

## **NEWHALL SCHOOL DISTRICT SAFETY PRACTICES**

WORK SAFETY – Safety is everyone’s business. Learning safe work methods can prevent accidents.

WHEN LIFTING – Hold your back straight, bend your knees, get a firm grip on the object, hold it close to your body, space your feet for good balance; now lift, exerting the lifting force with your strong leg muscles, not the weaker back muscles.

MATERIAL HANDLING – Do not throw objects – always carry or pass them. Use hand trucks or other equipment when possible. Get help with heavy or awkward objects.

TRASH DISPOSAL – Keep sharp objects and dangerous substances out of the trash can. Dispose of them in approved containers. Chemicals should be disposed of as directed by the Material Safety Data Sheet.

CLEAN UP – Remove refuse and spills promptly to prevent slips and tripping.

PREVENT FALLS – Keep aisles, work places and stairways clean, clear and well lighted. Report slippery or faulty floor surfaces to your supervisor.

WALK – DON’T RUN – Watch your step.

TOOLS – Do not use burred, defective or greasy tools. Use the right tool for the job.

FALLING OBJECTS – Handle objects and tools carefully. Store them where they won’t fall. Do not store heavy items on top of filing cabinets or on upper shelves. Do not overload book shelves or cabinets.

WORK AREA CONDITIONS – Protruding nails, torn or sharp corners can cause serious cuts and bruises. Remove or pad them or notify maintenance immediately. Keep all drawers closed when not in use.

ELECTRICAL HAZARDS – Do not stand on wet floor while using any electrical apparatus. Use extension cords only as a TEMPORARY measure and make sure they are in good repair. Do not make unauthorized connections or repairs. DO NOT OVERLOAD OUTLETS.

GAS FIRED APPARATUS – Do not light gas fired apparatus – call Maintenance.

REFRIGERATION – Most refrigeration gasses are dangerously poisonous – call Maintenance.

PREVENT INFECTION – All punctures, cuts and scratches are dangerous – get first aid immediately.

BLOODBORNE DISEASES – Whenever blood or other potentially infectious materials are present you must wear the proper protection equipment (i.e. latex gloves, mask, etc.). If you have not received Bloodborne Pathogens training, contact your supervisor immediately.

HORSEPLAY – Scuffling, practical jokes and tricks are not allowed.

IF INJURED – All injuries must be reported at once, no matter how slight.

EXITS – Do not block exits at any time. This also means to keep egress routes clear of obstacles.

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BLOCKING EQUIPMENT – Do not block or cover fire extinguishers, electrical panels or AC sensors.

MACHINE GUARDS – Keep guards in place at all times. Never remove a machine guard; this includes the guards on **PAPER CUTTERS**. Do not use any machinery that is missing a guard.

APPLIANCES – Hot plates, coffee makers, microwave ovens or other electric heating appliances are not allowed in classrooms. (District supplied hot plates for science projects are excepted).

PRODUCTS BROUGHT INTO SCHOOL – Every chemical-containing product within the District is required to have a material safety data sheet on file at the site where it is kept. In addition to the products the district purchases, we have supplied an MSDS for the following products: *Formula 409, Amway LOC, Windex (Country Garden, Clear, Blue Vinegar and Lemon formulas), Dial Antibacterial Hand Soap, Barbasol Shaving Cream* (for finger painting). Any other chemical-containing products found on site will be removed by the custodian.

PAPER DECORATIONS – No paper is to be suspended from the ceiling at any time. This is a fire hazard and not allowed by the fire marshall.

HOT LIQUIDS – Hot liquids (coffee, tea, etc.) are not allowed in hallways, classrooms or on playgrounds. Please finish your coffee in the lounge.

ANIMALS IN THE CLASSROOM – The responsibility for maintaining the cleanliness of the animal habitats and the classroom environment associated with the habitat is the responsibility of the classroom teacher -- NOT the custodian. Animals are to be contained in cages, etc., appropriate to the size and nature of the beast. Humane treatment of the animals is a requisite to their housing in district classrooms. Prior to maintaining animals in the classroom, the parents of ALL children who would come in contact with the animals are to be notified to ascertain if any children are allergic. If such is the case, the animals MAY NOT be kept in the classroom. Substitute teachers shall be apprised as to the presence of animals in any classroom.

**LADDERS – Use a safe ladder. DO NOT USE BOXES, CHAIRS, DESKS OR ANY MAKESHIFT PLATFORM TO STAND ON – This is strictly prohibited.**

- Ladders shall be inspected before each use for defects.
- Work shall be performed within easy arm length to avoid leaning from the ladder.
- A straight ladder or “A” frame shall not be climbed beyond the third rung from the top.
- On an “A” frame or extension ladder, anti-slip bases or feet or other stabilizing means shall be used to prevent the ladder from slipping.
- Step and similar ladders shall be fully opened and the latch in place before using.