

Safety Rules-Custodians, Maintenance and Mechanics
Continued

PITS (continued)

2. Make sure all pits are provided with a curb four to six inches high to prevent vehicles from drifting into the pit.
3. Be certain that all open pits are provided with portable railings or standards when not in use.
4. Be sure steps into pits are clean and free of grease, oil, and water. Tools, parts, etc., must not be left on steps.
5. Light in pits should be enclosed in vapor proof fixtures.



WASHING PARTS

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



Safety Rules-Custodians, Maintenance and Mechanics

Continued

Welding Safety

1. Welding will not be performed until you have been trained in the safe operating of all assigned welding equipment as well as the process.
2. Obey all warning signs that are posted in designated welding areas.
3. When working adjacent to welding areas, you must be protected from radiant energy, spatter of welding and cutting arcs, by non-combustible shields or you shall be required to wear suitable eye/face protection and protective clothing.
4. Before starting to weld or cut, welders must have permission of the supervisor and shall continue only so long as conditions at welding site are unchanged.



5. When arc welding and arc cutting with open arcs, helmets or hand shields with filter lenses and cover plates will be used by operators and others when viewing the arc. Safety spectacles with disk shields or goggles will also be worn.
6. Employees (including helpers) operating resistance welding or brazing equipment will use face shields or goggles.
7. All welders and cutters will wear protective flame resistant gloves.
8. Proper ventilation will be used and/or respiratory protective equipment in all welding/cutting areas to reduce air contaminants to allowable levels.

Safety Rules-Custodians, Maintenance and Mechanics

Continued

9. In performance of welding and cutting operations, only approved equipment shall be used.

10. All cylinders or containers used for storage of fuel gases and oxygen shall be constructed, charged, and maintained in accordance with nationally recognized good practices.



11. Cylinders stored inside the building shall be kept away from highly combustible materials and in locations where they are not subject to excessive rise in temperature, physical damage, or tampering.

12. No device or attachment facilitating or permitting mixture of air or oxygen with combustible gases prior to consumption, except at the burner or in a standard torch or blow-pipe, shall be allowed.

13. The user shall not transfer gases from one cylinder to another or mix gases in a cylinder.

14. Acetylene gas shall not be generated, piped, (except in approved cylinder manifolds and cylinder manifold connections) or utilized at a pressure in excess of 15 pounds per square inch gauge pressure.

15. The use of liquid acetylene is prohibited.

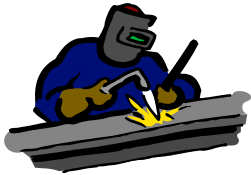
16. Acetylene gas shall not be brought in contact with unalloyed copper except in a blow-pipe or torch.



Safety Rules-Custodians, Maintenance and Mechanics
Continued

Welding (continued)

17. Oxygen shall never be used from a cylinder or cylinder manifold unless a pressure regulating device intended for use with oxygen, or so marked, is provided.
18. Fuel gas shall never be used from cylinders through torches or other devices equipped with shut-off valves without reducing the pressure through a suitable regulator attached to the cylinder valve or manifold.
19. Cylinders, valves, regulators, hoses, and other apparatus and fittings containing or using oxygen shall be kept free from oil or grease. Oxygen cylinders, apparatus and fittings shall not be handled with oily hands, gloves or other greasy materials.



20. When moving compressed gas cylinders by crane, cradles shall be used in order to reduce the possibility of dropping. Ordinary rope slings or electromagnets shall not be used.
21. Oxygen and fuel gas cylinders and acetylene generators shall be placed far enough away from the welding position that they will not be unduly heated by radiation from heated materials, by sparks or slag, or by misdirection of torch flame.
22. No gas welding or cutting shall be done in or near rooms or locations where flammable liquid, vapors, lint, dust, or loose combustible stocks are so located or arranged that sparks or hot metal from the welding or cutting operations may cause ignition or explosion of such materials.



Safety Rules-Custodians, Maintenance and Mechanics

Continued

Welding (continued)

23. When welding or cutting must be done above or within ten feet of combustible construction or material, or above a place where workers are employed, or where persons are likely to pass, noncombustible shields shall be used to protect such materials and persons from sparks, hot metal, or oxide.
24. One or more approved Class B or Class C fire extinguishers of suitable size shall be kept at the location where welding or cutting is being done.
25. When welding or cutting is done above or within ten feet of combustible construction or material, a fire watch shall be on hand.

Vehicle/Driver Safety

1. Vehicle and heavy equipment operators will perform a daily safety inspection and report to the supervisor prior to departing. As a *minimum*, the following will be checked:



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- a. On-road vehicles

- Brakes
- Emergency Brakes
- Wipers
- Seat Belts
- Lights (brake, head, tail, and signal)
- Instruments for proper identification
- Service type vehicles for security or equipment

- b. Off-road vehicles per checklist for specific type equipment.

2. Do not operate construction or agriculture engine driven equipment until properly trained and certification documented by supervisor.

Safety Rules-Custodians, Maintenance and Mechanics
Continued

Heavy Equipment Safety



Mobile Cranes

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

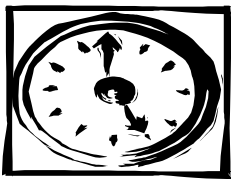
Safety Rules-Custodians, Maintenance and Mechanics

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Bulldozers & Tractors



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



Safety Rules-Custodians, Maintenance and Mechanics

Continued

Scrapers



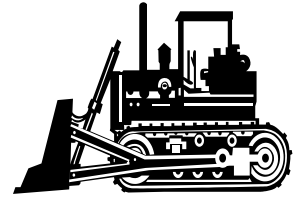
1. Avoid sharp, downhill turns, and do not turn top heavy with the apron up in the air.
2. When going downhill, the operator should not kick the machine out of gear because increased speed may make control of equipment difficult. The operator should leave the machine in gear and use the brakes to control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



Safety Rules-Custodians, Maintenance and Mechanics Continued

Motor Graders

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



Communicate Safety

Your ideas count!

Safety Rules-Custodians, Maintenance and Mechanics
Continued



Cooperation in Safety

Saves Lives

It Could Be Yours

Can We Count On You?

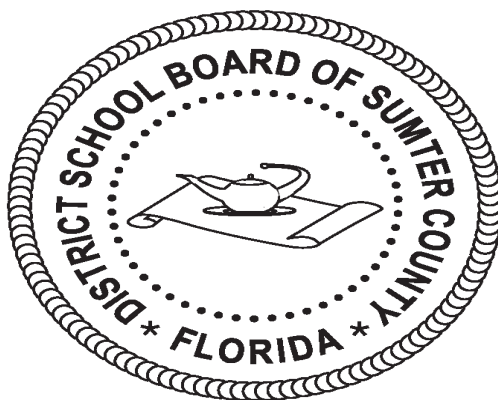
Receipt For Handbook

Acknowledgement of receipt of the Handbook will be recorded on the *Safety Checklist For New Employee Orientation* Form which must be signed, dated and submitted to Human Resources to be retained in personnel files.

Your signature verifies that you will read all sections and refer any questions to your supervisor.

Please note that the safety of all staff and students is paramount.

Welcome to Sumter County Schools.



Safety Rules-Custodians, Maintenance and Mechanics
SUMTER Continued



Education Is Priceless

SUMTER COUNTY SCHOOL BOARD

Mr. Richard A. Shirley, Superintendent

2680 West County Road 476

Bushnell, FL 33513

(352) 793-2315

School Board Members

Sally Moss

Brett Sherman

David A. Williams

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Schools

Bushnell Elementary School

Lake Panasoffkee Elementary School

Webster Elementary School

Wildwood Elementary School

South Sumter Middle School

Wildwood Middle High School

South Sumter High School

Sumter P.R.E.P. Academy