

BUILDING SAFETY MAINTENANCE RULES

INTRODUCTION/OVERVIEW

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice that he or she may observe.

SAFETY RULES

The following are some important general building maintenance personnel safety rules that each employee is required to follow:

ELECTRICAL EQUIPMENT

1. Office machines should be grounded if they are equipped with a ground wire or three-prong plug. New equipment should have grounded connections.
2. Electrical cords and plugs should be in safe repair. Check for loose plugs, worn insulation, and defective outlets.
3. If an adapter must be used to insert a grounded plug into an ungrounded receptacle, attach the pigtail to a grounded object.
4. Electrical extension cords should be 3-wire grounded type. They should be arranged so as not to cross walkways.
5. Wall outlets should not be overloaded by connecting additional appliances with adapters or extension cords.
6. Only electricians from the maintenance department should attempt any electrical repairs.

ELECTRICAL POWER CORDS

Worn cords can cause short circuits, shocks and fires. Always be sure you are using the right type of cord for the right job. Use heavy-duty cords for tools, moisture resistant for outdoors, and always use the 8-wire type of cords.

1. Extension cords must never be affixed to a wall with metal staples.
2. Never place cords under rugs or across a driveway because damage can occur to the insulation.
3. Never wrap cords around steam pipes, metal, or warm appliances. Protect them from heat and water.
4. Never use extension cords that are defective. Check the continuity and use no cords that are frayed. Check to see that the strain relief is proper.
5. Pull the plug – not the cord – to disconnect from a wall outlet and check the cord often for wear at the plugs and connections.

COMPRESSED GAS CYLINDERS

Compressed gas cylinders can become extremely dangerous if mishandled or if the valve is broken off the top. They must be stored away from direct sunlight, out of extreme heat, and in an area that is properly ventilated. The cylinders should be kept in racks or stands or set in an upright position. They should also be leashed or chained to prevent them from falling over. Protective caps must be installed on all cylinders, whether empty or full, when they are not being used. Never drop a gas cylinder.

STEPLADDER SAFETY

1. Completely inspect all ladders before using and set up the ladder properly. The inspection should include the hardware and fittings. Defective ropes/cables should be replaced. Comply with the weight limits and specific uses for a ladder by referring to its label. When a ladder is detected to have defects it should be tagged or marked as “Dangerous, Do Not Use” and repaired or discarded.
2. Ladders should not be painted: defects may be covered by paint. Clean off any paint spilled on the ladder during use.
3. Secure ladders before climbing. If necessary, a second person should be present to hold the bottom from slipping. The ladder should be equipped with safety shoes to prevent the bottom from slipping. When on a ladder, the climber’s body must be centered at all times.
4. Never stand on the top two steps of a ladder or on the bucket shelf.
5. All stepladders should be open wide enough that the spreaders lock in the fully open position. Set the ladder base firmly on the ground.
6. Portable metal ladders should not be used for electrical work or where they may contact electrical conductors. Use a wood or fiberglass ladder instead and shut off power first if ladders must be used in such locations.
7. Do not place ladders in front of a door unless the door is locked or adequately guarded.
8. Never lean a ladder against unsecured or unsafe objects, surfaces, or piping that could be damaged.
9. Stepladders should not be substituted for scaffolds or work stands.
10. Select a ladder tall enough to reach the work. No attempts should be made to reach beyond a normal arm’s length while standing on the ladder, especially to the side. Move the ladder instead.

EXTENSION LADDER SAFETY

1. Completely inspect the ladder before using. The inspection should include the hardware and fittings. If a defect is discovered tag or mark the ladder as “Dangerous, Do Not Use” and repair or discard the ladder.
2. Ladders should not be painted: defects may be covered by paint. Clean off any paint spilled on ladder during use.

3. Never use a metal ladder near electrical wires or electrical equipment. Use a wood or fiberglass ladder instead and shut off power first if ladders must be used in such locations.
4. Secure ladders before climbing. If necessary, a second person should be present to hold the bottom from slipping. The ladder should be equipped with safety shoes to prevent the bottom from slipping.
5. Set the ladder squarely on the ground.
6. Shoes and ladder rungs should be free of dirt, mud, grease or ice.
7. Always face the ladder and have both hands free when climbing or descending.
8. Secure the ladder to prevent it from slipping or falling by tying it off to a fixed object at the top of both side rails or to a proper sized single support attachment.
9. Use ladders or ladder sections right side up. The extension ladder should always be erected so that the upper section is resting on the bottom.
10. Position straight ladders so that the base of the ladder is a distance equal to one-fourth the vertical height away from the wall. If the ladder is too close, it can tip backwards. If it too far away, the ladder may break or slide downwards.
11. When working from a position on the ladder, knees should be braced against the side rails near the end of the ladder rungs to increase stability.
12. Never lean out from a ladder to work. Get down and move the ladder.
13. Never carry heavy or bulky tools and materials up or down a ladder. Raise or lower them by a hand line, bucket or crane. Small tools should be carried in a tool pouch to leave both hands free.

SCAFFOLDS

1. The span-scaffold platform is designed to carry a maximum distributed load of 500 pounds with a safety factor of four. Do not exceed this 500 pound load. The maximum static load is 25 pounds per square foot on any platform and 3000 pounds total on any base section of 1600 pounds with legs extended.
2. The horizontal brace of the span scaffold should never be installed at the same level as the intersection of the diagonal braces. Always install it either higher or lower than this intersection point.
3. Never climb a span scaffold that does not have at least two diagonal braces and one horizontal brace properly installed in the bottom section. Double width spans require double bracing.
4. Lock all caster brakes before climbing the scaffold.
5. Never move a scaffold with someone or something on it.
6. If in doubt as to the ability of a scaffold to handle a job, write or telephone the manufacturer for instruction.
7. Never use a scaffold that is damaged or improperly erected. Do not force parts that do not fit freely.
8. Be sure the scaffold is level at all times. When the leg is adjusted, be sure to push the locking collar completely over the expanding nut and below the safety locks. Never make leg adjustments when anyone is on the scaffold.

9. Never lean a ladder against a scaffold. Never place a ladder on the platform of a scaffold. Never push or pull or lean against a wall or ceiling when standing or sitting on a scaffold, unless it is securely tied to the building.
10. Make sure all locking hooks are firmly in position and that the spring-loaded locking pins have functioned properly. These hooks appear at each end of the separate horizontal and diagonal braces and at the upper end of the stairways.
11. Never try to stretch the platform height with the adjustable legs. When additional height is required, add more scaffold sections. Save the leg adjustment for leveling the scaffold.
12. Before using a scaffold with folding braces, be sure that the latches of all locking hinges are locked.
13. Metal scaffold must never be used while working near electricity, electrical wires or electrical equipment, even for changing light bulbs. Shut off power first if the scaffold must be used in such locations. Electricity is conducted by metal. Look up and look out for power lines.

PORTABLE POWER TOOLS

All portable power tools should be electrically grounded when they are in use. On some machines this is done by the use of a three-wire cord and plug, which fits a three-hole receptacle. The receptacle is grounded to the circuit ground. On others there is a three-wire cord with a small tail, which should be screwed to the junction box, thus grounding it to the conduit.

Electrical accidents are not frequent but can be fatal. **USE THE GROUNDS PROVIDED ON YOUR MACHINES.** Do not cut ground prongs off plugs.

Be sure all portable machines are pointed in a safe direction with the switch off when the plug is put into the electrical circuit.

ELECTRIC HAND DRILLS

1. Use only sharp, straight bits of the size intended for the machine.
2. Keep eyes away from electrical hand tool cooling air vents; wear an eye shield or goggles to keep dust from being blown into the eyes.
3. Severe injury may result if a live or coasting bit gets hold of a piece of clothing.
4. When using attachments, follow the instructions.
5. Do not try to hold small pieces of material with the fingers.
6. Always use the screwdriver attachment in such a way that it cannot injure the operator if it slips off the work.

PORTABLE BELT SANDERS

1. Always hold the handle of the sander when plugging it into the electrical circuit.
2. Never set a coasting machine down on the bench.
3. The user should inspect the tracking of the belt whenever a new belt is put on.

4. Wear eye protection when using the portable belt sander. The fan vents may blow dust into the eyes.
5. Keep both hands on the handles provided on the belt sander.
6. Arrange the electric cord so that the belt cannot catch it.

POWER HAND SAW

1. Be sure the switch is off and the saw lying or held in a safe position when the plug is inserted.
2. Unplug the power when changing the blade or handling the blade.
3. Care should be taken to prevent the electric cord from getting into the blade.
4. In a diagonal cut the guard may catch. Do not try to release it with your fingers, unless it has a handle for this purpose.
5. Do not stand directly in the saw line of this or any other saw. If the blade binds, it has a tendency to kick the saw back out of the cut, and severe injuries have occurred as a result.
6. These machines are provided with two handles. Keep both hands on these handles when operating this saw. Holding work with one hand and cutting with the other is dangerous.
7. Sawing through loose knots may cause the saw to kick. Defective material may break under the weight of the saw when cut, thus causing the saw to strike the leg of the operator.

HAND ROUTER

1. Wear hand protection when using this tool.
2. Be sure the fence or pilot is securely locked.
3. Feed the machine so that the leading edge of the knife is biting in as the router is pushed along.
4. Keep both hands on the handles when using this machine.
5. Lay the machine down with the cutter pointing away, and beware of the coasting machine.

GRINDER

1. Wear clean goggles that shield the eyes from all directions when grinding.
2. Keep the tool rest as close to the wheel as possible. Under no conditions should the distance between the tool rest and the wheel exceed one-eighth inch.
3. Apply work gradually to a cold wheel.
4. Do not grind on the side of a light wheel. Side grinding must be done only on a wheel that is designed and built for side grinding.
5. Keep the fingers clear of the stone.
6. Keep the path of the wheel travel clear of any obstructions.
7. Do not rub the face or eyes with hands that are soiled with emery dust.
8. Do not stand in line with the wheel when starting the grinder. Faulty grinding wheels usually break on START

9. Hold small pieces securely in a proper holder. Do not hold small pieces with the hand.
10. Ensure side guards are installed on all table grinders.

AIR COMPRESSORS

1. Air compressors must have their flywheel and drive pulley fully enclosed.

COMPRESSED AIR

1. Beware of compressed air, because it can be dangerous. Alternate methods of cleaning surfaces should be sought.
2. Compressed air should never be used to blow debris from a person.
3. The downstream pressure of compressed air must remain at a pressure level below 30 PSI whenever the nozzle is dead-ended and then only when effective chip guarding and personal protective equipment are used.

PLANER

1. Make certain that the stocks has no large cracks, loose knots, nails, screws, dirt, paint, or varnish on any of the surfaces.
2. Turn the shaving exhaust on before starting the machine.
3. Never run stock through the planer if it is less than 18" long.
4. Limit the depth of cut to one-eighth inch for narrow stock and one-sixteenth inch for stock of full planer width.
5. Never plane stock less than one-fourth inch thick unless it is placed on a thick board for support.
6. Keep hands away from the feed rolls and keep "hands off" boards that are gripped by the feed rolls.
7. Never attempt to shift a board after the feed rolls have gripped it.
8. Never change the depth of cut while a board is going through.
9. Never plane two boards side by side. One board may be thinner than the other and a serious kickback may result.
10. Never plane the edge of a board in the planer.
11. Never attempt to look into the planer while it is in operation.
12. Never allow the planer to run unattended.
13. Never stand directly in line with the rotation of the planer head or directly behind the board that is being fed.
14. Anchor the planer to a solid foundation to reduce vibration.
15. Wear ear protection and eye protection.
16. Enclose the cutter heads completely.
17. Keep feed roll guards on and properly adjusted.

PAINTING

1. Have the spray booth ventilation system in operation during every spraying operation.
2. Use the proper type of respirator at all times when spray painting using toxic paints.
3. Regulate the air and paint pressure on the spray gun before starting work. Exercise caution in the handling of compressed air and power paint equipment.
4. Clean the spray gun and other equipment thoroughly after each use.
5. Never put your hand in front of an airless paint spray nozzle.
6. Follow all rules governing safe handling of combustible materials. Read and follow the manufacturer's directions carefully when using finishing materials. This is especially important when using lacquer, enamel or paint in pressurized cans. Spray 20 feet away from possible source of ignition.
7. Store flammable paints and thinners, etc., in approved storerooms with explosion-proof wiring or a metal storage cabinet.
8. Never have more than a one-day supply of flammable paint outside an approved storage area.
9. Clean up all spills promptly.
10. Store thinners in UL approved safety cans with spring-loaded and vented lids.
11. Dispose of oily paint or solvent rags in metal containers with tight fitting lids.
12. Bond metal containers when transferring flammable liquids, especially those that are known as Class I Flammable liquids.

PLUMBING

1. Eye protection of an approved type should be worn when any type of eye hazard exists. This would include welding or cutting operations, grinding, chipping, or working on steam or chemical lines.
2. All persons working in areas where tools, materials, or objects may fall should wear hard hats.
3. Safety belts and life lines should be used when it is necessary to work at elevations where scaffolding or staging is not practical, such as running pipes or ducts along members of open roof trusses, and when working on unguarded catwalks.
4. Gloves should be worn when handling pipe, sheet metal, or other material having rough edges.
5. Wear adequate clothing, which includes long sleeves, and keep the cuffs buttoned when welding, cutting, or working on chemical or steam lines.
6. Care should be exercised when handling pipes, ducts, or other materials to avoid catching fingers and hands between the materials and the floor or other objects.
7. Use only tools and equipment that are in first-class condition. Examine the tools periodically to make sure they are in good working order.
8. Be considerate at all times of the safety of your fellow workers and the general public, including the students.
9. All electricity-driven power tools and machinery should be properly grounded.

10. Check the torches to determine that no leaks exist and that they are in good operating condition. Do not place them where surrounding material could be ignited. Never leave any torches unattended when lighted.
11. Never leave tools on ledges, beams, or any other elevated places.
12. Store all material in a safe and orderly manner.
13. Material should not be stored in such quantity as to exceed the safe carrying capacity of the floor or platform.
14. Pipes or ducts should be securely tied and latched to prevent movement of shifting when being transported on elevators or material hoists.
15. When using a rope to hoist pipe or ducts, secure them with a well-spaced double hitch to prevent shifting.
16. Hoists or block and tackle should be of sufficient size and strength to safely raise or lower the load for which it is intended.
17. The sides of trenches should be shored or braced to prevent cave-ins or collapse when excavated to a depth of four (4) feet or more where soil is likely to crumble or where hydrostatic pressure exists and the sides are not sloped to the angle of repose.
18. Substantial barricades should be erected around pits and trenches to protect employees, the public, and students.
19. Do not force powered sewer augers especially if there is too much distance between the auger and the drain.
20. All attempts should be made to avoid the use of caustic drain cleaners but if necessary, always use goggles and gloves and follow product instructions.

WELDING, ARC CUTTING, AND BRAZING

1. Only qualified welders should perform welding.
2. When welding or cutting outside the designated welding area in a hazardous area, one person shall be designated to stand fire watch with a fire extinguisher. Additionally, a portable gas detector should be used periodically to check for combustible atmosphere. If the person standing fire watch is called away to perform another job, welding should cease.
3. Flammable and other materials should be cleaned from surfaces before welding.
4. All personnel in the welding area shall wear proper eye protection.
5. Gas cylinders require careful handling. Cylinders should be stored under cover and protected from the direct rays of the sun, sparks, flame and heat. They shall be secured in an upright position with caps in place when stored or not in use. Caps shall be in place before cylinders are moved.
6. Light acetylene first. This prevents back pressuring the acetylene with higher-pressure oxygen.
7. Leave a special wrench in position on the valve stem so the fuel gas flow can be shut off in an emergency.
8. Keep the acetylene and oxygen hoses out of the doorways and the path of workers. If the hose is flattened, a flashback may occur, causing the hose to rupture and catch fire.
9. Report worn or leaking hoses.

10. Report damaged arc-welding cables immediately.
11. Secure the ground lead firmly.
12. Never join cables without proper connectors. Do not force connections that do not fit.
13. Wear a welding helmet with the proper shade of lens.
14. Wear clean fire resistant gloves and clothes with collar and sleeves buttoned.
15. Protect others in the vicinity by using screens, shields or booths.
16. Never carry disposable butane lighters in shirts or pant pockets as these can be burned by welder sparks and could possibly explode.
17. Contact lenses should not be worn. Arcs generated by welder may cause blindness.
18. Never use an arc welder in wet areas or when it is raining.
19. Never weld or cut containers (drums, cans, etc), which have held a flammable substance until they have been thoroughly cleaned, made vapor free and tested for presence of flammable vapors.
20. Check vessels and tanks with a gas detector any time there has been a break in welding or cutting operations to determine that there has been no accumulation of gas.
21. Move all combustible and flammable materials away before welding. Keep fire extinguishers handy.
22. Provide local exhaust ventilation when the ceiling is less than 16 feet high or when welding in confined spaces. Use respirators if you are going to do prolonged welding where ventilation is not provided or when welding on metals or coated metals such as those painted with lead paint or cadmium-plated metals or plastics. These produce toxic fumes.
23. Welders shall be qualified to do the appropriate procedures, which have been reviewed by a qualified supervisor.

VEHICLE MAINTENANCE SAFETY RULES

INTRODUCTION/ OVERVIEW

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice, which he or she may deserve.

SAFETY RULES

The following are some important general vehicle maintenance personnel safety rules that each employee is required to follow:

1. Report any injury to your supervisor immediately.
2. Do not indulge in horseplay, practical jokes, or scuffling.
3. Wear proper work clothes, with no open short cuffs or shirttails left hanging out. Roll up your sleeves and avoid loose clothing.
4. Remove rings, watches, necklaces and ID chains with metal bands, especially when working on engines or when testing electrical circuits and parts.
5. Do not put sharp, pointed tools in pockets.
6. Always wipe up spills, oil, or grease off the floor immediately and wipe the area dry. Dispose of oil absorbent material properly.
7. Avoid using refrigerants, aerosols, adhesives, propellants or any toxic or flammable liquids or gases in a tight or enclosed area.
8. Do not smoke near and keep flames and sparks away from "flammable liquids".
9. Be sure to wash hands after handling acids or batteries to avoid getting chemicals on your skin, mouth or into eyes.
10. Always use mechanical handling or lifting devices wherever possible and get help when pushing vehicles.
11. Always use the right tool for the job.
12. Keep tools off the floor.
13. Do not leave creepers on the floor.
14. Always position the jack handle to its highest point. Never allow a jack handle to stick out from under a vehicle.
15. Be sure to place safety jack stands under the vehicle after it has been raised. Never overload a lift, hoist, or jack.
16. Keep legs under a vehicle when working under it.
17. Never lift or lower a vehicle with someone under it.
18. Do not point an air blowgun at others. Never use compressed air to spin bearings, to blow dust or dirt off clothes. The maximum pressure allowable at the nozzle is 30 PSI.
19. Turn off ignition and remove key before working on an engine.
20. Always disconnect battery ground cable before starting work on an engine.
21. Use protective goggles and face shields when drilling, using wire brushes, bench grinders, brake drum lathers, valve grinders or when using caustics. Also use

- protective eye equipment when cutting off mufflers or tailpieces or while working under a vehicle.
22. Use a good step stool with non-slip tread to gain access to high vehicles. Use stools with a wide base. Do not climb on bumpers or fenders with grease or oil on your shoes.
 23. Use ladders properly. (See special safety rules on ladder storage).
 24. Do not run engines in a closed room. Provide a means to vent the exhaust outside.
 25. Do not stand in front of a car when it is being started.
 26. Be careful when removing a radiator cap from a hot radiator. Use a heavy cloth or let the radiator cool down.
 27. Remove gas or fuel tanks and drain the gasoline before welding near them. Do not repair any tanks that have held any fuel or oil unless it has been thoroughly steamed and tested with an "explosimeter".
 28. When removing a battery, always disconnect the ground cable first.
 29. Always carry a battery with a carrier strap or handle.
 30. Always place oily rags, oily waste materials or solvent soaked rags in closed metal containers with tight fitting covers to prevent spontaneous combustion.
 31. Know the location of fire extinguishers and how to use them. (See the section on fire control)
 32. When working on fuel lines or fuel pumps, clean up all spills immediately and dispose of the rags properly.
 33. Always store gasoline in safety cans: the type that has a spring loaded vented cap. Never carry flammable liquids in open containers.
 34. Prevent flash fires by avoiding sparks around the battery charging areas.
 35. Always report broken or damaged tools or equipment.
 36. Do not pour gasoline into a carburetor while the engine is being turned over. Don't use your hand to cover a carburetor to choke it.
 37. Always turn the power switch off before removing battery charger cables. When using cables, make the last connection to a part of the vehicle far away from the battery to avoid explosion if a spark occurs.
 38. Do not lay tools on operating machines.
 39. Keep hands away from moving parts.
 40. Always keep the work area clean, especially bench tops and underneath benches.
 41. Do not get under raised objects on a chain hoist.
 42. Always wind up the droplight when you are finished using it.
 43. Always return special tools and testing machines and battery charger to their specified place.
 44. Do not throw tools.
 45. Do not use any electrical power tools when your feet are wet.
 46. Be extremely careful when using a ½ inch electrical drill. Always have a firm grasp. Be sure the drill switch requires constant pressure and stops if released.
 47. Before starting the engine, make sure the vehicle is out of gear.
 48. Keep hands out of doorjamb.
 49. Handle brake fluid carefully so that it does not splash in the eyes.
 50. Keep all chemicals, solvents, etc., properly sealed and labeled.

51. Keep all traffic lanes, parking stalls, zones, and aisles properly marked.
52. Sound horn before passing through entrance or exit doors.
53. Use a tire safety cage when inflating tires with split rims. Use good lock rings and double check the fit of the ring before inflating. Only authorized persons should work on tires with split rims.
54. Stand to one side when inflating any tire. Do not inflate a split rim tire if it is on a vehicle; remove it first and have it repaired.
55. Do not cut, weld, or use the torch unless authorized.
56. Get help by having someone give you signals when backing up a vehicle. (Stand to one side, not directly behind.)
57. Post of list of emergency phone numbers near the phone.
58. Wear rubber boots with nonskid treads in the wash rack area.
59. Do not jumpstart any vehicle without proper safety instructions and/or authorization. Report defective equipment in time so that it can be maintained to avoid the need for jumpstarting.
60. When spray-painting, in the absence of a rated paint booth, always paint in a well-ventilated area and use goggles and proper respiration.

FOOD SERVICE SAFETY RULES

INTRODUCTION/ OVERVIEW

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice, which he or she may observe.

SAFETY RULES

The following are some important general food service safety rules that each employee is required to follow:

1. Keep floors free from wet spots and debris. Wipe up spills immediately and until the floor is completely dry, use a "wet floor" safety sign. Keep all equipment clean.
2. Walk, never run. Rushing is especially hazardous when carrying hot foods, dishes, and glassware.
3. Report injuries to the manager.
4. A school kitchen is no place for horseplay and practical jokes.
5. Know your school's fire safety plan.
6. Use equipment only after you have received proper instructions. Never talk to others or allow yourself to be distracted while you are operating electrical equipment, especially the meat slicer and mixer.
7. Use carts to move large quantities of food rather than carrying it by hand. Never obstruct your view by overloading mobile carts. If necessary, ask for help in moving or lifting heavy loads. Use proper lifting techniques. It is recommended that a back belt be worn on duty, especially when lifting is necessary.
8. Guide a baker's rack by walking beside it rather than in front or behind it. Be sure to have good visibility when moving rack.
9. Use dry cloth, mitts, or potholders to pick up hot receptacles. Have an area clean for placing hot items.
10. Never pour boiling liquids into glass jars, plastic or foam containers.
11. Before cleaning steam tables or electrically powered machines, make certain that the steam and/or electricity has been shut off and equipment is cool enough to handle. Ovens and stoves should also be allowed to cool before cleaning.
12. Remove the cover from a pot or pan so that the steam will be directed away from you; stand to the side when opening oven doors, steamer doors or the lids to kettles and braising pans. Also be sure that the surrounding area is clear of other people whenever steam is to be released. The contents and/or liquids must be removed with extreme care.
13. Shut off the switch and pull the plug before cleaning any electrical appliance (including portables). Wait until the machine comes to a full stop.

14. Sharp knives and glass objects should never be placed in any compartment sink. A specific place should be designated to put soiled knives for washing. Sharp knives must be placed point down in dishwasher racks.
15. Return knives to their proper place with points and blades to the rear. Racks or sheaths should be provided and used.
16. Handle open cans with care. Never open cans with a knife. Use care when discarding can lids.
17. Store heavy utensils or stacks of dishes flat on the middle storage shelves for safer handling and so they will not jar off.
18. Place cooking utensils so handles do not protrude beyond the edge of the range or table.
19. Guards on kitchen equipment are for your protection and should never be removed except for cleaning and then immediately replaced. Inform co-workers when guards are off the equipment.
20. Keep oven doors closed when not in use.
21. Special care should be used when lighting equipment with pilots.
22. Fill pans no more than 2/3 full.
 - a. Oven doors should be opened before lighting the burners.
 - b. If any odor of gas is detected, let it fully escape before striking a match.
 - c. Always light the match before turning on the gas.
 - d. At the end of the day, the person using any piece of gas-fired equipment must inspect it carefully to ensure that all jets are properly closed.
23. Use care in handling produce crates to avoid slivers, nails, or jagged wires.
24. Keep all crates and boxes off the floor and away from walkways.
25. Cover all containers when stored in coolers or storage spaces.
26. Observe cleanliness rules and wash hands thoroughly.
27. Avoid wearing jewelry, necklaces, or loose clothing while working around rotating machinery.
28. Wear close-toe, non-skid shoes.
29. Use a step stool or ladder for reaching high places. Never stand on stacked boxes, cans, shelving, chairs, etc.
30. CPR and choking posters must be posted in the cafeteria.
31. Never leave greasy pans in the oven.
32. Never melt fat in its original container or in shallow pan.
 - a. If it is full, it may run over and cause a burn or start a fire.
 - b. Raw grease in a deep fat fryer against coils can catch fire.
33. A buildup of great can present a fire hazard. Clean grease off equipment, such as stovetops, hoods, drip pans, cooking pans and utensils.

USE OF KITCHEN EQUIPEMENT

Accidents can happen easily when a tool is used incorrectly. Pay close attention to what you are doing and to what is going on around you.

1. Unplug electrical equipment before cleaning. Use caution when removing hot items from appliance.
2. The meat slicer should be unplugged when not in use and when being cleaned. Use the slicer only with safety guards. When the slicer is not in use, the thickness gauge is to be set at zero.
3. Keep hands and utensils out of the mixing bowl while it is in operation. Begin mixing at the lowest speed and when the mixing is completed, return it to the lower speed.
4. Gas and electric ovens can be extremely hazardous.
 - a. Keep hands of the tops and sides of ovens when in use because of the heat.
 - b. Always make sure the pilot light is on before turning on gas.
 - c. Clean ovens when they are cool and turned off.
 - d. Keep water away from electric cords.
 - e. Ventilate a gas oven several minutes before striking a match. Then strike the match and place to the jet before turning it on. Open the gas slowly to avoid blowing the match out prematurely.
 - f. If gas is smelled when opening the kitchen in the early morning, leave the lights off and call maintenance to inspect the premises.
5. Steam tables are another source of heat, so be careful not to touch them when they are in use. Always use hot pads when lifting hot pans from the steam table to the oven.
6. Knives can be dangerous whether sharp or dull.
 - a. It is best to use sharp knives so less pressure has to be exerted by the user and the likelihood of slippage is decreased.
 - b. Knives should be handled carefully, even when the task is done. For example, knives should be placed (rather than tossed). Never put knives into water.
 - c. The person using the knife should also wash, dry and store the knife when finished.
 - d. A knife should be passed handle first.
 - e. If you drop a knife, let it fall rather than trying to catch it.
7. The food processor must be unplugged when not in use and when it is being cleaned. Its blades are sharp and must be handled cautiously. Never use hands to feed foods into the processor; use the food plunger with light pressure (not force).
8. Ventahoods are to be on during all kitchen operations.
 - a. Use the appropriate size ladder to clean the hoods.
 - b. Always have assistance when removing and replacing hood filters.
 - c. Oven cleaner blackens aluminum; therefore, never use this product on the ventahood vents.
 - d. Have plenty of ventilation when spraying inside the hoods.

KITCHEN STOREROOM SAFETY

Good storeroom safety rules are effective only when put into practice.

1. Use a strong ladder that is the appropriate size for the job.

2. Replace sagging shelves with strong shelves.
3. Stack heavy loads on the middle shelves or on duckboards.
4. Store chemicals on bottom shelves or out of the storeroom and food production areas.
5. Keep storeroom well lighted.
6. Keep floor clean, dry and free from clutter.
7. Keep aisles clear of objects. Put groceries and equipment away as soon as possible.

MOPPING PROCEDURES.

1. Wring out excess water from the mop to eliminate extra weight in the mop and to avoid leaving excess water on the floor.
2. Mop in an "S" motion (instead of back and forth in a sweeping motion) to relieve the back from excessive strain.
3. Use the proper cleaning agents designed for floors. This will prevent residue from building up on the floors and creating a slippery surface.
4. Put up "wet floor" signs while mopping and until the floor is dry.

GROUNDS MAINTENANCE SAFETY RULES

INTRODUCTION/ OVERVIEW

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice, which he or she may observe.

SAFETY RULES

The following are some important general grounds personnel safety rules that each employee is required to follow:

1. Do not operate any equipment unless you have been properly trained and are familiar with the specific equipment.
2. Use equipment for jobs it was designed, etc; do not trim hedges with mowers.
3. Keep hands and body parts from under machines.
4. Do not leave mowers running unattended.
5. Prior to mowing, pick up rocks, wire, bottles and any item that may damage a mower or become an airborne missile.
6. Prior to mowing, locate and mark all obstacles.
7. Always wear eye and ear protection when mowing (dust masks, optional).
8. Use drop chains on tractor-towed mowers; but sure the chains are within ½ inch of the ground. Watch for slopes and go slow.
9. Disengage PTO prior to leaving tractor seat.
10. Use proper "KILL" switches to stop engine.
11. Use extreme caution when attempting to field repair any mower. Ensure all ignition sources are deactivated.
12. Report all mechanical defects to your supervisor.
13. Do not refuel mowers indoors.
14. Keep all flammable liquids in an approved Flammable Liquid Storage Cabinet.
15. Use eye goggles and gloves when handling chemicals.
16. Know your chemicals; review chemical data sheets regularly.
17. When in doubt of any grounds procedures, contact your supervisor.

PHYSICAL SCIENCE LAB SAFETY RULES

INTRODUCTION/ OVERVIEW

On the job accident prevention is the responsibility of the entire district 's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice, which he or she may observe.

SAFETY RULES

The following are some important general physical science personnel safety rules that each employee is required to follow:

1. Know the location of the fire extinguisher and first aid kit and how to use each in case of an emergency.
2. In the event that clothing should catch fire DO NOT RUN. Drop to the floor and roll. Observers should help extinguish the flames with a blanket or wet towel.
3. Always wear proper protective equipment when working with chemicals.
4. Contact lenses should NOT be worn when using any type of chemicals.
5. Flammable liquids should not be stored near an open flame.
6. When diluting acids always pour the acid into the water. Never pour water into acid.
7. Jewelry, neckties, and loose clothing should not be worn when working in the laboratory. Long hair should also be worn back.
8. All water, gas, and electrical outlets should be turned off when not in use.
9. Safe laboratory practices should be followed during all experiments.
10. All protective equipment should be checked and maintained on a regular basis.
11. A physical inspection of each chemical should be done to ensure against defective containers and improper labeling.
12. Storage and disposal of excess chemical and empty containers must be in accordance with the label.
13. A list of hazardous chemicals found in the laboratory and classroom must be compiled and maintained.
14. Maintain the most current Material Safety Data Sheet for each hazardous chemical. These sheets should be readily available to students and employees.
15. Report the purchase of all chemicals to the proper authorities so that an MSDS can be obtained.
16. Chemical containers should not be used to store anything other than the original contents.

PROFESSIONAL AND ADMINISTRATIVE STAFF SAFETY RULES

INTRODUCTION/ OVERVIEW

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice, which he or she may observe.

SAFETY RULES

The following are some important general professional and administrative staff safety rules that each employee is required to follow”

1. Furniture, desks, chairs, file cabinets, etc., should be kept in safe condition and positioned so drawers do not open into walkways or halls.
2. Desk and file cabinet drawers should not be left open.
3. File cabinet drawers should be opened one at a time, and lower drawers should hold the heaviest load.
4. Furniture should not be used as stools or ladders.
5. Walkways, aisles, halls, and stairways should be kept clear of obstructions.
6. Do not attempt to move heavy objects; get help from maintenance or custodial personnel.
7. Office machines should be double insulated or grounded with ground wires or three-prong plugs.
8. Do not attempt to make any electrical repairs on equipment or electrical cords.
9. Electrical extension cords should be three-wire, ground type. Ensure they are not placed where they may cause a tripping hazard.
10. Store supplies in an orderly fashion. Heavier items should be stored waist high. Light items can be stored in approved Flammable Liquid Storage Cabinets
11. Room doors that open into hallways should be opened slowly.
12. Duplicating machines that use ammonia, methanol, or other toxic liquids should be ventilated.
13. Personnel operating office equipment should be trained before operating equipment.
14. Employees should be trained in how to use portable fire extinguishers and should be familiar with building evacuation procedures. (See fire controls and emergency preparedness and evacuation plan.)