



Facilities Department – Procedure Manual

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Employee Facilities Department Procedure Manual Commitment to Safety

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 Director of Facilities or his/her designee if he/she 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.

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Program Responsibilities: The Baldwin-Whitehall School District Facilities Department

The school district's Facilities Manager have been designated to administer the Facilities (Custodial – Maintenance) Department safety program.

The goals of the department include:

- Evaluate applicants to determine if they meet criteria to work for the Facilities Department.
- Assign work assignments to staff based on their (staff employees) ability to perform the work.
- Develop and enforce department safety rules and procedures.
- Ensure new employees receive orientation upon hiring or when transferred to another job within the department.
- Ensure tools and equipment used by department personnel is maintained in safe operating condition and all tools and equipment are returned to the appropriate storage area.
- Train staff on how to perform their jobs in a safe manner. Newly hired employees in both the custodial and maintenance departments will receive "new employee orientation" before being assigned to perform any work duties. The Facilities Manager will use a checklist of items that each new hire will need to know for this "new employee orientation".
- Investigate all employee injuries & vehicle accidents and recommend corrective action to prevent a recurrence.

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Vehicle Use

To: The Baldwin-Whitehall School District Facilities Department 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 Facilities Department 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 (if available in the vehicle).
- Unless approved by the Facilities Manager, only school district personnel are permitted to ride in district vehicles.
- All accidents, regardless of the extent, shall be reported immediately to the Facilities Manager or his/her designee.
- Driver understands and will adhere to the Baldwin-Whitehall School District Facilities Department's 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 Facilities Manager or his 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.

Authorized Vehicle Use:

Only persons who have been authorized by the Facilities Manager are permitted to operate a district vehicle.

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 District, Facilities Manager 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 Facilities Manager 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 employees working in either the Maintenance or Custodial Departments shall receive orientation/training for their specific jobs. If you don't know how to do a job task, ask the Facilities Manager.

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: mopping or waxing floors) 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. When using cleaning equipment with electric cords, make sure the cord is out of the way to avoid tripping over it. A good practice is to constantly look around you while working to avoid falling or into or tripping over anything.
5. Always use the handrail when climbing or descending the stairs.
6. Never rush through a job. Work at a pace consistent with safety for that particular job.
7. Never jump from elevated surfaces.
8. Watch where you walk. Make sure your pathway is clear of anything that can cause you to fall.
9. 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.
10. Non-skid treads should be provided on steps to prevent falls. If treading is loose or worn, put in a work order to fix it as soon as possible.
11. Check condition of rugs or mats and remove any that create a fall or trip hazard. Walk off mats are to be checked during inclement weather (rain, ice or snow). When walk off mats become wet or saturated, replace them with dry mats. The wet mats should be hung in an area where they can dry but in areas where people don't walk.
12. Exercise extreme caution when working on stairs, especially mopping. Slick surfaces coupled with the dangers of the stairway make it important to use caution. Place the bucket where you can see it.

Ladder Safety

Choose the proper ladder:

NOTE: Always consider the body weight of the worker and the weight of any tools or materials that may be supported by the ladder when selecting the proper 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 ladder, always choose one that's the appropriate height; never use a metal ladder when working around electricity (including changing light bulbs); use wood or fiberglass ladders.

Also choose whether a step ladder or straight/extension ladder is appropriate for the job.

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 these conditions to the Director of Facilities.
2. Do not allow cords or hoses to be used around the base of a ladder.
3. Never carry anything up a ladder; use a tool belt or hoist rope to pull up objects
4. Ladders must be placed on a secure surface when used. Never place ladders on unstable surfaces.
5. Do not stand on boxes, chairs, desks, tables or other surfaces to reach something. Use a ladder of sufficient height to reach what you need.
6. Only one person is allowed on a ladder at any time.
7. Never stand on the top two steps of a stepladder.
8. Stepladders must always have the metal spreader bar or locking device fully open when used.
9. 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 and when working on 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. Straight or extension ladders must extend 3 feet above the ladder top support and tied off to secure it. If further stability is required, have someone hold the bottom of the ladder or stake it at the bottom. These type ladders should have "safety feet".

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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. If lifting a trash bag, 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. Consider a mechanical device when taking trash bags to the dumpster.
 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 object higher than your shoulders. If removing an object from a shelf or placing an object onto a shelf, use a sturdy step stool or ladder and have a co-worker assist you.
 9. Wear protective gloves when lifting objects that have sharp corners or jagged edges.
 10. Moving furniture (including tables in the cafeteria) should be done with caution. 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. Some BWSD buildings have gym bleachers which require manual pulling and pushing to open or close the bleachers. Make sure you get a good grip on the bleachers and set your feet in position to avoid slipping as you pull or push. Again heed to advice above about "pinch point" with hands and fingers. Bleachers with several rows or sections may require that you get help when performing this task.
 12. 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.
- * The Baldwin-Whitehall High School auditorium has "floor panels" which sit overtop of the orchestra pit. These panels are heavy and moving them should be done with caution and only by employees who have been trained and who are capable of lifting them.
- * End of the school year usually results in staff (teachers/paraprofessionals) overloading waste cans. If waste containers are full, consider removing some materials from the waste can by hand (wear gloves) before trying to pick up the container to empty it.

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Electrically Powered Equipment and Tools:

1. Do not use any unsafe or defective equipment. Report any unsafe or defective equipment immediately to your direct supervisor. It is a good practice to inspect all equipment (tools) prior to using.
2. Cords for electrical equipment must either be double insulated or have a ground plug. Inspect electrical cords before each use for defects. Do not use equipment (tools) with damaged electrical cords.
3. When using electrical equipment (tools) in wet conditions, make sure to use an electrical outlet (or extension cord with GFCI device) with ground fault circuit interrupter (GFCI).
4. Disconnect equipment (tools) when adjusting, cleaning, repairing or when finished using it. When disconnecting from wall outlets, put hand on plug and pull from outlet. Do not pull on cords to disconnect.
5. Equipment such as scrubbers and buffers require that both hands be used while operating the equipment. Do not run this type equipment over power cords.
6. Eye Protection must be worn by maintenance personnel when using drills, saws, etc.

Electrical Safety:

1. Do not use an extension cord as a permanent power source.
2. Extension cords must not be run through doorway, holes in ceilings or ceiling tiles, walls, or floors.
3. Never remove, bend or modify any metal prongs on the plug of a cord.
4. Do not plug one extension cord into another.
5. Always unplug an extension cord when you are finished using it.
6. Do not use a metal ladder when doing electrical work (including changing light bulbs).
7. Unplug the electrical cord before making any mechanical or electrical adjustments to the machine it is attached to.

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General Custodial Safety:

1. Wear safety gloves (gloves heavy enough to protect against punctures and lacerations) when emptying trash containers.
2. Do not compact the trash using hands or feet; there may be broken glass, sharp metal etc. you can't see that can cause lacerations.
3. When handling trash bags, do not throw them over your shoulder. Any sharp edges, broken glass etc. in the bag can cause an injury including a puncture wound.
4. The majority of back injuries sustained by custodial employees are due to improper lifting during trash removal. Large trash bags are not to be stuffed until completely full. Limit the amount of weight placed in each trash bag.
5. Read and follow the appropriate instructions provided by the cleaning chemical supplier when mixing and using cleaning chemicals. If unsure about the proper procedure, ask your immediate supervisor. Know where the Material Safety Data Sheet (MSDS) is located for all cleaning chemicals being used.
6. Protective eye wear and protective gloves must be worn when cleaning bathrooms and using cleaning chemicals.
7. Do not attempt to pick up broken glass, broken ceramic material or other items with sharp edges that are on floors. Use dust pan/broom and vacuum to avoid lacerations.
8. Learn to become ambidextrous (able to use both hands with equal ability) when performing repetitive motion job tasks such as (but not limited to): dusting, vacuuming and mopping. Repetition on these types of jobs can lead to muscle fatigue. Alternating hands when doing these jobs will reduce that fatigue.

Custodial Closets:

Custodial closets must meet the safety guidelines below:

- All chemicals must be stored at eye level or below.
- All containers must be labeled with the contents.
- Wet mops must be hung up to dry.
- Mop buckets must be empty – no standing water or chemicals.
- Food cannot be stored near chemicals.
- Equipment cords cannot be frayed or have exposed bare wires.

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Electrically Powered Cleaning Equipment:

EZ Riders Scrubbers:

Custodial employees must meet the safety guidelines below:

- Follow the equipment manufacturer's manual for operation and maintenance.
- Only personnel who are authorized by the Director of Facilities or Custodial Manager and who have been trained will be permitted to operate this equipment.
- Maintenance and inspections of equipment will keep it in good working order. Check batteries for loose connections, clean batteries' tops, terminals, and cable clamps.
- Make sure to empty all water from holding tanks and leave lid off to air dry.
- Check squeegee, brushes or pads for damage; report damage to supervisor immediately.
- When in use make sure safety signs are posted at all times.
- Be aware of your surrounding and people who may be in the area. (headphones are prohibited)
- When storing, make sure to follow instructions regarding the following: empty the tanks, charging the batteries, wiping down the main body of the machine. Wipe down squeegee and check pads or brushes.

Buffers:

The buffer is specialized more than most custodial machines or tools. Care must be taken when operating this piece of equipment. Buffers are very powerful machines. When they are operating smoothly, it is easy to forget how destructive they can be if they get out of control. Custodial employees must meet the safety guidelines below:

- Only personnel who are authorized by the Director of Facilities or Custodial Manager and who have been trained will be permitted to operate this equipment.
- Before using the buffer, make sure that the drive plate and buffing pad are securely attached. Unplug the buffer before setting the handle, drive plate, or pad. Always return the buffer to an upright position before plugging it in.
- Never leave the handle in a horizontal position. This creates a potential tripping hazard. Store the buffer in an upright position as well, with the drive plate and buffing pad removed.
- When operating the buffer, control it by using both hands.
- Keep the buffing pads clean; this makes the buffer easier to control, and prevent sharp objects from sticking to the pad thus damaging the floor. Be careful when operating under desks, chairs etc., where the buffer can get caught.
- When stripping a floor use caution, walk on the area that has already been scrubbed, if possible. The floor can be very slippery.

High Speed Finishers:

High speed buffers are easier to control but are more powerful. The increase in power is accompanied with an increase in danger. It is important to look for uneven floor tiles which can cause floor tiles to be pulled up.

Blood-borne Pathogens:

Custodial employees for sure and possibly Maintenance Department 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.
- Blood-borne 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.
- 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 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 Bloodborne Pathogen contaminated materials will receive Blood-borne Pathogen awareness training upon hiring and annually thereafter.

If you do not know where blood-borne pathogen kits are located, or do not understand the potential danger from blood-borne pathogens, contact your supervisor immediately.

Cleaning Solutions:

The cleaning solutions used in custodial work are diluted however they can contain chemicals that may be harmful if splashed in eyes, on skin or inhaled. When various chemicals are left out carelessly or improperly sealed they may pose a threat to employees. Chemicals should be stored in rooms that can be locked, and these doors should never be left open when the room is unattended. Chemicals should be stored at or below eye level; it is important to know what the chemicals are and what to do in case of an accident involving them.

- Know the nature of the chemicals being used. If you have questions, talk to your supervisor or refer to the Material Safety Data Sheets (MSDS) for chemicals. If chemicals should get splashed in your eyes or on your skin, it is important to know what to do to neutralize the chemical and prevent further harm.
- Read and know what the warnings on chemical containers mean and follow the precautions associated with each warning.
 - Danger
 - Warning
 - Caution
 - Hazard
- Wear protective gear when working with chemicals. Goggles and gloves are the best way to prevent a chemical spill or splash from causing serious bodily harm.
- Store all chemicals in an approved, clearly labeled, properly sealed container at or below eye level.
- Do not dispose of a chemical unless you know the procedure required to properly dispose of it and its container. Triple rinse all chemical containers before disposing of them.
- If a container with a chemical is found in an area and you are uncertain of the contents, leave it alone. If it has spilled or is unsealed, do not clean it up, do not put a lid on it, and do not touch it until it has been accurately identified. If you have questions, leave the area immediately and contact your supervisor.
- If you smell anything suspicious, clear the area and report the potential hazard to your supervisor immediately. Do not try to figure out what the smell is or what is emitting the odor.

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Hazard Communication Program

All hazardous chemicals used by the Custodial - Maintenance Department 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 for all Custodial - Maintenance Department employees to view. A second binder with the same SDS will be kept in each school at the main office.

Globally Harmonized System 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.
- An explanation of the labeling system and how to read an SDS.

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

- Provide the Director of Facilities 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 Director of Facilities.

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General Maintenance Department Safety: Genie Aerials Lifts:

A "Fall Protection Plan" will be implemented for personnel who utilize the aerial lifts. The "Fall Protection Plan" shall include (but not limited to): training personnel who will perform the work, training personnel to inspect fall protection equipment and develop a rescue plan in the event a person falls while using a personal fall arrest system.

1. Operators must be authorized by the Director of Facilities and must be trained. The Operating Manual(s) should be read by all personnel who are authorized to operate the lift(s).
2. Lifts must be inspected prior to each use. Items that must be inspected include:
 - a. Operating and emergency controls (are all marked as to their function)
 - b. Safety devices
 - c. Structural components and all fasteners and pins in place
 - d. Personal Protective devices (harness and lanyard, etc.)
 - e. Fluid levels checked
 - f. Hydraulic power unit, reservoir, hoses, fittings, cylinders and manifolds
 - g. Electrical components, wiring harness, and electrical cables
 - h. Tires and wheels
 - i. Placards, warnings and control markings
 - j. Owner's manual legible and stored inside container located on platform
 - k. Outriggers, stabilizers and other structures
 - l. Guardrail system
 - m. Cracks in welds or structural components & dents or damage to machine
3. If used outdoors, consideration must be given to the amount of wind present when lift is being used. Check the owners' manual for safe operating rules based on wind speed.
4. Boom and platform load limits specified by the manufacturer must not be exceeded. Know the exact weight of the person and materials on the lift to avoid overloading it.
5. Consideration should be given to protecting any bystanders using barricades to keep bystanders as safe distance from the lift and work being performed.
6. Aerial lift shall not be used as a crane or other lifting device.
7. The operator must be secured by safety harness inside the lift. No one other than the operator is permitted in the lift while off the ground.
8. The brakes shall be set and outriggers, when used, shall be positioned on pads or a solid surface. Aerial lifts shall not be operated on grades, side slopes or ramps.
9. Aerial lift shall not be used near overhead electrical lines. Check manufacturers' manual on positioning.
10. Operator shall constantly check overhead (when rising in the lift) for potential obstacles that could create a "caught in between" exposure where the operator can strike an overhead obstacle with his/her body.
11. Operators shall be trained to wear & inspect their personal protective equipment (harness, lanyard, etc.).
12. Operators are required to be re-trained under any of the following situations:
 - a. The operator had an accident or near miss using the aerial lift
 - b. The operator was observed operating the lift in an unsafe manner
 - c. The operator was assigned to a different type of lift
 - d. The Department Manager has reason to believe the operator would benefit from re-training
13. The Aerial Lift procedures should be evaluated annually by the Director of Facilities to determine if amending the procedures is needed.

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High School Auditorium Fixed Ladders and Catwalk:

There are times that maintenance staff may need to work above the auditorium utilizing the fixed ladders (to reach the catwalk area) to work from the catwalk. Precautions need to be taken to avoid falling from elevations while accessing the fixed ladders and while working from the catwalk area.

A "Fall Protection Plan" will be implemented for personnel who climb the fixed ladders and walk on the catwalk. The "Fall Protection Plan" shall include (but not limited to): training personnel who will perform the work, training personnel to inspect fall protection equipment and develop a rescue plan in the event a person falls while using a personal fall arrest system.

Only personnel authorized by the Director of Facilities and who have been trained by a "Competent Person" (based on OSHA standards) will be permitted to perform this work. Personnel performing this work will:

1. Wear a safety harness and be tied off at all times while working from the catwalk. All tie off anchorage points will be capable of supporting a minimum of 5,000 pounds per individual.
2. Wear a "bump cap" when on the catwalk to avoid head injury from low hanging steel. The "bump cap" will be equipped with a chin strap to hold the cap securely in place at all times.
3. Inspect their safety harness prior to each use.
4. Utilize lighting while working on the catwalk to see obstacles such as low hanging steel beams and steel angle iron and trusses which support the catwalk.

Chain Saw Safety:

Personnel asked to perform work using chain saws must be authorized by the Director of Facilities. Personnel performing this work will:

1. Inspect the condition of the saw before use. Defective equipment should be taken out of service and the Director of Facilities must be immediately notified.
2. The following personnel protective equipment must be worn when operating a chain saw: safety glasses & a face shield, hearing protection and steel toed shoes.
3. Do not remove the chain brake or alter handles, chain brakes, chains or covers.
4. Do not place a chain saw on your knee when starting it.
5. Wear an ANSI approved hardhat when there is the chance for chips striking the head or materials fall from overhead.
6. Wear heavy duty gloves when handling the materials being cut.
7. Always use both hands to maintain control.
8. Do not operate a chain saw above your shoulder height.
9. When moving from cut to cut, activate the chain brake, remove your finger from the trigger and keep the bar away from your body.
10. Keep the nose of the bar clear of other nearby objects during cutting to prevent kickback.
11. When transporting a chain saw by hand, stop the engine, grip the saw handle, place the muffler at the side away from you body and position the guide bar to the rear.
12. Stop the engine and turn the switch to "OFF" when the chain saw is to be left unattended.

Employee Facilities Department Procedure Manual

Lockout/Tagout Procedures:

- 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.

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 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.

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Personal Protective Equipment:

Listed below are personal protective equipment (PPE) requirements for Baldwin-Whitehall School District custodial and maintenance 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 chemical. Some examples (but not all inclusive) where eye protection is required:
 - Chipping or grinding materials
 - When using air or electric driven power tools such drills, saws, compressed air, air wrenches
 - Spraying liquids – ex: washing vehicles
 - Transferring or using hazardous chemicals
 - Lawn mowing
 - Use of chain saws
 - While using trimmers on grass, weeds and brush
3. Safety goggles or face shield is required over prescription glasses that do not have safety lenses.
4. Welding shields are required for welding work.

B. Hearing Protection:

1. Approved hearing protection is required for all work conditions that have excessive noise – examples: (But not all inclusive) lawn mowers and chain saws.

C. Respiratory Protection:

1. Approved respirators must be worn if exposed to harmful dusts, fumes, vapors, gases, etc. This includes processes such as painting or cleaning up hazardous chemicals.
2. Employees required to wear respirators will receive training on how to wear and maintain them.
3. Respirators must be kept cleaned and disinfected. Replace worn or damaged respirators.

D. Hand Protection:

1. Appropriate gloves must be worn if hands are exposed to hazards such as hazardous chemicals, sharp objects and objects that can cause burns. The Director of Facilities and/or Custodial Manager will advise you of the appropriate gloves that should be worn based on the specific job.
2. Protective gloves must be worn any time you are exposed to blood or bodily fluids.

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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 exit.
5. In case of a severe weather warning (ex: tornado) know the location of the nearest shelter.

C. Compressed Gas Cylinders and Flammable Liquids:

Compressed gas cylinders 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. Secure the cylinder to the cart before moving. Never drag or roll cylinders.
3. Inspect all hoses, gauges, tips and handles prior to use and report immediately any unsafe condition to Facilities.
4. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive".
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. All flammable liquids shall be stored in Underwriter Laboratory or Factory Mutual approved containers which are labeled to identify the contents of the container.
8. Flammable liquids should not be used for parts cleaning.

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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 Director of Facilities (or his 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 District Facilities Department 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 Director of Facilities or his 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 Director of Facilities or his/her designee if he/she is unavailable (Maintenance Department incidents to department Secretary or – Custodial Manager for Custodial Department incidents). 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 events 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.