

# Employee Safety Handbook

## Office and Classroom Personnel



### 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.
24. Vehicles, equipment, and tools will be removed from service when unsafe to operate.



## **General Safety Rules**

### **Continued**

### **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.

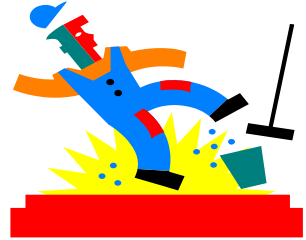


## **General Safety Rules**

### **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.



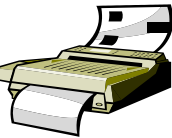
**SAFETY FIRST!**



## Safety Rules-Office and Classroom Personnel

### Office and Classroom Safety

*NOTE: Includes office personnel, teachers, and teachers' aides.*

1. Use care when closing desk and filing cabinet drawers to prevent injuries. Keep them closed when not in use or unattended.
2. Office furniture should be positioned to eliminate tripping hazards over telephone or electrical cords. Cords shall not be strung across passageways or open areas where they will create a tripping hazard.
3. A filing cabinet drawer can be very dangerous due to being heavily loaded and the lower drawers are empty or filled with light weight material. File cabinets should be anchored. Only one file drawer is to be open at a time.
4. Open doors cautiously and keep in either a fully opened or fully closed position.
-  5. Do not tamper with office machines, telephones, or wiring. Call appropriate service provider if repairs are required.
6. Use staple remover, not fingers, for removing staples.
7. When refilling stapler, point the loading end away from yourself, since the pressure of the spring mechanism can cause ejection of the staples





## **Safety Rules-Office and Classroom Personnel**

### **Continued**

8. Do not put oil rags, broken glass or sharp objects in wastebaskets. Place them in special containers for special handling by the custodian.
9. All electrical equipment, such as computers, typewriters, copy machines, calculators, printers and computers must be unplugged before cleaning.
10. Handle files and papers carefully to prevent cuts. A moistener for wetting envelopes is recommended.



### **Office Machines**

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

### **Hazards of Desks, Tables, Etc.**

1. Use only shatterproof glass tops with beveled edges.



2. Mounted pencil sharpeners shall be positioned on desks or tables so that they do not protrude.
3. Check desks and tables for splinters, dangerous cracks, and loose veneer.



## Safety Rules-Office and Classroom Personnel

### Continued

#### Hazards of Typewriters

*NOTE: Recommendations for appropriate placement and care of typewriters are applicable to desktop computers.*

1. Never use carbon tetrachloride for typewriter cleaning.
2. Do not place typewriters upon unstable surfaces from which there is a danger of falling.



#### Hazards of Fans

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



#### Hazards of Waste Baskets

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

#### Hazards of File Cabinets

1. File drawers should not be left open. Always use the handles to close them.
2. Heavy materials should be put in the bottom drawers, lighter materials in the top drawers.
6. Incompatible chemicals shall be stored separately (e.g., ammonia and bleach should not be stored together or one above the other).



## Safety Rules-Office and Classroom Personnel

### Continued

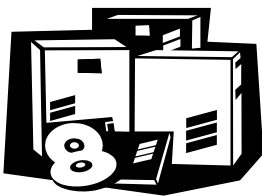
#### Desktop Computers

*NOTE: The information on pages 11 & 12 is included in the Safety & Comfort Guide from Compaq Computers.*

1. Power cords, extension cords or plugs should be in good working order and away from direct heat and moisture.



2. Avoid using or drinking liquids at the computer terminal or keyboard.



3. Insure that slots and openings in the product are open to allow proper ventilation to maintain temperature control.

4. Use surge protection power source for all computer hardware.

5. Do not overload an electrical outlet, power strip, or convenience receptacle.

6. Unplug the product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.

7. Never push a foreign object through an opening in the product.



8. Allow the equipment's internal components and hot-pluggable drives to cool before touching them.



## Safety Rules–Office and Classroom Personnel

### Continued



#### Computers (continued)

If your computer is not operating correctly or not responding, consult your computer operations guide or contact support personnel.

#### Tips on Safe Computer Use

1. Don't sit in one fixed posture all day. Avoid slouching forward. Be sure not to lean back too far.
2. Avoid placing boxes or other items under your desk that limit your leg room. You should be able to pull yourself all the way up to your desk without interference.
3. Relax, remember to relax, particularly in areas where muscle tension often builds, such as your shoulders.
4. While looking at your monitor and also while resting your eyes, remember to blink. This helps keep your eyes naturally protected and lubricated and helps prevent dryness. Give your eyes frequent rests by focusing them on a distant point.
5. If you wear bifocals or trifocals, don't position your monitor so high that you have to tilt your head back to view the screen.
6. Don't position your keyboard and pointing device at different levels and distances.



7. Avoid gripping or pinching your mouse tightly.

8. Don't arrange your work area in a way that causes you to repeatedly strain forward to see and reach frequently used items such as books, papers, or a phone.





Safety Rules-Office and Classroom Personnel  
Continued



You Make A Difference

Every Day...



## Receipt Of 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-Office and Classroom Personnel  
Continued



Following the Rules for Safety

Teaches By Example



# **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

Russell Hogan

Kathie L. Joiner

## **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