



Administration/Teachers/ Paraprofessionals/Secretaries/Noon-Time Aides/Extracurricular: Procedure Manual

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The Baldwin-Whitehall School District is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.

We value you not only as an employee but also as an individual critical to the success of your family, the local community, and the Baldwin-Whitehall School District.

You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the Risk Manager or the Risk Manager's designee if the Risk Manager is unavailable.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and the Baldwin-Whitehall School District policies and procedures. Failure to comply with these procedures may result in disciplinary action.

Respecting this, the Baldwin-Whitehall School District will make every reasonable effort to provide a safe and healthful workplace that is free from recognized or known potential hazards. Additionally, The Baldwin-Whitehall School District subscribes to these principles:

1. Accidents are preventable through implementation of effective safety programs and procedures.
2. Safety controls are a major part of our work, every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds the Baldwin-Whitehall School District in higher regard in the community, and increases productivity. This is why the Baldwin-Whitehall School District employees will comply with all safety and health regulations which apply to the course and scope of operations.
4. The Baldwin-Whitehall School District is responsible for providing the safest possible workplace for employees. Consequently, the Baldwin-Whitehall School District is committed to allocating and providing all of the resources needed to promote and effectively implement this safety program.
5. Employees are responsible for following safe work practices, school district rules, and for preventing accidents and injuries. The Baldwin-Whitehall School District will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety is concerned.
6. Administrators, department heads, and managers/supervisors of the Baldwin-Whitehall School District will set an exemplary standard with good attitudes and strong commitment to safety and health in the workplace. Administrators, department heads, and managers/supervisors must monitor the Baldwin-Whitehall School District safety and health performance, working environment, and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated by the scope of this educational institution. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at the Baldwin-Whitehall School District must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

Employee Procedure Manual

Program Responsibilities:

The Baldwin-Whitehall School District Superintendent, and the principals at each of the Baldwin-Whitehall district schools have been designated to administer the safety program to the district's staff in the following areas: administration, teachers, paraprofessionals, secretaries and noon time aides.

The goals of the program administrators include:

- Assign work assignments to staff based on their (staff employees) ability to perform the work.
- Develop and enforce Baldwin-Whitehall School District safety rules and procedures.
- Ensure new employees receive orientation upon hiring or when transferred to another job.
- Ensure equipment used by school district personnel is maintained in safe operating condition.
- Train staff on how to perform their jobs in a safe manner.
- Investigate all employee injuries & vehicle accidents and recommend corrective action to prevent a recurrence.

Employee Procedure Manual

Vehicle Use

To: The Baldwin-Whitehall School District Employees

- The following applies to: All employees who drive a vehicle for school district business whether it be a school district owned vehicle or employee owned vehicle used for school district business.

The following has been established to encourage safe operation of vehicles, and to clarify issues relating to Baldwin-Whitehall School District drivers.

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically (annually as a minimum). Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations or your record falls into our insurance carrier's guidelines of an, "unacceptable driver".
- Drivers must comply with all federal, state and local traffic laws and regulations.
- Driver understands the use of alcohol and illegal drugs is prohibited while at work or scheduled for work.
- A driver should not operate a motor vehicle at any time when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.
- All drivers and authorized passengers are required to use seat belts (when available in vehicle).
- Unless approved by the safety program administrator only school district personnel are permitted to ride in district vehicles.
- All accidents, regardless of the extent, shall be reported immediately to the safety program administrator or his/her designee.
- Driver understands and will adhere to the Baldwin-Whitehall School District Distracted Driving policy (which follows).
- Driving in an unsafe manner will not be tolerated. Any reports and confirmation of such conduct will be subject to immediate disciplinary action.
- The Safety Program Administrator or his/her designee must be notified of any change in your license status or driving record, including any moving violations and accidents.
- The vehicle engine must be shut off, ignition key removed, and vehicle doors locked whenever a school district vehicle is left unattended.

Insurance Requirements:

- Employees who utilize their personal vehicle for school district business agree to supply Baldwin-Whitehall School District annually with evidence that their vehicle is insured with liability limits equal to or greater than \$100,000 combined single limits. Driver must notify the Baldwin-Whitehall School safety program administrator immediately if their insurance coverage is changed, cancelled or non-renewed. Physical damage coverage is the responsibility of the vehicle owner.

The Baldwin-Whitehall School District is not responsible for any damage or theft to an employee owned vehicle while being used for district business.

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Traffic Violations:

- The Baldwin-Whitehall School District is not responsible for any traffic violations or parking tickets and subsequent fines and/or penalties acquired by violation of city ordinance, state or federal laws regarding employee driving habits and operation of a motor vehicle for Baldwin-Whitehall School District business. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business for the Baldwin-Whitehall School District.

Distracted Driving:

While cellular phones offer employees greater flexibility, employees must recognize that they may also provide substantial personal risk and risk to the school district when they are used improperly while driving. The Baldwin-Whitehall School District firmly prohibits behavior that distracts employees while they are operating a motor vehicle.

- **Operating a vehicle definition – means while the vehicle is on a roadway, even while stopped in traffic.**

The following procedures shall apply to the use of vehicles, (including district owned or employees using personally owned vehicles for school district business) regarding cellular telephones or other electronic devices:

- Employees are not permitted to make phone calls of any nature or use cell phone functions including: making phone calls, text messaging/SMS, email, MMS, Internet use, camera use, etc. at any time while operating a district owned vehicle or operating a personally owned vehicle while performing school district business.
- Use of electronic devices – including laptops, PDA's, cameras and pagers while operating a vehicle is strictly prohibited.
- Drivers are permitted to receive incoming calls if using a "hands free" feature to answer the call. These calls must be brief in nature (less than 60 seconds) or the driver must pull the vehicle to a safe location off the roadway to continue the call.

Permitted only if:

- Use of the "hands free" device does not cause distraction to the driver (i.e. fiddling with the device or taking eyes off the road to get it to function properly)
 - Conversations do not interfere with the driver's ability to drive safely.
 - Road conditions are generally good and do not threaten yours or others safety.
- The Safety Program Administrator or his/her designee may authorize outgoing calls from the vehicle as may be necessary.
 - Drivers are required to park the vehicle in a safe location prior to making an outgoing call. When receiving incoming calls, drivers shall use the "hands-free" feature to answer the call and then pull the vehicle to a safe location off the roadway.
 - Employees who violate the above procedures shall be subject to disciplinary action, up to and including termination.

Emergency Calls:

The only exception to the cell phone use guideline would be calls placed to 911. If placing or accepting an emergency call, it should be kept short with "hands-free" feature. The vehicle should be pulled over to a safe location off the roadway as soon as possible to make the call.

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General Safety Rules:

Conduct:

Horseplay, practical jokes, etc. are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others is forbidden.

Training/Orientation:

All Baldwin-Whitehall School District employees shall receive orientation/training for their specific jobs. If you don't know how to do a job task safely, ask the Safety Program Administrator.

Slip, Trip and Fall Hazards:

1. Keep storage areas free from unnecessary clutter, equipment, extension cords etc. that can cause slips, trips and falls. Good housekeeping contributes to accident prevention.
2. Wear appropriate footwear when weather conditions or working conditions (ex: Bus Duty) pose slippery conditions. Appropriate footwear means non-slip treads.
3. Display "wet floor signs" on floors in areas that are wet and can cause someone to slip and fall. Use the "duck" walk when you need to walk across wet/slippery floors.
4. Always use the handrail when climbing or descending the stairs.
5. Never rush through a job. Work at a pace consistent with safety for that particular job.
6. Never jump from elevated surfaces.
7. Watch where you walk. Make sure your pathway is clear of anything that can cause you to slip, trip or fall.
8. Do not climb or stand on chairs, desks or items not designed for that purpose. Use ladders or sturdy step stools that are provided by the school district. Maintenance/Custodial staff is available to hang items from ceilings, upper levels of bulletin boards or place and remove items from upper levels of storage shelves.
9. Broken floor tiles and other poor floor conditions can cause slips, trips and falls. If flooring is loose, slippery or worn, put in a work order to fix it as soon as possible.
10. Check condition of rugs or mats and remove any that create a fall or trip hazard.
11. Art Department and Woodworking Shop classrooms: Wood sawdust creates very slippery floors. Floors in these classrooms need to be swept after every class where saw dust is created to reduce the likelihood of a slip and fall injury.

Ladder/Step Stool Safety

There are times when a step ladder or step stool is needed for job tasks such as placing objects on a shelf/removing objects from a shelf.

Choose the proper sized step ladder:

NOTE: Always consider the body weight of the worker and the weight of any materials that may be supported by the ladder when selecting the proper step ladder.

Ladders are labeled with "duty ratings" listing the number of pounds a ladder can accommodate. The four specific "duty ratings" are:

1. Type IA – extra-heavy-duty industrial ladders, built to hold up to 300 pounds.
2. Type I - commercial/industrial ladders, rated to hold up to 250 pounds.
3. Type II - commercial ladders, for loads up to 225 pounds.
4. Type III – light duty or household ladders, designed for up to 200 pounds.

When selecting a step ladder, always choose one that's the appropriate height for what you need to reach.

1. Inspect all ladders prior to use. Ladders with sharp edges, broken rungs, steps/rails or have any type damage should be taken out of service. Report unsafe conditions to the Safety Program Administrator.
2. Do not carry anything up or down a ladder. If you need to place objects onto a shelf or remove them from a shelf ask a co-worker or maintenance/custodial staff to assist you. They can hand things to you (if you are placing objects on a shelf) or you can hand them objects (if you are removing objects from a shelf).
3. Ladders must be placed on a secure surface when used. Never place ladders on unstable surfaces.
4. Do not stand on boxes, chairs, desks, tables or other surfaces to reach something. Use a ladder or step stool of sufficient height to reach what you need.
5. Only one person is allowed on a ladder at any time.
6. Never stand on the top two steps of a stepladder.
7. Stepladders must always have the metal spreader bar or locking device fully open when used.
8. Always maintain three points of contact (both feet and one hand or both hands and one foot in contact with the ladder) when climbing up or down a ladder.
10. Always face the ladder when climbing up or down the ladder.
11. Never use a step ladder as a straight ladder by leaning it against a wall.
12. Never reach beyond arm length when working on a ladder.
13. Do not place a ladder near a doorway or blind corner without either placing a sign to warn others or have a co-worker standing to advise others that work is being performed.
14. Do not leave ladders unattended.
15. Do not use aluminum ladders near electrical hazards; use only fiberglass or wood ladders.

Proper Lifting Techniques & Material Handling:

1. If you need help lifting, carrying or moving an object, ask for it.
2. It is always better to plan each lift. Before lifting anything, lift slightly (without pulling off floor etc.) to get an idea whether the load is light or heavy. If item is a box, push slightly to determine weight. If item is heavy, gauge whether you can handle it yourself or need assistance. When lifting, use your leg muscles squat close to the load, spread your feet slightly, keep your back straight and lift with your legs all the while keeping the load as close to your body as possible.
3. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Never twist shoulders and hips before moving your feet.
4. Perform lifting movements smoothly and gradually; do not jerk the load.
5. Set down object in the same manner as you pick them up, except in reverse.
6. Avoid carrying/moving heavy objects. Use a cart, dolly or other mechanical device whenever possible to move the object.
7. Carts should be moved by pushing motion rather than pulling. Items (moved on carts) need to be firmly positioned to avoid shifting or falling during the move. If cart wheels do not move freely, place a work order to have the cart repaired.
8. Avoid lifting objects higher than your shoulders.
9. Wear protective gloves when lifting objects that have sharp corners or jagged edges.
10. Moving furniture (including tables and desks in classrooms) should be done by maintenance/custodial staff. If you do assist them, work as a team with heavy furniture. Get a good grip on the object being moved, set your feet in a position that allows you to push the object.

Be careful where you place your hands when moving objects to avoid hands and fingers being caught in "pinch points".

11. Lifting large or bulky items will require at least two persons lifting (if mechanical devices aren't available). Lift as a team (in unison) using proper lifting techniques (grip the object firmly, lifting with leg muscles while keeping back straight) to avoid injury.

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Electrical Safety:

1. Inspect electrical equipment including extension cords before each use.
2. Do not use an extension cord as a permanent power source.
3. Extension cords must not be run through doorway, holes in ceilings or ceiling tiles, walls, or floors.
4. Never remove, bend or modify any metal prongs on the plug of a cord.
5. Do not plug one extension cord into another.
6. Always unplug an extension cord when you are finished using it. Do not pull on the cord itself, but grasp the plug to dislodge it from the outlet.
7. Unplug the electrical cord before making any adjustments to equipment plugged into the cord. Use lockout/tagout procedures (see page 19).
 - Lockout / Tagout or lock and tag (LOTO) – is a safety procedure which is used in industry and research settings to ensure that dangerous machines are properly shut-off and not started up again prior to the completion of maintenance or servicing work. It requires that hazardous power sources be "isolated and rendered inoperative" before any repair procedure is started. "Lock and Tag" works in conjunction with a **lock** usually locking the device or the power source with the hasp, and placing it in such a position that no hazardous power sources can be turned on. The procedure requires that a **tag** be affixed to the locked device indicating that it should not be turned on.
8. Electrical outlets (or extension cords) within 6 feet of sinks or other sources of water should be equipped with ground fault circuit interrupter (GFCI) protection to prevent electrical shock.
9. Electrical devices (ex: radios, microwave ovens etc.) brought into the school must be inspected and approved for use by the maintenance department.

Office Safety:

1. Do not use any electrical equipment (computer, typewriter, electrical office equipment) if your hands are wet, nor while standing on damp floors.
2. Computer and electrical cords beneath desks or workstations need to be tied together and located away from the employee's feet while they sit at a desk or workstation to reduce the potential for tripping.
3. Do not compact material in the waste basket with your hands or feet.
4. Do not leave file drawers open; always use the handles to close them
5. File cabinets that sit side by side should be secured together. Never open more than one drawer in a file cabinet at one time.
6. Heavy materials should be placed in the bottom drawers of file cabinets with lighter materials stored in top drawers.
7. Office machines must be equipped with a three-wire grounded circuit.
8. Office machines must be placed in a manner so there is no danger of falling.
9. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.

Computer Workstation Setup:

Chair: Well designed and adjustable chairs improve circulation and posture and prevent back strains and fatigue.

1. Chair height (up/down) and backrest (tension/angle) are easily adjustable.
2. Chair is supported by 5 legs for stability and swivels easily on casters.
3. Front edge of seat is rounded and seamless.
4. Chair is equipped with adjustable armrests (up/down and width).
5. Backrest has a height adjustable lower back support.

Foot/Leg Position: Proper foot and leg positions help prevent stress in neck and shoulder regions.

1. Feet are flat on the floor or on a footrest.
2. Knees are bent at a 90-110 degree angle and thighs are parallel with the floor while sitting in a chair.

Keyboard/Arm and Wrist Positions: Proper positioning of keyboard, arms and wrists will improve comfort.

1. When typing on keyboard, arms are close to body with elbows at 90 degree angle.
2. When typing, wrists are relaxed and kept straight (neutral position).
3. Wrist rest or parallel support arm rests should be provided.
4. Mouse is at same level as keyboard and within easy reach.
5. Keyboard is prevented from slipping.
6. Keyboard is detachable and slightly sloped at about 10-15 degrees.

Workstation: A well designed and arranged workstation encourages good posture and provides less stress on the body.

1. Display screen is 18" – 30" away from employee's eyes.
2. Table/desk surface is adjustable if needed.
3. Adequate space to adjust height/location of monitor.
4. Front edge of table/desk is rounded.
5. Materials most often used are arranged with in easy reach.
6. Document holder is at same height and distance as the display screen.
7. Telephone headset is worn by employees who spend considerable time of the phone.
8. There is sufficient room under desk/table so that knee clearance is not restricted.
9. Top line of display screen is slightly below eye level when seated in front of the display monitor.
10. Display screen is tilted slightly to reduce reflections and glare.

Art Department & Shop Classrooms:

Use of tools such as hand and mechanical saws, electrical sanders, etc. has the potential to cause serious injuries.

1. Appropriate personal protective equipment (PPE) such as safety glasses/goggles, hearing protection, etc. must be worn when equipment is being utilized.
2. Mechanical saws must have guards in place when being used.
3. Always use a push guard or "stick" for pushing wood towards the saw blade on table saws etc. Never use hands for doing this task.
4. Never reach across the blade.
5. Emergency stop switches need to be tested daily for all mechanical saws.
6. Lockout/tagout procedures must be followed when working on any machinery, including performing maintenance, replacing parts such as blades, etc.
10. If you are interrupted when using a saw, stop cutting, turn machine off and then respond to the person. Return to cutting only when your full attention is focused on operating the saw.
11. All power equipment must be shut off (at switch or unplugged) at the end of each day.
12. Compressed gas cylinders of all sizes must be handled with safety. Butane and propane fueled torches need to be shut off daily. These torches and cylinders need to be stored away from heat sources and other ignition sources, preferably in an Underwriters' Laboratory or Factory Mutual approved cabinet. Store torches upright on a solid surface away from areas where they can be struck or knocked over. Do not leave butane and propane fueled torches on edges of tables or desks where they can be knocked onto the floor.

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Family Consumer Science Classrooms:

Knife Safety:

1. Keep knives sharp. Sharpen knives regularly. A sharp knife slices through food with less effort than a dull knife, which may slip off the food and cut you.
2. Wear cut resistant gloves on the hand (non cutting hand) being used for holding items you are cutting.
3. Use cutting boards as they provide a safe, stable surface upon which to cut foods. Cutting boards are more hygienic, improve control and help keep knives sharp as opposed to counter tops.
4. Cut in a motion that points away from your body.
5. Never attempt to catch a falling knife. If a knife falls, get your hands and feet out of the way. Keeping "just used" knives on cutting boards and away from table edges will reduce the likelihood of falling.
6. Keep your eyes on the blade when you have a knife in your hand, whether cutting something or carrying the knife.
7. Knives need to be cleaned immediately upon use. Never put a knife into a kitchen sink where others may reach in and cut themselves. Never put a knife into a sink full of soapy water. Knives should be placed on a counter top away from the edge until cleaned.
8. Store knives safely. When not in use, knives should be stored in a knife rack or knife block. Knives should never be stored in a drawer unless a sheath or sleeve is protecting the blade.

Burn Safety:

1. Use oven mitts and oven sleeves (protects the forearm area) when placing items to be cooked into an oven or stove or when removing cooked items from an oven or stove.
2. Stand back from hot pans or pots when you remove the lids to avoid steam burns.
3. Keep pot handles turned inward away from the stove edge.
4. Stand back from pots (without lids) that are boiling.
5. Never touch the stove top with your bare hand. You may not know whether the burners are still hot.
6. Be careful when draining hot pasta or pouring hot liquids from a pot into a smaller container, as food can splatter and burn you.

General Safety:

1. Electrical cords for all equipment including clothes washing and drying machines must be equipped with a three-pronged electrical plug.
2. Areas directly behind clothes washers and dryers should be inspected weekly.
3. Do not operate or connect electrical equipment when hands are wet or when you are standing on a wet floor.
4. Ironing boards should have a flameproof cover.
5. Paper and combustible materials must not be placed on or near a stove.

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Science Classrooms:

All science instructors must assume responsibility for:

1. Keeping an up-to-date inventory of chemical agents in stock.
2. Maintaining a binder containing Materials Safety Data Sheets for all hazardous chemicals in stock and used in the science classrooms of that building. A duplicate binder will be maintained in the office of every school building where hazardous chemicals are stored or used.
3. Locking combustible, flammable and otherwise dangerous materials in safety cabinets.
4. Assure that personal protective equipment is available for use by persons handling/exposed to the chemicals.
5. Following the Baldwin-Whitehall School District Hazard Communication Procedures (refer to page 18).
6. Assuring that all chemical containers are adequately labeled and stored (including securing them from the general public).

General Safety:

1. Instructors must wear safety goggles and protective gloves when handling chemicals, performing demonstrations or experiments.
2. Every high school science classroom where chemicals are stored must have an eyewash station and shower available for immediate use.
3. A minimum of one fire blanket per science lab and/or room where chemicals are used is required.
4. A (class ABC) fire extinguisher must be placed in every science classroom where hazardous chemicals are stored. Instructors in these classrooms must all be trained annually on the proper use of fire extinguishers.
5. Chemical storage rooms must be properly ventilated and illuminated.
6. Inspect chemical storage cabinets daily.
7. Compressed gas cylinders must be stored upright and secured to prevent them from being knocked over.

Aggressive Student Procedures:

In Classroom Setting:

If you perceive the possibility of physical injury to you or others in the classroom:

1. Implement Aggressive Student Incident Plan (currently procedure for plan implementation varies by school building). It is recommended that the plan trigger is consistent at all Baldwin-Whitehall school buildings because of substitute teachers and teachers who "visit" more than one building daily.
2. Allow non-aggressive students to exit classroom (if possible) and wait for the CPI team to reach classroom to intervene. (If you are assaulted or feel that your safety is in jeopardy, leave the classroom.)
 - a. Assume a non-threatening posture and voice tone.
 - b. State in clear concise terms what you want the individual to do.
 - c. State what you can do to help.
 - d. Speak with authority.
 - e. Make direct commands.

CPI teams at each school building need to be trained bi-annually. A list of trained CPI team members is available in the main office at each of the district's schools.

Breaking up an Altercation:

1. Give command to stop, but do not attempt to break up the altercation by yourself.
2. Call for help from security or from other staff members.
3. Stay clear of those involved in the altercation; attempt to verbally keep others from joining in.
4. Wait for help from at least one other person. Do not intervene alone.

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Swimming Pool Area: Chlorine gas is used to help sanitize the swimming pool water. The release and inhalation of chlorine gas can be fatal to those exposed.

1. The chlorine gas detection system needs to be tested at a minimum at least monthly.
2. Chlorine gas cylinders must be stored upright and secured to prevent them from being knocked over.
3. Chlorine gas cylinders should not be stored near doorways and exits.
4. An emergency action plan should be developed and periodic drills conducted simulating the release of chlorine gas at the high school building.

The emergency action plan should include:

- a. Who is the administrator of the emergency evacuation plan (emergency coordinator).
- b. Who is responsible to notify emergency responders that a leak is detected.
- c. Where evacuees must go if area evacuation is necessary.
- d. Procedure for ventilating area where contamination occurred.
- e. Diagram of room where chlorine gas is stored and used (for emergency responders).

General Safety:

1. All staff walking/working in the general area of the swimming pool needs to wear slip resistant footwear to avoid slips and falls due to wet floor conditions.
2. A life ring, shepherd's hook and/or other rescue devices must be located in close proximity to the swimming pool area.

Blood-borne Pathogens:

School District employees may become exposed to Blood-borne Pathogens or Other Potentially Infected Materials (OPIM), and with this in mind the Baldwin-Whitehall School District has developed the following guidelines to protect our workers:

- Universal Precautions – We will treat all bodily fluid as if it was contaminated with a blood-borne pathogen and appropriate protection and sanitation steps will be taken.
- Only designated personnel who are trained, authorized and equipped to respond to medical emergencies and or bodily fluid spills will do so. All other personnel will avoid contact and notify their supervisor if a spill or exposure incident is encountered.
- Bloodborne pathogen kits are made available to all custodial personnel and are equipped with protective gloves and safety glasses to prevent contact with blood or other bodily fluids, so let the custodial staff member(s) perform the clean up.
- A bodily fluid spill requires that the affected area be cleaned and sanitized. Contaminated personal protective equipment will need to be discarded after use.
- All exposed personnel are required to wash their hands with soap and warm water (waterless skin sanitizer is available to use when potable water is remote from the scene) immediately after removing personal protective equipment.
- All employees who are authorized to respond to Blood-borne Pathogen contaminated materials will receive Blood-borne Pathogen awareness training upon hiring and annually thereafter.

If you do not know or do not understand the potential danger from Blood-borne pathogens, contact your supervisor immediately.

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Hazard Communication Program

All hazardous chemicals used in Baldwin-Whitehall School District buildings will be identified and labeled. Employees using or exposed to a hazardous chemical will receive training to understand the hazards associated with the storage or use of the chemical.

Hazardous Chemical – Definition – A chemical that is a physical or health hazard.

Physical Hazard – Definition – A chemical which is a combustible liquid, a compressed gas, explosive, flammable, organic peroxide, oxidizer, pyrophoric, unstable or water reactive.

Health Hazard – Definition – A chemical that is carcinogenic, toxic, a reproductive hazard, an irritant, a corrosive, a sensitizer, or damages any body system or part.

Safety Data Sheets (SDS) – Which list the physical and/or health hazard for each hazardous chemical will be maintained in a three ringed binder and available in the departments where the chemicals are used. A second binder with the same SDS will be kept in each school at the main office.

Globally Harmonized Systems Labels (GHS) – **All containers** which hold a hazardous chemical must be labeled with the following information: the identity of the hazardous chemical and the appropriate hazard warning alerting employees of the health and physical hazards presented by the chemical.

Training – Employees who are exposed or may come in contact with a hazardous chemical will receive training at the following intervals:

- At the time of the employee's initial job assignment.
- Whenever a new hazardous chemical is introduced, or when the hazard information regarding a currently used chemical changes or when the program elements change.
- Whenever the program administrator or other management members determines through observation that retraining would be beneficial.

Training will consist of the following:

- Review of operations where hazardous chemicals are present.
- Knowing the location of the hazardous chemicals and where to find the SDS binder.
- Methods and observations used to detect the presence or release of hazardous chemicals.
- Physical and health hazards of chemicals in the work area.
- Measures that employees are required to take to protect themselves from hazards including: procedures, work practices, emergency procedures and personal protective equipment requirements.
- And an explanation of the labeling system and how to read an SDS.

Contractors - Contractors who will bring hazardous chemicals into any district building must:

- Provide the program administrator with a list and an SDS for each hazardous chemical that will be used in our facility and maintain a copy of the SDS for each approved chemical on site.
- Not bring chemicals into our facility unless approved by the district's Director of Facilities.

Lockout/Tagout Procedures:

Prior to working on any machinery (especially when guards are removed), every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the "OFF" (safe) position.

Never remove or tamper with a lockout device (lock or tag) performed by another employee or contractor. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off".

1. Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the lockout/tagout procedures.
2. Electrical repairs and service shall only be performed by personnel qualified to perform this type work and authorized by the Baldwin-Whitehall School District Director of Facilities.
3. Personnel performing maintenance, inspection, cleaning, adjusting or servicing of equipment will utilize a "Lockout/Tagout" program that meets the OSHA standard for "Lockout/Tagout".
4. Personnel utilizing the "Lockout/Tagout" program will receive training when initially assigned to perform work and periodically thereafter".
5. All outside contractors performing electrical work for the district will utilize a "Lockout/Tagout" program.
6. Do not start equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
7. Do not remove another employee's protective tag or lock. Do not remove a lock or tag from equipment unless you placed it there.
8. If required to work on powered equipment (hydraulic, electrical, air, etc.) you must have your personal padlock with your name on it and personal key on your person at all times.

Employee Procedure Manual

Personal Protective Equipment:

Listed below are personal protective equipment (PPE) requirements for Baldwin-Whitehall School District employees. Please also see some job specific PPE requirements listed elsewhere in this safety handbook. Inspect your PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

A. Eye Protection:

1. Suitable safety glasses, goggles or face shields are required when your assigned work may result in a potential eye injury.
2. Eye protection is required when chemical SDS designate the use of eye protection is necessary when using the chemical. Some examples (but not all inclusive) where eye protection is required: When operating saws or handling chemicals.
3. Safety goggles or face shield is required over prescription glasses that do not have safety lenses.

B. Hand and Arm Protection:

1. Appropriate cut resistant gloves must be worn when using or holding food items being cut with a knife.
2. Appropriate oven mitts and oven sleeves (protects the forearm area) must be worn when handling trays, pans or other items which are warm or hot and when placing pans of food into an oven or stove and when removing pans of food from an oven or stove.
3. Appropriate gloves must be worn if hands are exposed to hazardous chemicals, possibly oven cleaning chemicals.
4. Protective gloves must be worn any time you are exposed to blood or bodily fluids.

C. Respiratory Protection:

1. Check the SDS to determine if a respirator is required when handling any chemical. If a respirator is required, then a respiratory protection program must be developed.

Employee Procedure Manual

Fire Safety:

A. Fire Extinguishers:

1. Fire extinguishers are placed throughout all Baldwin-Whitehall School District buildings and their location marked by signs.
2. Extinguishers shall have current inspection certificates affixed and be fully charged. If an extinguisher is discharged, you must notify your supervisor.
3. Access to fire extinguishers shall not be obstructed at any time.
4. Employees shall be trained on the use of fire extinguishers. Do not use an extinguisher unless you have been trained.

B. Emergency Evacuation:

1. All exits must be marked by lighted exit signs and access to all exits must be unobstructed at all times. Exit doors are to be unlocked during occupancy of any district building.
2. Know the sound of the fire alarm and the location of the nearest exit.
3. When fire alarm sounds, evacuate the building immediately. Do not retrieve personal belongings or wait for co-workers. Also, close all doors behind you as you pass through. Never use elevators during a fire alarm situation.
4. If building evacuation is necessary, walk don't run to the nearest or your designated exit.
5. In case of a severe weather warning (ex: tornado) know the location of the nearest shelter.

C. Compressed Gas Cylinders & Flammable Liquids:

Compressed gas cylinders (even the smaller CO2 containers) must be handled carefully due to the amount of pressure they contain. These cylinders can become like missiles, able to penetrate walls if the valve is broken off the top.

1. All compressed gas cylinders must be stored upright and secured to a cart or wall. Protective caps must be in place when the cylinder is not being used.
2. Cylinders shall only be moved by a cart. Cylinders should be secured to the cart. Never drag or roll cylinders.
3. Inspect all hoses, gauges, tips and handles prior to use and report immediately any unsafe condition to the school office.
4. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive". Do not store compressed gas cylinders near exits.
5. Do not place compressed gas cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
6. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible materials such as oil or grease.
7. Flammable liquids located inside buildings must be stored in Factory Mutual approved or Underwriter Laboratory listed storage cabinets or containers.

Employee Procedure Manual

Vehicle Accident Handling and Reporting

Each driver should be trained on what to do in the event of an auto accident. This should include but not be limited to, the following steps:

- Stop your vehicle and protect the scene. You do not want a secondary accident to occur.
- Call for medical assistance and assist any injured people if necessary.
- Call the police and the Safety Program Administrator (or his/her designee) as soon as possible.
- Locate witnesses and get important information from them. If possible get names, addresses, and phone numbers of any (all) witnesses.
- Exchange pertinent information with other drivers.
- Take photos of the accident scene.
- Fill out any accident forms, if available.

When in a vehicle accident:

1. Notify the Baldwin-Whitehall School Safety Program Administrator as soon as it is reasonably possible and safe to do so.
2. Never admit fault or apologize. Apologies could be interpreted as an admission of fault.
3. Never argue with other drivers or witnesses.
4. Never argue with the police.
5. Never make a statement to the media.
6. Never discuss details of the incident with anyone other than police, the Baldwin-Whitehall School Safety Program Administrator or his/her designee, an Administrator from the Baldwin-Whitehall School District or their insurance representative.
7. Always report the incident no matter how small it seems.
8. As soon as reasonably possible, the driver should complete any accident forms required by the Baldwin-Whitehall School District.

Work Related Incidents: (incidents are accidents or “near misses” which may or may not result in an injury)

1. All work related incidents are to be reported immediately to the School Nurse in the building where the incident took place. The school district’s Risk Manager will file all work related accident reports electronically with the insurance company.
2. Work related incidents will be investigated to determine the cause, so that appropriate actions/measures can be taken to prevent a recurrence to you or other Baldwin-Whitehall School District employees. Your cooperation in providing details of the event(s) involving the incident is expected.
3. Failure to report work related injuries in a timely manner can possibly lead to denial of your workers’ compensation benefits and can subject the employee to disciplinary action.