

CAPISTRANO UNIFIED SCHOOL DISTRICT

DISTRICT CODE OF SAFE PRACTICES

It is the District's policy that everything possible will be done to protect Employees, Students and visitors from injuries and illnesses. Safety is a cooperative undertaking requiring participation by every Employee. Failure by any Employee to comply with the safety rules will be grounds for corrective discipline up to and including termination. Supervisors shall insure that Employees observe all applicable District and State safety rules and practices and take action as is necessary to insure total compliance.

To carry out this policy, Employees shall:

1. Report all unsafe conditions and equipment to your Supervisor immediately.
2. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
3. Being under the influence of any drugs or alcohol is prohibited.
4. Report all injuries and illnesses to your Supervisor immediately.
5. Cleaning supplies should be stored away from edible items on kitchen shelves.
6. Cleaning solvents and flammable liquids should be stored in appropriate containers.
7. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.
8. When working with a VDT (Video Display Terminal), have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
9. Never leave lower desk or cabinet drawers open that presents a tripping hazard. Use extreme care when opening and closing drawers to avoid pinching fingers.

10. Do not open more than one upper drawer at a time, particularly the top two drawers on tall filing cabinets.
11. Portable electric tools shall not be lifted or lowered by means of the power cord.
12. Horseplay, scuffling, and any other acts which tend to have an adverse influence on the safety or well being of the employees are prohibited.
13. Means of egress shall be kept un-locked and well lighted during normal work hours.
14. In the event of fire, sound the alarm, follow the company emergency action plan.
15. All work areas and classrooms shall be maintained in a neat, orderly manner. Trash and refuse are to be disposed of in designated waste containers.
16. Upon hearing the fire alarm, stop work and proceed in an orderly manner to the nearest clear exit and gather at the prearranged designated location.
17. Never stack material precariously on top of lockers, file cabinets, workstations or other elevated locations.
18. Only trained and designated Employees shall attempt to respond to a fire or other emergency.
19. All extension cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
20. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
21. All exit doors must comply with the fire safety regulations during normal business hours.
22. Shut off engine, set brakes, curb wheels and secure vehicle prior to leaving vehicle unattended.
23. Inspect pallets and their loads for integrity and stability before loading or moving.

24. Stairways shall be maintained free of any material that can be tripped over, and all areas under stairways that are egress routes shall not be used to store materials.
25. Do not use compressed air for cleaning clothing unless the pressure is less than 10 psi.
26. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places deemed to be “confined spaces” unless authorized to do so.
27. When carrying material, caution shall be exercised in watching for and avoiding obstructions, loose materials, etc.
28. Do not store compressed gas cylinders in areas that are exposed to heat sources, electric arcs or high temperature lines.
29. Appliances such as coffeepots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
30. Do not stack material in an unstable manner.
31. Report any exposed wiring and cords that are in disrepair or have deteriorated insulation so they can be repaired or replaced promptly.
32. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
33. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
34. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
35. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the guard.

36. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.
37. Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
38. All tools and equipment shall be maintained in good condition.
39. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
40. All designated aisles must be kept clear at all times.
41. Only appropriate tools shall be used for a specific task.
42. All spills shall be wiped up immediately.
43. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
44. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
45. Wear hearing protection in all areas identified as having high noise exposure.
46. Only authorized persons shall operate machinery or equipment.
47. Goggles or face shields must be worn when grinding.
48. Do not use any faulty or worn hand tools.
49. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy for one person to lift. Use the team concept to move heavy objects.
50. Guard all floor openings with a cover, guardrail, or equivalent.

- 51. Do not enter into a confined space unless tests for toxic substances, explosive concentrations and oxygen deficiency have been monitored.
- 52. Always keep flammable or toxic chemicals in closed containers when not in use.
- 53. Do not eat in areas where hazardous chemicals are present.
- 54. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
- 55. Loose or frayed clothing, long hair, dangling ties, finger rings shall not be worn around moving parts of machinery or other areas where they may become entangled in the moving parts.

I have read, understand, and agree to comply with all the elements in the District's Health and Safety Program and understand that a copy of this signed document will be placed in my personnel file.

Print Name

Signature

SSN (Last 4 digits)

Date

Witness is required when this document must be explained.

Witness

Date