

**HERSCHER CUSD #2
EMPLOYEE SAFETY
MANUAL**



Herscher CUSD #2 Employee Safety Manual

Think Safety ... First!

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The Importance of Safety

Everyone can understand the importance of workplace safety but not everyone gives serious thought to the cost effective properties of a safe workforce.

The cost of employee accidents can be divided into two categories: **Direct** and **Indirect** costs. Herscher CUSD #2 Workers Compensation insurance premiums cover the medical expenses and compensation payments associated with direct costs, however *indirect costs add to the district's expenses*. The indirect cost of disrupted work schedules and damaged equipment could be redirected to improving employee benefits and salaries.

Avoid the **"I'll Do This Just Once"** trap.

If a short cut is dangerous, unsafe or hazardous,  Do not take the chance.

The school district strives to provide a hazard-free work environment and expects each employee to perform the duties of their job in the safest manner possible.

Injury/Accident Reporting Guidelines

All work-related injuries must be reported immediately to your supervisor. Your claim may be denied if you fail to tell your supervisor **within 10 days of the injury**.

Upon notifying your supervisor, you and your supervisor will complete a *"First Report of Injury"* form. This form must be filled out in its entirety, with the original being submitted to the Herscher CUSD #2 Unit Office, a copy is to be forwarded to Larry Houberg, Maintenance Director.

Employees' Responsibility to General Safety and Accident Prevention

Accident prevention is important. Safety is everyone's responsibility. No one wants to be injured.

Herscher CUSD #2 can be a safer place to work if you do your part.

Follow the rules.
Report all injuries IMMEDIATELY.
Avoid horseplay.
Don't take shortcuts.
Wear personal protective equipment.
Wear clothing appropriate for the job.
Keep tools in good repair, use the proper tool for the job, and use it safely.
Don't tamper with machine guards. Keep revolving parts shielded when machinery is in operation.
Maintain good housekeeping.
Read and understand Material Data Safety Sheets when working with chemicals.
Report all unsafe and hazardous conditions.
Maintain a safe attitude.
Use proper lifting and carrying positions at all times when moving materials/equipment: Bend your knees and lift with your legs.
Watch for slippery walking surfaces or obstacles that may cause a fall.
Never climb on makeshift ladders and stools.
Don't substitute extension cords for required wiring.

Slips, Trips and Falls

Major injuries can occur anytime an employee slip, trips or falls. These injuries range from a small bruise to broken bones and head injuries.

How can falls be prevented?

Clean-up spills and wet, slippery walking surfaces
Keep stairs and aisles clean, orderly and free of clutter
Avoid shortcuts, use designated walkways
Only carry loads that you can handle
Use a ladder or step stool if you must access something beyond your reach.
Turn on lights
Use handrails on stairs
Report possible tripping hazards if you can't take care of it yourself
Close file drawers immediately when finished
Avoid running
Aisles and stairs/stairwells should be kept clear at all times
Establish and maintain specific areas for storage
Use ice melt or sand on icy walkways and in parking lots.
When weather conditions are icy/snowy:

- Wear shoes with good traction
- When exiting your vehicle, use its doors to help support your weight. If you lose your footing you may be able to catch yourself and keep from falling.
- Stay on designated paths; don't take short cuts through piles of snow or un-cleared/un-treated areas.

Storeroom Housekeeping

Overcrowded, unorganized storerooms hide safety/health risks.

Check shelving units for sharp corners and protruding nails.
Store chemicals properly.
Place heavier items on shelves located between knees and chest height. Put only the lightest items above shoulder height or below the knees.
Electrical and water heater rooms are not storerooms! If they must be used for storage, do not block access (minimum of 3 feet) to panels or machinery.
Liquids should never be stored in electrical rooms. The floors in electrical room should be kept clean and dry at all times.
Water heaters can be a source of ignition. Flammable materials and gas powered equipment should be stored elsewhere.

Using Tools Safely

Tools are necessary to any job. In order to insure they work properly and safely daily inspections are a must.

Examine electrical cords for exposed wires and/or defective plugs.
Wrap extension cords neatly and store when not in use. Extension cords are not to be used in place of permanent wiring.
Each tool should be stored in a designated place/space when not in use.
Familiarize yourself with power tools **BEFORE** you use them. Never use a tool you are unfamiliar with.
Never perform work for which you have not been trained.
When all else fails, read the USERS MANUAL **BEFORE** using the tool.
Prepare the work area. Whenever possible restrict access to the work area and stay mindful of others around you.

Chemical Safety

Almost everyone works with hazardous substances. The absence of apparent physical or health hazards associated with a product doesn't eliminate the potential possibility of danger.

When using chemicals be sure to:

Follow directions carefully
Never mix chemicals together. Seemingly safe chemical ingredients may be dangerous if mixed together.
Store flammables in a properly ventilated area, away from sources of heat or flame
Never use chemicals from an **UNMARKED** container. All chemicals should be properly labeled (product name, use and hazards).
Always store chemicals according to manufacturer's instructions.
Avoid chemical contact with skin.

Ladder Safety

Ladders are a common and useful tool. Their hazards are easily overlooked, so be careful.

Keep these rules in mind when using ladders:

1. Use a ladder when it is needed. **(Chairs, boxes and desks are not ladders and are unsafe to stand on.)**
2. Use the correct ladder for the job. There are numerous types of ladders. Make sure you choose the right ladder for the job you are to perform.
3. Inspect the ladder **BEFORE** you use it. Check the rungs, spreaders and side rails before use.
4. Never use a damaged ladder.
5. Use common sense when working on ladders. Never lean or reach too far to either side; move the ladder if necessary. Check for slippery surfaces and uneven footing.
6. Climb and descend ladders **CAUTIOUSLY**. Face the ladder and hold on with **BOTH** hands.
7. Tools should be carried on a tool belt or raised and lowered using a hand line.
8. Check your shoes for slippery substances.

Lifting Safety

Moving objects from one place to another is a common task.

Pushing, pulling and lifting can be done effortlessly and safely with thoughtful planning.

Your body is like any other tool or piece of equipment. The job can be easily accomplished if you keep moderately fit and focused. Know your physical limits and remember these guidelines.

1. Be realistic when assessing the load. **Plan the move in your mind before you begin the physical task.** If there is any question on whether the load is too bulky or heavy: Ask for assistance or break the load into smaller, more manageable sizes.
2. Never store heavy objects higher than your shoulders. Lifting even the lightest objects over one's head puts additional strain on the back.
3. Use mechanical assistance when possible.
4. Warm-up your back and leg muscles. Learn some simple stretching exercises.

In preparation for lifting:

- Stand close to the object with your feet about a shoulder width apart.
- Squat down, bending at the hips and knees. Keep your back straight and rise looking forward.
- Grip the load, arch your lower back inward and rise slowly.
- Remember to keep the load close to your body.
- Avoid twisting your torso while carrying a load.
- Turn your whole body in the direction you want to go. Twisting places additional stress and strain on the spine and back muscles.

To lower the load:

- Squat first, bending naturally at the hips and knees. Keep your lower back arched inward.

Motor Vehicle Operation

If you are a driver of a Herscher CUSD #2 vehicle, you are responsible for operating it in a safe manner. You must adhere and comply with all State and local rules and regulations, as well as any safe driving practices prescribed by your supervisor.

- Drive safely.
- Concentrate on your driving.
- Never take strong medication prior to operating a motor vehicle. Illness, medications or extreme fatigue can affect your judgment and reaction time.
- Under no circumstances will any employee be allowed to drive while under the influence of narcotics or alcohol.
- Speed should be limited so that an emergency stop is safely possible. Slow down at curves and intersections.
- Always** wear a seatbelt.
- Riding on the sides, tailgate, roof or any other part of the vehicle not designed for seating, is prohibited.
- Park the vehicle in a manner that neither interferes nor obstructs the view of other drivers or with normal traffic flow.
- Always remove the ignition key.
- Beware of backing out of parking areas. Never back out unless absolutely necessary and plan ahead to avoid backing. Back slowly and carefully.
- Keep alert and make sure you have a clear view at railroad crossings and tracks.
- Be courteous. The elimination of accidents can be achieved by good driver habits.

Fire Prevention

The potential for fire can be reduced by:

1. Handling flammables properly.
2. Place solvent soaked or oily rags in a sealed metal container.
3. NO SMOKING
4. Insuring all office equipment is turned off at the end of the workday.

Workplace Violence

Workplace violence is a growing national problem. Herscher CUSD #2 will not tolerate acts or threats of physical violence, intimidation, or harassment which involve or affect our employees.

It's Your Back

Back injuries happen, but they don't have to happen to you!

- Exercise will strengthen your back and abdominal muscles.
- Know proper lifting procedures and use them each and every time you lift.
- Wear proper back support when lifting.
- Practice good posture. You'll have a stronger, healthier back and you will look and feel better.
- Watch your weight and practice good nutrition.
- Sit in a chair that adequately supports your back. Try to sit with your knees higher than your hips.