



**YSLETA ISD  
EMPLOYEE  
SAFE WORK PROCEDURES  
AND REGULATIONS**



Claims Administrative Services

## **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.

Each supervisor is responsible for prevention of accidents to employees working under his/her supervision. It is the supervisor's responsibility to train these employees to enable them to work safely and efficiently.

## **GENERAL SAFETY RULES**

The following are some important general safety rules that each employee is required to follow, regardless of work assignments.

1. Lifting improperly is a major factor of the tremendous number of claims for back injuries. The following procedures should be followed:
  - a. Size up the load; make sure it is stable and balanced. Test the weight to ensure you can lift it yourself.
  - b. Plan the job. Ensure that your path of travel is clear and that you have identified the location where you will place the load.
  - c. Establish a good base of support. Use a wide balanced stance with one foot ahead of the other.
  - d. Bend your knees and get as close to the object as possible. Lift with your legs and not your back.
  - e. Get a good grip on the object to be lifted. Make sure you can maintain your hold throughout the lift and won't have to adjust your hands later.
  - f. Lift gradually, don't jerk, but use a slow steady movement.
  - g. Keep the load close while carrying; this prevents you from arching your back and adding additional stress to your back.
  - h. Pivot; don't twist when you need to change directions. Move your feet in the direction of the lift. Twisting is especially harmful for your back.
  - i. If the load is too heavy either enlist another helper or use a mechanical device.
  - j. Never carry a load that is so high it blocks your view while walking.
2. Good housekeeping is an aid to safety. All employees shall keep tools, equipment, and work areas clean and orderly.
3. Keep aisles stairways and exits clear of boxes and other tripping hazards. Do not obstruct exits. Walkways, aisles, halls, and stairways should be kept clear of obstructions.
4. Clean spills immediately. Mark the spill if you must leave to retrieve assistance or additional supplies.
5. Each employee should know the location of fire extinguishers in their work area. The area in front of a fire extinguisher should be kept clear for ready access. Employees should not fight fires that are beyond their fire training and limitations of the available firefighting equipment. When in doubt, call professional help and evacuate to a safe area.
6. Material will be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved Flammable Storage Cabinet.

7. Use caution when opening doors which serve two-way pedestrian traffic.
8. Use a stepladder or a step stool for reaching above shoulder height. Never stand on the cap of a ladder. Do not stand on desk, tables, stools and chairs to expand your reach.
9. While in a district vehicle, seat belts are required to be worn at all times. Do not disable airbags unless you have written permission from your Supervisor.
10. Do not operate machinery that you are not familiar with and have not been trained to use.
11. Inspect all tools and equipment prior to use to ensure they are in working order and do not present a hazard.
12. After use put all tools/or equipment back in their proper place.
13. Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed remove it from service.
14. Use handrails when using the stairways. Never take more than one stair at a time.
15. Only qualified, designated employees should work on electrical wiring and equipment.
16. Horseplay or practical jokes will not be tolerated.
17. Material Safety Data Sheets must be available, at the point of use, to any person who requests this information.
18. Report all accidents to your supervisor.
19. Report all unsafe or broken tools and equipment to your supervisor. Mark the tool or equipment so that no one else will use.
20. Observe all warning signs, safety bulletins and posters.
21. Do not do any job that appears unsafe; ask your supervisor for guidance.
22. Furniture, desks, chairs, file cabinets, etc., should be kept in safe condition and positioned so drawers do not open into walkways or halls.
23. Items such as pens, pencils and scissors stored on top of the desk should be placed with the pointed ends facing down.
24. Desk and file cabinet drawers should not be left open.
25. File cabinet drawers should be opened one at a time, and lower drawers should hold the heaviest load.
26. When climbing or descending stairs stay to the right, always use the handrail to maintain balance and do not carry any materials that obstruct your view.
27. Office machines should be double insulated or grounded with ground wires or three-prong plugs.
28. Electrical extension cords should be three-wire, ground type. Ensure they are not placed where they may cause a tripping hazard. Extension cords should only be used as a temporary electrical solution.
29. Store supplies in an orderly fashion. Heavier items should be stored waist high or lower. Light items can be stored on upper shelves.

30. Never burn candles in an office environment.
31. Room doors which open into hallways should be opened slowly.
32. Personnel operating office equipment should be trained before operating equipment.
33. 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.)
34. All employees should know the location of the nearest first aid kit.
35. When in a dark area during the day or night be sure to use your flashlight and illuminate not just your path but either side and above. Maintain adequate lighting in all areas of the facility.
36. Clean footwear thoroughly when entering the building.
37. Any employee, while on duty or on district property, who possesses, sells, or receives any illegal drug or who is under the influence of drugs or alcohol, will be discharged and, in appropriate situations, referred to law enforcement authorities.
38. Smoking will not be allowed at any facility.

## **ERGONOMICS**

Maintaining a workstation in a manner that eliminates awkward positions is important for employee health.

1. Workstations should be arranged so that the most frequently used items can be accessed without stretch reach.
2. Phone headsets are recommended for personnel who use the phone extensively.
3. Computer monitors should be arranged with the top of the monitor at eye level.
4. Desk chairs should provide lumbar support and be adjustable so that the employee's feet can touch the ground or foot rest for adequate support.
5. Computer keyboards should be located so that bending of the wrist is not required to access the keys. A wrist rest may be necessary if the edge of the keyboard tray or desk is sharp and places pressure on the wrist.
6. If working at a computer workstation for long periods of time, periodically stop and stretch the muscles in your back, neck, shoulders, arms and hands.
7. Keep the area under your desk free from cords, purses and other storage; these can be a tripping hazard.

## **LADDERS**

1. Completely inspect all ladder hardware and fittings before each use.
2. Inspect all ropes and cables and replace them if defective.
3. Do not use defective ladders; report them immediately to your supervisor.

4. Portable ladders are designed as one-man working ladders based on a 200 pound load. Do not load a ladder more than the rated limits.
5. Do not use metal ladders while working near electrical wires or electrical equipment. Use a wood or fiberglass ladder.
6. Be sure your shoes are free of any material which could cause you to slip while climbing.
7. Set the ladder base firmly on the ground or floor. Ladders must not be placed on boxes, barrels, desk, truck bed or other unstable bases.
8. Do not climb a ladder if you are ill or afraid of heights.
9. Do not paint wooden ladders; this hides possible cracks. Use linseed oil instead.
10. Do not store wooden ladders where they will be exposed to the elements; store them where there is good ventilation.
11. Do not use a ladder which has been tagged "Dangerous — Do Not Use."
12. Do not place ladders in front of a door unless the door is locked or adequately guarded.

***The following rules apply to straight extension ladders.***

13. Never stand above the top three rungs.
14. Secure the ladder to prevent it from slipping or falling by tying it off to a fixed object at the top at both rails or to a proper sized single support attachment. Choose a ladder equipped with non-slip safety feet. Since the ladder usually must be climbed to secure the top, someone should stand at the bottom and hold the ladder while this is being done. If the job is of short duration, it may not be feasible to tie the top. If this is the case, the ladder should be held by another person until the job is completed and the person is safely on the ground. Only when the top is secured should someone work from the ladder alone. When ladders with no safety feet are used on hard, slick surfaces, a foot ladder board or cleat should be used against the base.
15. Do not reach out from a ladder, even when it is being held. Move the ladder instead.
16. Do not attempt to move a ladder while still on it. Dismount and move the ladder to the new position.
17. Keep your shoes and the ladder rungs free from grease, mud, ice, etc. Clean oily or greasy ladders with a safety solvent, or steam clean.
18. Do not use ladders or ladder sections upside down. Always use right side up. The extension ladder should always be erected so that the upper section is resting on the bottom section.
19. When working from a position on the ladder, always brace your knees against the side rails near the end of the ladder rungs to increase stability.
20. Do not climb ladders when wearing high heels, sandals, or thongs.
21. Position straight ladders so that the base of the ladder is 1/4 of the ladder length, or approximately 75°, with the horizontal.
22. Ladders must be 3 1/2 feet taller than the building top.

*The following safety rules pertain to stepladders.*

23. Select a stepladder tall enough to reach the work. Never stand on the top two steps or on the bucket shelf.
24. Be sure the stepladder is fully spread and the spreaders are locked; be sure that the spreader is not bent or loose.
25. The bracing on the back legs of a stepladder is designed for stability and not for climbing.
26. Always have someone hold your stepladder if you are climbing higher than four feet.
27. Stepladders should not be substituted for scaffolds or work stands.

## **COMPRESSED GAS CYLINDERS**

1. All compressed gas cylinders shall be stored and transported in an upright position and lashed or chained so they cannot topple over.
2. Caps shall be kept on all cylinders when not in use. All compressed gas cylinders shall be shut Off at the cylinder valve and not at the regulator. A regulator is not a shut off valve.

## **MOTOR VEHICLE SAFETY RULES**

Texas law requires the owner of the vehicle insurance is primary for all occurrences. Please know that when using your personal vehicle for district business, your auto insurance will be primary. The following are some important general motor vehicle operation safety rules that each employee is required to follow:

1. Concentrate on driving. A good driver dismisses all worries or anger when operating a vehicle.
2. Never press for the right of way. Always yield to avoid an accident.
3. Always limit vehicle speed so there is clear space and time for an emergency stop. Remember that at high speed, drivers have less time to think and react in an emergency and a far greater distance is required to stop.
4. Slow down when in heavy traffic or densely populated areas.
5. Adjust speed for low visibility or adverse weather conditions.
6. Slow down at intersections or curves. Use appropriate signals well in advance of any action.
7. When driving in city traffic, be alert for mistakes or unexpected actions of others, drive more slowly and keep alert for pedestrians and cross traffic.
8. Before stopping or changing directions, plan ahead of time, signal early and slow down gradually to give drivers following a chance to change pace and react accordingly.
9. Avoid "tailgating". Use safe following distance.
10. Use extra caution and slow vehicle when approaching children at play or when passing through school zones.
11. Keep alert at railroad crossings. Make sure you have a clear view of the tracks. School buses must stop at all railroad crossings.

12. When driving at night, keep the windshield clean, keep to the right, avoid looking into the headlights of oncoming vehicles, and use lower beam.
13. Drive at speeds, which permit stopping within visibility range of your headlights.
14. Keep headlight beams depressed to reduce the reflected glare caused by fog, rain, or wet pavement.
15. Vehicles should be parked off the traveled way where they will not interfere with normal flow of traffic and will not obstruct the view of other drivers.
16. When parking put transmission in lowest gear or in park, set parking brake firmly, turn the front wheels toward the curb.
17. Engines are to be stopped ignition keys removed, and the doors locked when the operator leaves the vehicle unattended.
18. All persons riding inside a vehicle shall use seat belts, when provided and required by law.
19. Perform a pre-trip inspection. This includes checking the following:
  - a. All fluid levels.
  - b. Directional signals.
  - c. Lights and warning reflectors.
  - d. Safety belts.
  - e. Tires, including spare, if provided.
  - f. Windshield wipers.
  - g. Heater and defroster.
  - h. Horn.
  - i. Fire extinguisher, if provided.
  - j. Rear view mirrors. Inside and outside.
  - k. Safety equipment, flares, flags, chock blocks, chains.
  - l. Brakes and related equipment.
  - m. Steering mechanism.
  - n. Muffler and exhaust system.
20. Nothing shall be stored on the rear window ledge of any vehicle.
21. When entering, exiting, or dismounting from a vehicle, watch footing to avoid slipping or falling. Never attempt to enter, exit or dismount from a vehicle while it is moving.
22. No one shall drive a vehicle or operate a piece of equipment that is defective.
23. If involved in an injury accident, your first duty is to help the injured. Do not attempt anything beyond making the injured comfortable and providing emergency first aid. Send someone for medical help.

24. In the event of an accident, all employees must contact their supervisor immediately. Any bus driver involved in an accident may be subject to a drug and alcohol test.
25. Never take drugs or strong medications before driving. Remember that drugs, illness, or extreme fatigue may affect your ability to judge distances, speed and driving conditions, and slow your reaction time.
26. Do not hang items from the rear view mirror of vehicles.
27. Emergency/hazard warning lights should be used when vehicles are operating (or parking) under conditions that might interfere with other vehicle traffic.



**FACULTY AND STAFF  
ADDITIONAL  
PROCEDURES & REGULATIONS**

## **SPECIAL NEEDS CLASSROOMS SAFETY RULES**

1. Furniture, desks, chairs, etc. should be kept in safe working condition.
2. Desk and file cabinet drawers should not be left open. Close when finished.
3. Furniture should not be used as stools or ladders.
4. Walkways, aisles, hallways, stairways should be kept clear of obstructions.
5. Do not attempt to lift students from the floor without help.
6. Never turn your attention away from a known hostile student.
7. Always have at least two staff members in all special needs classrooms; whenever possible.
8. Get help when attempting a manual student transfer.
9. Always use a gait belt when making student transfers.
10. Use proper lifting devices whenever the transfer is too complicated for the two-person lift.
11. Size up the task at hand, if too big for one person, **GET HELP**.
12. Always use universal precautions when assisting a student to the restroom.

## **PHYSICAL SCIENCE SAFETY RULES**

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

1. Know the location of the fire extinguisher, fire blanket 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. Flammable liquids should not be stored near an open flame. They should be stored in a Flammable Liquid Storage Cabinet.
5. When diluting acids always pour the acid into the water. Never pour water into acid.
6. Jewelry, neckties, and loose clothing should not be worn when working in the laboratory. Long hair should also be tied back.
7. All water, gas, and electrical outlets should be turned off when not in use.
8. A physical inspection of each chemical should be done to endure against defective Containers and improper labeling.
9. Safe laboratory practices should be followed during all experiments.
10. All protective equipment should be checked and maintained at each use.
11. Storage and disposal of excess chemical and empty containers must be in accordance with the label.

12. A list of hazardous chemicals found in the laboratory and classroom must be compiled and maintained.
13. Maintain the most current Material Safety Data Sheet for each hazardous chemical. These sheets should be made readily available to students and employees.
14. Report the purchase of all chemicals to the proper authorities so that an MSDS can be obtained.

## **AG SHOP SAFETY RULES**

Working in AG Shops involves extensive contact with tools and machinery. These precautions will help make the AG Shop workplace a safer place:

1. Install all electrical devices according to National Electric Code
2. Install all machinery according to the manufacturers specifications
3. Keep all tools and equipment adjusted or fitted according to specifications
4. Use tools and equipment skillfully
5. Provide proper storage for tools, materials, fuels, chemicals, and waste material
6. Keep moving parts properly guarded
7. Avoid area where objects may fall
8. Avoid the flight path of objects that could be discharged from machinery
9. Protect eyes, face, feet, and hands with the use of approved personal protective at all times
10. Use caution to avoid creating hazards for others
11. Read all precautions
12. Report unsafe conditions immediately to your teacher

**PRINT SHOP  
ADDITIONAL  
PROCEDURES & REGULATIONS**

## **PRINTING AND GRAPHICS SAFETY RULES**

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

### **SPECIAL DRESS REQUIREMENTS**

1. Wear a half-sleeve shirt tucked in.
2. Sturdy, non-slip shoes are essential.
3. Loose clothing and jewelry are prohibited.
4. Use additional protective equipment required for the job being performed.

### **COPIER OPERATIONS**

1. Ensure that the machine panels are in place on the copier before it operates.
2. Maintain document feeder mechanism in the “down” position when the copier is running to avoid bright light flashes.
3. Remove all paper jams quickly to avoid the possibility of fire.
4. Follow the manufacturer’s guidelines when clearing forms and installing chemicals and paper.
5. Power off the equipment before leaving each day.

### **GUILLOTINE PAPER CUTTER**

1. The machine must be lubricated and inspected regularly for proper operation.
2. Never block out the two-hand safety control for any reason or attempt to catch trim or straighten a falling pile.
3. Use a back-up board to control labels and small cuttings.
4. Report all unsafe conditions of the machine, brake failures, and peculiar motor sounds to your supervisor immediately.
5. Keep wiping rags, measuring instruments, wrenches, and other tools off the machine.
6. Keep the floor around and under the machine clear of oil, scrap paper, and other material to avoid slipping against the machine.
7. Follow the manufacturer’s recommended procedures in changing knives.
8. Never talk to anyone while operating the cutter.
9. Never wipe the blade with anything.
10. Handle the blade with caution when changing it. Use bolts in the hole when replacing the blade.
11. When handling stock under the blade, be sure the blade is above the clamp and never step on the clamp release pedal.
12. Power off the cutter after each use.

## **FOLDERS**

1. Never put fingers or foreign objects in the folders, while the folder is on.
2. Make sure the folding plates are securely in their slots before starting the folder.
3. Never operate the folders with loose sleeves, ties, or unrestrained long hair.
4. Oil the ends of the rollers weekly.
5. Clean filter receptacles once a month.
6. Clean rollers with the proper cleaning solution after each use to remove ink.
7. Power off the folders after each use.
8. Do necessary maintenance to the folder only when it is turned off.

## **PRESSROOM REGULATIONS**

1. Use safety containers for solvents, metal containers with cover for oily rags, and waste containers for paper.
2. Never leave tools anywhere on the press.
3. Keep rollers properly racked so they cannot be knocked from their position.
4. Keep the press area free of grease, oil, and excess ink.
5. Stack paper in neat, sturdy piles without overstocking.
6. Provide adequate ventilation and illumination.
7. Maintain clear aisles.

## **PRESS OPERATIONS**

1. Pull main switch when oiling, greasing, cleaning, and adjusting the press.
2. Replace all guards immediately after completing any repair or adjustment and be sure guards are in their proper positions before starting the press.
3. Presses should be equipped with approved starting, stopping, running, and warning controls.
4. Be sure everyone is in the clear before starting the press.
5. Never reach into a moving press for any reason.
6. An operating press must be monitored at all times - either by the operator or someone close by.
7. Never operate the press with loose clothing or unrestrained long hair.
8. Power off all equipment before leaving each day.

## **CLEANING AND ADJUSTING THE PRESS**

1. Use only approved wash for cleaning rollers. (No toxic and flammable solvents are permitted.) Make sure you know the properties of the solvents being used, use as little as possible to do the job, and keep it from spilling on the floor.
2. Keep cleaning solvent in a safety can. Store cleaning rags in a covered metal can. Use soft, clean rags - with no loose ends – for washing rollers.
3. The press switch should be “locked out” when rollers are being removed from or placed in the press. Watch finger clearance when handling rollers.
4. Use vinyl gloves when handling cleaning solvents.
5. Clean sink basins of chemical residues.

## **SHRINK WRAP MACHINE**

1. Avoid contact with the heating equipment.
2. Make sure that the arm is in full “up” position before handling each package.
3. Power off the machine before leaving each day.

## **STITCHERS**

1. Never put fingers under the stitch head while the stitcher is on.
2. Make adjustments to the stitcher only when it is turned off.
3. Oil the stitcher weekly (depending on use) and use only 1 drop per access hole.
4. Power off stitchers after each use.

## **STORAGE IN THE PRINT SHOP AREA**

1. Keep all material shelved and free from walkways.
2. Use correct lifting techniques when moving materials.
3. Use correct ladder procedures for lifting above waist height.
4. Store as many materials as possible at waist height.

**CUSTODIAN  
ADDITIONAL  
PROCEDURES & REGULATIONS**



The following are some important general janitorial and custodian safety rules that each Employee is required to follow:

1. Use caution when mopping floors. Do one-half of the hall at a time, wait for that side to dry, then do the other half. Put out caution signs indicating "Caution – Wet Floors."
2. Closed toe/slip resistant shoes should be worn at all times.
3. Use care in handling crates, broken glass, jagged wires, etc. Use gloves.
4. When emptying trash containers, do not use your hands to compress the trash in the bag.
5. When emptying mop buckets; lift the pail from the cart to the edge of the sink, supporting the weight on the sink as you empty it. Use floor drains if available.
6. Never store metal item or any flammable or combustible in a storeroom where electrical equipment is located.
7. Do not block hallways, stairs or exits.
8. Keep the storeroom and boiler rooms clean and roomy.
9. Always mix and apply waxes according to the label. Always use "UL Approved" non-slip waxes or floor coatings.
10. Proper floor maintenance is vital for keeping floors from becoming hazardous.
11. Dusting in high area; extend your reach by using high dusting tools with telescoping handles or a ladder.
12. Store and use acid or caustic drain cleaners properly. Keep caustics away from chlorine cleaners. Use eye protection. Read the directions before using any cleaner. Do not use stronger cleaners while students, teachers or administrators are using facility
13. Use extension handles on dust mops, etc., to reduce the need for climbing to high places.
14. Use handrails when using stairways and stay to the right.
15. Never use a tool or cord that is damaged or defective.
16. If your hands are full, use a cart and keep the load light. Do not let the load obstruct your vision when moving in hallways or stairways.
17. Always put tools, equipment, and machine back in their proper place after use. Do not leave pails and carts, etc... in the middle of hallways where they can become obstacles.
18. Do not store flammable or combustible materials such as paper products, gasoline cans, aerosol cans, mop with wooden handles., etc. in the vicinity of the boilers or other sources of heat such as gas water heaters.
19. Never store chemicals in an unmarked container.
20. Safety Data Sheets should be read and understood for all chemicals being used.
21. Never overload electrical circuits.
22. Storage rooms should be kept locked to prevent unauthorized access to tools and chemicals.
23. When in doubt, ask your supervisor.

**FOOD SERVICE  
ADDITIONAL  
PROCEDURES & REGULATIONS**

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. Closed toe/slip resistant shoes should be worn at all times.
4. Report injuries and near misses to the manager.
5. A school kitchen is no place for horseplay and practical jokes.
6. Know the location of the nearest fire extinguisher and emergency exit. Know your school’s emergency evacuation plan.
7. Use equipment only after you have received proper instruction. Never talk to others or allow yourself to be distracted while you are operating equipment, especially the meat slicer and mixer..
8. Use carts to move large quantities of food rather than carrying 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.
9. 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.
10. Use dry cloth, mitts, or potholders to pick up hot receptacles. Have an area clean for placing hot items.
11. Never pour boiling liquids into glass jars, plastic, or foam containers.
12. 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.
13. 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.
14. Shut off the switch and pull the plug before cleaning any electrical appliance, stationary or portable. Wait until machine comes to a full stop.
15. Sharp knives and glass objects should never be placed in any sink. A specific place should be designated to put soiled knives for washing. Sharp knives must be placed point down in dishwasher racks.
16. Return knives to their proper place with pints and blades to the rear.
17. Return knives to their proper place with points and blades to the rear. Racks or sheaths should be provided and used.
18. Handle open cans with care. Never open cans with a knife. Use care when discarding can lids.
19. Discard broken glass, can lids or other sharp refuse into special containers and not with regular trash.
20. Store heavy utensils or stacks of dishes flat on the middle storage shelves for safer handling and so that they will not jar off.

21. Place cooking utensils so handles do not protrude beyond the edge of the range or table.
22. Guards on kitchen equipment are for your protection and should never be removed except for cleaning and then immediately replaced. Inform co-workers when the guards are off the equipment.
23. Keep oven doors closed when not in use.
24. Special care should be used when lighting equipment with pilots.
25. Oven doors should be opened before lighting burners.
26. If any odor of gas is detected, let it fully escape before striking a match.
27. Always light the match before turning on the gas.
28. 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.
29. If the smell of gas is present when entering the kitchen do not turn on the lights and call maintenance for assistance.
30. Fill pans no more than 2/3 full.
31. Use care in handling produce crates to avoid slivers, nails, or jagged wires.
32. Keep all crates and boxes off the floor and away from walkways.
33. Cover all containers when stored in coolers or storage spaces.
34. Observe cleanliness rules and wash hands thoroughly.
35. Avoid wearing jewelry, necklaces, or loose clothing while working around rotating machinery.
36. Use a step stool or ladder for reaching above shoulder height. Never stand on stacked boxes, cans, shelving, chairs, etc.
37. CPR and choking posters must be posted in the cafeteria.
38. Never leave greasy pans in the oven. Never melt fat in its original container or in shallow pans.
39. If it is full, it may run over and cause a burn or start a fire.
40. Raw grease in a deep fat fryer against coils can catch fire.
41. A buildup of grease can present a fire hazard. Clean grease off equipment, such as stove tops, hoods, drip pans, cooking pans and utensils.

## USE OF KITCHEN EQUIPMENT

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 appliances.
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 lowest speed.
4. Gas and electric ovens can be extremely hazardous.
5. Keep hands off the tops and sides of ovens when in use because of the heat.
6. Always make sure the pilot light is on before turning on gas.
7. Clean ovens when they are cool and turned off.
8. Keep water away from electric cords.
9. 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.
10. If gas is smelled when opening the kitchen in the early morning, leave the lights off and call maintenance to inspect the premises.
11. 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.
12. Knives can be dangerous whether sharp or dull.
13. It is best to use sharp knives so less pressure has to be exerted by the user and the likelihood of slippage is decreased. Cut resistant gloves may be useful.
14. 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.
15. The person using the knife should also wash, dry, and store the knife when finished with it.
16. A knife should be passed handle first, or if possible placed on the counter and slid across to the other user. If you drop a knife, let it fall rather than trying to catch it.
17. 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).
18. Vent-a-hoods are to be on during all kitchen operations.
19. Use the appropriate size of ladder to clean the hoods.
20. Have plenty of ventilation when spraying inside the hoods.

## **KITCHEN STOREROOM SAFETY**

1. Good storeroom safety rules are effective only when put into practice.
2. Use a ladder that is the appropriate size for the job.
3. Ensure storage shelves are well supported to hold weight of canned goods and other food items.
4. Place those items used most frequently at waist height for ease of access. Do not store heavy items above waist height. Use the top shelf as little a possible and only store lightweight items there.
5. Store chemicals separate from the food storeroom and food production areas.
6. Keep storeroom well lit.

## **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.

**TRANSPORTATION  
ADDITIONAL  
PROCEDURES & REGULATIONS**

## Personal Safety Rules

Often bus drivers work alone at night, or in the early morning. Special safety precautions may be necessary.

- A. Pay attention to your surroundings. Your work can become routine and your attention may waver. You must keep alert and aware of what is going on around you.
- B. Work in an area that is well lit. Make sure security lighting is functioning properly. Report inoperative outside security lights to your supervisor. Obtain a flashlight if it would be useful.
- C. Use handrails when ascending or descending stairs or ramps.
- D. Do not stand in front of closed doors.
- E. Get help with heavy or awkward objects. Don't try to do a job by yourself if it requires two people to do it safely.
- F. Be sure you know the locations of fire extinguishers. Fire extinguishers should only be used on relatively small fires. If a fire is too big you should call 911, and move everyone to a safe area. Be sure you know how to operate the extinguisher properly, and always aim at the base of the fire with a sweeping motion.
- G. Clean shoes of ice, water, mud, grease or other substances that could cause a slip or fall.

## Machinery Safety Rules

Most repairs should only be performed by a qualified/certified mechanic; however, routine maintenance and some minor repairs may require the use of a tool, chemicals etc. Your bus is a large, and potentially hazardous piece of machinery. These safety procedures should also be considered when operating the bus, and any machinery on the bus (i.e. automated lifts).

- A. Manufacturers supply manuals with machinery. Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.
- B. Learn safeguarding techniques for each machine. Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of your supervisor.
- C. Prepare the equipment and yourself for work. Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor.
- D. Review the Personal Protective Equipment (PPE) required for safe use of each machine. Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.
- E. Be aware of the non-mechanical hazards. Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking, and excessive heat.



- F. Keep the area in and around the machine neat and well lit. Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.
- G. Follow lockout/tag out procedures when performing maintenance. Review the procedures with your supervisor before disconnecting the machine from its source of power. Stay in control of that source of power – through either a lock or tag – while working on the machine.

#### Electrical Repairs Safety Rules

- A. Take charge of the source of power. Disconnect the fixture or equipment from its source of power and make sure it cannot be electrified without your knowledge and consent. Install your own padlock on the circuit breaker panel or lever to ensure that you have control over the electrical supply system. If it is not possible to lock the panel, post a sign stating “Person at Work”. Remove the padlock or sign when the task is completed.
- B. Do not perform electrical repairs around water.
- C. Never put your hands into an area that you cannot see. Live wires may be there.
- D. Always replace a fuse with one that is of the same type and size.
- E. Do not overload electrical circuits with multiple outlets.

#### Bus Yard/ Shop Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. Store chemicals safely. All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.
- B. Store your tools safely. Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.
- C. Weight can be a safety hazard. Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- D. Electrical/water heater rooms are not storerooms. Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36” from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don’t store flammable materials in rooms with water heaters.
- E. Keep it neat. Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

## Shop Safety

- A. When handling hot automotive parts that have been removed from vehicles make sure you are wearing gloves, heat resistant pads or dry rags. Place hot parts such as loose pipes, mufflers and shocks in metal container that is labeled “Hot Metal Parts Only”.
- B. Dump gasoline and other liquid chemical waste into containers labeled “Flammable Waste”.
- C. Remove dust and shavings from drum lathes with a dust pan and broom or vacuum cleaner. Do not use your bare hands.
- D. When lifting batteries or other heavy objects from the engine compartment of a vehicle, use the following procedures:
  - 1. Press your thighs against fender by leaning into vehicle
  - 2. Grasp the object by lifting with both hands.
  - 3. Keep the object close to body, with elbows close to body
  - 4. Turn body using feet, not twisting at waist
  - 5. Move the object to work bench and lower onto bench
- E. Direct engine hand tools away from rotating fan blades when engine is running.
- F. Before “running” the vehicle for an engine analysis, engage the parking brake and use Wheel blocks to “chock” the wheels of the vehicle.

## Wheelchair Loading and Unloading

If you have passengers who require special loading and unloading procedures, be sure you know the proper way to move, secure and respond to the special needs of your passengers.

- A. Know your equipment. There are many different types of lift gates, ramps, and safety devices on school busses. Be sure you know the capacity, and proper operating procedures for each piece of equipment you use.
- B. Tie it down properly. Always use proper procedures when restraining wheelchairs. Always use the correct four point restraint system for any wheelchair/ passenger you intend to transport.

**WAREHOUSE  
ADDITIONAL  
PROCEDURES & REGULATIONS**

## Docks

- Drive forklifts slowly on docks and dock plates;
- Secure dock plates and check to see if the plate can safely support the load;
- Keep clear of dock edges and never back up forklifts to the dock's edge;
- Provide visual warnings near dock edges;
- Prohibit "dock jumping" by employees;
- Make sure that dock ladders and stairs meet OSHA specifications.

## Forklifts

- Train, evaluate and certify all operators to ensure that they can operate forklifts safely;
- Do not allow anyone under 18 years old to operate a forklift;
- Always travel with the load lowered.
- Travel backwards if the view to the front is obstructed by the load.
- Do not allow anyone to stand or walk under a load.
- Do not jump off docks, pickup trucks, or other elevated surfaces.
- Each forklift should have a horn and backup warning noise. The horn should be used at every intersection.
- Properly maintain haulage equipment, including tires;
- Before using a forklift, examine it for hazardous conditions which would make it unsafe to operate.
- Follow safe procedures for picking up, putting down and stacking loads. When moving a load do not stop quickly; make turns slowly.
- Never run over objects lying in the floor and try to avoid chuck holes. These hazards could easily topple the load.
- Drive safely, never exceeding 5 mph and slowdown in congested areas or those with slippery surfaces.
- Ensure that the operator wears a seatbelt installed by the manufacturer.
- Never drive up to a person standing in front of a fixed object such as a wall or stacked materials.
- Prohibit stunt driving and horseplay.
- Do not handle loads that are heavier than the weight capacity of the forklift.
- Remove unsafe or defective trucks from service until the defect is properly repaired.
- Maintain sufficiently safe clearances for aisles and at loading docks or passages where forklifts are used. Keep aisles unobstructed.
- Ensure adequate ventilation either by opened doors/windows or using a ventilation system to provide enough fresh air to keep concentrations of noxious gases from engine exhaust below acceptable limits.

## Conveyors

- Inspect conveyors regularly;
- Ensure that pinch points are adequately guarded;
- Develop ways of locking out conveyors and train employees in these procedures;
- Provide proper lighting and working surfaces in the area surrounding the conveyor.

## Materials Storage

- Stack loads evenly and straight;
- Place heavier loads on lower or middle shelves;
- Remove one object at a time from shelves;
- Keep aisles and passageways clear and in good repair.
- Materials will be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved flammable storage cabinet.

## Manual Lifting/Handling

- Minimize the need for lifting by using good design and engineering techniques;
- Lift properly and get a coworker to help if a product is too heavy.
- Establish a good base of support. Use a wide balanced stance with one foot ahead of the other.
- Bend our knees and get as close to the object as possible. Lift with your legs and not your back.
- Pivot; don't twist when you need to change directions. Move your feet in the direction of the lift.

## Hazard Communication

- Maintain a Material Safety Data Sheet (MSDS) for each chemical to which workers are exposed in the facility;
- Follow instructions on the MSDS for handling chemical products;
- Train employees on the risks of each chemical being stored;
- Provide spill cleanup kits in any area where chemicals are stored;
- Have a written spill control plan;
- Train employees to clean up spills, protect themselves and properly dispose of used materials;
- Provide proper personal protective equipment and enforce its use;
- Store all chemicals safely and securely;
- Store chemicals away from forklift traffic areas.

## Charging Stations

- Prohibit smoking and open flames in and around charging stations;
- Provide adequate ventilation to disperse fumes from gassing batteries;
- Ensure that fire extinguishers are available and fully charged;
- Provide proper personal protective equipment such as rubber gloves and eye and face protection;
- Properly position forklifts and apply brakes before attempting to change or charge batteries; follow required procedures when refueling gas or propane fueled forklifts;
- Provide conveyors, overhead hoists or equivalent materials handling equipment for servicing batteries;
- Provide an eye washing and safety shower facility for employees exposed to battery acids.

## Poor Ergonomics

- If possible, use powered equipment instead of requiring a manual lift for heavy materials;
- Reduce lifts from shoulder height and from floor height by repositioning the shelf or bin;
- Ensure overhead lighting is adequate for the task at hand;
- Keep floors clean and free of slip and trip hazards.

## General Safety

- Exposed or open loading dock doors and other areas that employees could fall 4 feet or more or walk off should be chained off, roped off or otherwise blocked.
- Floors and aisles are clear of clutter, electrical cords, hoses, spills and other hazards that could cause employees to slip, trip or fall.
- Proper work practices are factored into determining the time requirements for an employee to perform a task.
- Employees performing physical work have adequate periodic rest breaks to avoid fatigue levels that could result in greater risk of accidents and reduced quality of work.
- The warehouse is well ventilated.
- Gasoline will not be used as a washing or cleaning fluid. When cleaning solvent is required, use an approved cleaning solvent.
- Use a stepladder or a step stool for reaching above shoulder height. Never stand on the cap of a ladder. Do not use a desk, chair, or table to expand your reach.
- Set the ladder base firmly on the ground or floor. Ladders must not be placed on boxes, barrels, or other unstable bases.
- While in a district vehicle, seat belts are required to be worn at all times. Do not disable airbags unless you have written permission from your supervisor.
- Do not operate machinery that you are not familiar with and have not been trained to use.
- Inspect all tools and equipment prior to use to ensure they are in working order and do not present a hazard.
- Inspect all tools and equipment prior to use to ensure they are in working order and do not present a hazard. Report all unsafe or broken tools and equipment to your supervisor.
- Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed remove it from service.
- Use handrails when using the stairways. Never take more than one stair at a time.
- Report all accidents to your supervisor.

## Materials Handling Safety

- There are appropriately marked and sufficiently safe clearances for aisles and at loading docks or passageways where mechanical handling equipment is used.
- Loose/unboxed materials which might fall from a pile are properly stacked by blocking, interlocking or limiting the height of the pile to prevent falling hazards.
- Bags, containers, bundles, etc. are stored in tiers that are stacked, blocked, interlocked and limited in height so that they are stable and secure to prevent sliding or collapse.
- Storage areas are kept free from accumulation of materials that could lead to tripping, fire, explosion or pest infestations.
- Excessive vegetation is removed from building entrances, work or traffic areas to prevent possible trip or fall hazards due to visual obstructions.
- Derail and/or bumper blocks are provided on spur railroad tracks where a rolling car could contact other cars being worked on and at entrances to buildings, work or traffic areas.
- Covers and/or guardrails are provided to protect personnel from the hazards of stair openings in floors, meter or equipment pits and similar hazards.
- Personnel use proper lifting techniques.

**GROUNDS  
ADDITIONAL  
PROCEDURES & REGULATIONS**

## **GROUNDS MAINTENANCE 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 only for jobs for which it was designed, etc.; do not trim hedges with mowers.
3. Keep hands and body parts from under machines.
4. Do not leave machinery 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 Personal Protective Equipment (PPE) appropriate for the job condition. All employees need to wear eye and ear protection when mowing (dust masks). Safety shoes and gloves are also required at all times.
8. Use drop chains on tractor-towed mowers; be sure the chains are within one-half 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 Safety Data Sheets regularly.
17. When in doubt of any grounds procedures, contact your supervisor.

### **Riding Lawn Mower Operation**

1. Keep gasoline in an approved safety can and properly labeled. These safety cans are the type with spring-loaded and vented caps. Gasoline vapors are explosive.
2. Do not fill tanks of mowers indoors or over the full mark. Never add fuel to a running or hot engine.
3. Riding mowers are one-person machines. Never carry passengers in carts or trailers while mowing.
4. Do not operate any grounds maintenance equipment unless you have been properly instructed and authorized.



5. Keep hands and feet from under machine.
6. Do not leave mowers running unattended. This means leaving it by a distance of 25 feet or more.
7. Do not use mowers to trim hedges.
8. Always wear the appropriate PPE. Wear proper eye protection, dust masks and hearing protection.
9. Clear the area to be mowed of all foreign objects, which may be picked up and thrown by cutter blades. Pick up all sticks, stones, trash, wire, and other debris.
10. Never mow with bystanders in the area.
11. Always sit on the mower seat when starting and operating the mower. Keep feet on the mower footrests at all times when operating.
12. Disengage the mowing blades before transporting or moving from one area to the next.
13. Never raise the mowing decks or blades when the blades are running.
14. Before adjusting the cutting height or servicing, disengage the blade drive, stop engine, and remove the ignition key.
15. Wait for all movement of the machine to stop before getting off the machine.
16. If the cutting blades strike a solid object or the machine begins to vibrate abnormally, immediately disengage the mowing blades and stop the engine.
17. Never touch the engine, muffler, or other machine components while the machine is running or immediately after stopping the equipment since these areas may be hot and cause a severe burn.
18. In case of clogging of the mower deck:
  - a. Stop the machine and shut it off.
  - b. Be sure all moving parts are stopped before unclogging.
  - c. Dislodge any clogged grass from the deck, blades or shut and resume moving.

### Turf Vacuum Operation

1. Always use ear protection, eye protection, and a particle mask when operating the turf vacuum.
2. Use caution when refueling the machine; gasoline is flammable around heat, flame, or sparks.
3. Be sure the machine is in safe operating condition before operating.
4. Inspect the machine daily and replace worn or damaged parts.
5. Never remove safety devices, stickers, or guards from the machine and replace when damaged.
6. Check the operation of the interlock system before operation and never remove the interlock devices.
7. Never maneuver the machine in reverse with the pickup nozzles in the operating position.
8. Always make sure the vacuum is properly attached to the trickster unit before using the machine.
9. Never reach down into the impeller unit while the machine is in use. Never touch any moving parts while the machine is running.

## Push Mower Operation

1. Before operating the unit, thoroughly inspect the unit for loose bolts, screws and fittings that may result in injury to the operator or damage to the equipment.
2. Never operate the unit without ear, eye, and foot protection. Face shields may be necessary to protect the head from foreign objects the machine may throw.
3. Always maintain secure footing. Grip the handle firmly when walking with the unit.
4. When mowing slopes, mow across the face of the slope, never up and down. Always use extreme caution when changing directions. Never mow excessively steep slopes.
5. Stop the engine and wait for all moving parts to stop before unclogging the discharge tunnel. Never try to clear the discharge tunnel with the engine running.
6. Never adjust the cutting height while the engine is running.
7. Never tip the mower upward or on edge while running or operating.

## Brush Chipper Operation

1. Be sure the machine is in good operating condition and that all safety devices, including shields and slip resistant strips, are installed and functioning properly.
2. Allow only responsible, properly instructed individuals to operate the machine.
3. Make no modifications to the equipment unless specifically recommended.
4. Loose clothing is more easily caught in moving parts and tree branches. Keep items such as sleeves, shirrtails, and long hair properly confined. Avoid wearing items such as wristwatches, rings, necklaces, and neckties.
5. Always wear personal protective equipment appropriate to the job conditions. Always wear gloves, safety glasses, and hearing protectors.
6. Improper operation of rotating feed rollers could result in personal injury or death.
7. Always place the control bar in neutral and stop the engine before working on or near the feed rollers for any reason including cleaning, servicing, or unclogging the feed intake area.
8. Never climb onto the feed table or reach near the feed rollers while the engine is running.
9. Never place your hands near the feed rollers while feeding brush.
10. Never operate the machine with the swing-down feed table removed.
11. Transporting brush chipper; the following precautions should be followed to reduce risk of injury due to collision or loss of vehicle control:
  - a. Install the jack in the transport position.
  - b. Rotate the tongue to the transport position and insert the lock pin through the tongue and mainframe. Secure the lock pin with a hitch pin (or retainer pin and clip).
  - c. Raise the feed table and lock it in position.
  - d. Rotate the discharge chute to transport position and lock it in place.
  - e. Attached the electrical connector to the towing vehicle and check the lights.
  - f. Use good judgment and obey all applicable laws governing road use.

## Tractor Operation

1. Always use the seat belt with the ROPS.
2. Use the hand holds and step plates when getting on and off the tractor to prevent falls. Keep steps and platform clear of mud and debris.
3. Do not permit anyone but the operator to ride on the tractor. There is no safe place for extra riders.
4. Stop the engine, apply the hand brake, and lower the loader and backhoe to the ground before performing any service on the tractor.
5. Do not enter the platform from the rear.
6. Always check the location of gas and electrical lines before starting a dig.
7. Watch out for overhead and underground high-voltage electrical lines when operating the loader.
8. Never operate any controls when standing on the ground.
9. Always travel slowly over uneven ground.
10. Always use the recommended amount of counterweight to ensure good stability.
11. Do not transport anyone in the loader bucket.
12. Always carry the loader bucket low for maximum stability and visibility, whether the bucket is loaded or empty.

## P.T.O (Power take-off) Operation

1. When operating P.T.O. driven equipment, shut off the engine and wait until the P.T.O. stops before getting off the tractor and disconnecting the equipment.
2. When operating stationary P.T.O. driven equipment, always apply the tractor parking brake and block the rear wheels front and back.
3. Make sure the P.T.O. guard is in position at all times and always replace the P.T.O. cap when the P.T.O. is not in use.

## Backhoe Operation

1. Only qualified personnel shall operate equipment. A qualified person who by extensive knowledge, skills, training or by experience has demonstrated their ability to operate the equipment.
2. Verify that the One Call has been made and the utilities are marked and depth verified before the commencement of digging activities.
3. Ensure there is a competent person on site whenever employees are working in an excavation.
4. Ensure that required separation distance between backhoe and power lines are maintained; use a spotter for hard to see separation distances, and for all other utility installations or tight conditions.  
For voltage to ground 50kV or less = 10 feet  
For voltage to ground over 50kV = 10 feet plus 4 inches for every 10 kV over 50kV.
5. Ensure that bucket teeth have been barred when digging around exposed underground utilities.
6. Mats shall be used on soft ground, wet lands, and at other times when needed.

7. Verify that sufficient room is available to keep spoil pile at least 2 feet from the edge.
8. Ensure proper communication clearly indicating that all unnecessary personnel are prohibited from entering the work area.
9. No personnel shall be under the bucket or the backhoe while it is being raised or lowered.
10. When the equipment is in operation, the doors must be closed or secured by latch.
11. If operator leaves the seat of the equipment, the hydraulics shall be lowered to the ground, parking brake set, chock and block if necessary and turn the machine off.

### Excavation and Trenching Operation

1. Obtain alignment sheets and/or proper drawings to adequately locate excavation location.
2. Conduct a walk around inspection of equipment noting any items needing maintenance and repair.
3. Ensure that the public will be protected from all open excavations.
4. Ensure a spotter is used if there are overhead power lines, underground utilities, or tight working conditions in the work area.
5. Maintain a 2-foot lateral open area from excavation for all material, equipment, and spoil.
6. Assure the proper sloping, benching, or shoring techniques are utilized in excavations of five feet or greater in depth.
7. Check for and remove any accumulation of water in the excavation.
8. If the excavation is 4 feet or greater in depth, ensure means of proper egress within a maximum lateral travel distance of 25 feet.
9. Ensure adequate ground cover of other utilities and crossings.

### Edger Operation

1. Before each use, always inspect for loose, missing, damaged or broken parts.
2. Always wear approved eye and hearing protection. Safety shoes and long pants are required.
3. Do not put hands or feet near or under the blade.
4. Be sure of your footing. Keep a firm hold on the handgrips.
5. Disengage the blade before you start the engine.
6. Push – do not pull—the edger.
7. Do not lift the edger while it is running.
8. Do not use unless the blade guard, belt guard, and debris guard are in place.
9. Stay alert for uneven sidewalks, holes in the terrain, or other hazards when operating the edger. Push the edger slowly when on rough ground.
10. Adjust the blade angle and set the wheel spacing only after stopping the engine and disengaging the blade.

## String Trimmer Operation

1. Never operate without the shields and guards in place.
2. Always check for fuel leaks before each use.
3. Never operate indoors or in an enclosed area.
4. Always use a shoulder harness.

## Trimming with a Blade

1. Extreme care must be taken when using brush or saw blades.
2. When the blade hits a hard object, a serious sideways kickback can occur.
3. Never attempt to use a blade without first inspecting and clearing the work area.
4. Never use a blade near sidewalks, fencing, posts, buildings or other immovable objects.
5. Use the brush and saw blades only for that cutting which is recommended.
6. Always use a shoulder harness.

## Chain Saw Operation

1. Kickback may occur when the nose or the tip of the guide bar touches an object, or when the wood closes in and pinches the saw chain in the cut.
2. Keep a good firm grip on the saw with both hands while operating. A firm grip will help reduce kickback and maintain control of the saw.
3. Cut at moderate to high engine speeds.
4. Do not overreach or cut above shoulder height.
5. Use proper safety wear such as: eye, ear, face, and head protection, as well as foot protection.
6. Keep all body parts and clothing away from the saw when operating or cutting.
7. Do not make any adjustments while operating or running the equipment.
8. Carry the chain saw in the stopped position with the guide bar and the chain to the rear of the body and the muffler away from the body.
9. Always use the saw with good common sense, caution, and proper safety techniques and procedures.

## Backpack Blower Operation

1. Always wear eye and ear protection when operating the backpack blower unit.
2. Do not operate the equipment without a spark arrestor screen in place. A fire could result if arrestor is not in place.
3. Make sure that the operating area is clear of persons or dangerous debris.
4. A particle mask may be necessary when operating the equipment in very dusty areas.
5. Never aim the blower outlet in the direction of people or pets.
6. Never use the blower to launch or throw items from the blower outlet.
7. Adjust the backpack strapping system to a secure and snug position.
8. Do not blow burning or smoking materials. A fire may result.

## Hedge Clipper Operation

1. Always remove blade cover before starting unit. Keep blade cover nearby, and place cover back on blades when unit is off and blades have stopped.
2. Always start the hedge clipper flat on the ground, with blades clear of all obstructions.
3. Never “drop start” the unit or attempt to start the unit while it is resting on blade tips.
4. Always use two hands to operate the hedge clipper. If the hedge clipper slips out of your hands, DO NOT attempt to catch the unit. Reduce the possibility of slipping by using a firm grip with thumbs and fingers encircling each handle.
5. Always cut using a stable stance with both feet on the ground. Be alert for hazards such as slippery surfaces, stairs, and landscaping features such as rocks, edging, and other items that can affect stable footing.
6. NEVER stand on a ladder or other temporary platform. You can fall or slip, and injure yourself or others.
7. Always keep the muffler exhaust directed away from your body.
8. Always maintain a direct line of sight to the hedge clipper blades and the area where cutting is being performed. Be aware of what lies in the path of the blades at all times.
9. Never feed blades toward your body when cutting. Keep blades directed away from yourself at all times.
10. Never exceed the cutting capacity of the hedge clippers. Forcing the blades to cut materials thicker than the hedge clipper is designed to handle will result in jams, blade damage, and poor overall performance.

**MAINTENANCE  
ADDITIONAL  
PROCEDURES & REGULATIONS**

## **BUILDING MAINTENANCE SAFETY RULES**

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

### **ELECTRICAL SAFETY RULES**

1. Inspect electrical equipment, leads, and wiring regularly for compliance with the National Electrical Code Standards, especially in wet areas; i.e., when steam cleaning wash areas, laundries, kitchens, rest rooms, or any area where proper grounding and ground fault circuit protection is needed.
2. Do not use electrical tools or extension cords that are defective.
3. Do not remove ground prongs or disconnect ground wires of any electrical equipment.
4. Use Ground Fault Circuit Interrupters (GFCI's) when using tools in areas that could be wet.
5. Do not remove the insulating discs from the plug caps.
6. "Lock Out" all equipment before repairing, cleaning, adjusting.
7. Keep the area in front of electrical switches, switch gear, breakers and access to these rooms or areas clear.
8. Do not overload circuits.
9. Do not work closer than 10 feet to any power line.
10. Do not put liquids or containers of liquids on electrical equipment such as transformers, wiring ducts, switch boxes, etc.
11. Do not alter or by-pass breakers or fuse boxes in any way.
12. Keep all covers on junction boxes, outlets. If you have to remove any covers, put them back when you are through.
13. Ground all metal fixed electrical wiring equipment.
14. Label all circuit breakers, electrical switches, and fuse panels as to their use.
15. Be careful of circuits which may have "back feeding."
16. Use only properly rated electrical power cords.
17. Do not use extension cords which are not 3-wire type.
18. Do not place cords under rugs or across a driveway because damage can occur to the insulation.
19. Pull the plug, not the cord, to disconnect from a wall outlet.
20. Do not use electrical power tools in water unless approved for this type of service.
21. Do not use metal ladders or scaffolds when working around electrical sources.

### **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. Any frayed cords or those exposing wiring should be removed from service.
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. Extension cords should not be used as a permanent wiring solution, but only as a temporary measure.
5. Wall outlets should not be overloaded by connecting additional appliances with adapters or extension cords.
6. Only licensed electricians should attempt any electrical repairs.

### ELECTRICAL POWER CORDS

1. 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 3-wire type of cords.
2. Extension cords must never be affixed to a wall with metal staples. Extension cords should never be run through walls, ceilings or floors.
3. Never place cords under rugs or across a driveway because damage can occur to the insulation.
4. Never wrap cords around steam pipes, metal, or warm appliances. Protect them from heat and water.
5. Never use extension cords that are defective. Check the continuity and use no cords which are frayed. Check to see that the strain relief is proper.
6. 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

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

### STEP-LADDER SAFETY

Completely inspect all ladders before each use 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.

1. Ladders should not be painted: defects may be covered by paint. Clean off any paint spilled on the ladder during use.
2. 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.
3. Never stand on the two top steps of a ladder or on the bucket shelf.

4. All stepladders should be open wide enough that the spreaders lock in the fully-open position. Set the ladder base firmly on the ground. Never place a stepladder on a desk, table or other ladder.
5. 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.
6. Do not place ladders in front of a door unless the door is locked or adequately guarded.
7. Step ladders should never be used as an extension ladder with the spreaders closed and leaned against a surface.
8. Stepladders should not be substituted for scaffolds or work stands.
9. 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
10. Do not place a ladder on a desk, table, truck bed or anything other than a stable surface.
11. Do not attempt to move a ladder while still on it. Dismount and move the ladder to the new position.

### EXTENSION LADDER SAFETY

Completely inspect the ladder before each use. 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. If a defect is discovered tag or mark the ladder as "Dangerous, Do Not Use" and repair or discard the ladder.

1. Ladders should not be painted: defects may be covered by paint. Clean off any paint spilled on the ladder during use.
2. 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.
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.
4. Set the ladder squarely on the ground.
5. Shoes and ladder rungs should be free of dirt, mud, grease or ice.
6. Always face the ladder and have both hands free when climbing or descending.
7. 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.
8. 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 section.
9. 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 is too far away, the ladder may break or slide downwards.
10. 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.
11. Never lean out from a ladder to work. Never try to move a ladder while still on it; get down and move the ladder.

12. 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.
13. Never lean a ladder against unsecured or unsafe objects, surfaces, or piping that could be damaged.
14. Do not place a ladder on a desk, table, truck bed or anything other than a stable surface.
15. A hard hat may be necessary when climbing a ladder if overhead hazards exist.

## SCAFFOLDS

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.

1. 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.
2. Never climb a span scaffold which does not have at least two diagonal braces and one horizontal brace properly installed in the bottom section. Double width spans require double bracing.
3. Lock all caster brakes before climbing the scaffold.
4. Never move a scaffold when anyone or material is on it.
5. If in doubt as to the ability of a scaffold to handle a job, write or telephone the manufacturer for instructions.
6. Never use a scaffold that is damaged or improperly erected. Do not force parts that do not fit freely.
7. 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.
8. 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.
9. 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.
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. Before using a scaffold with folding braces, be sure that the latches of all locking hinges are locked.
12. Metal scaffolds 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.
13. Hard hats and harness should be worn while working on scaffolds.

## 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. All tools should be inspected before each use. Eye protection should be used while using power tools.

### 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 it cannot be caught by the belt.

### 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 legs have been severely cut in this way.
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 eye 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. Hold small pieces securely in a proper holder. Do not hold small pieces with the hand.
9. Ensure side guards are installed on all table grinders.

## AIR COMPRESSORS

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

## COMPRESSED AIR

Beware of compressed air, it can be dangerous. Alternate methods of cleaning surfaces should be sought. Compressed air should never be used to blow debris from a person.

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 stock 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 it has been gripped by the feed rolls.
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.

## PAINTING

1. Have the spray booth ventilation system in operation during every spraying operation.
2. Use the proper type of respirator and eye protection at all times when spray painting with 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. Hard hats should be worn by all persons working in areas where tools, materials, or objects may fall from above.
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 or shifting when being transported on elevators or material hoists.
15. When using a rope to hoist pipe or ducts, secure them with a double hitch, well spaced 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. A means of egress such as a ladder must be available at least every 25 feet.
18. Substantial barricades should be erected around pits and trenches to protect employees, the public, and students. Nothing should be stored or set within two (2) feet of the trench's edge.
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 to use, always use goggles and gloves and follow product instructions. Never use while buildings are occupied by students, teachers or administrators.

## WELDING, ARC CUTTING, AND BRAZING

1. Welding should be performed by qualified welders only.
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 will cease.
3. Flammable and other materials should be cleaned from surfaces before welding.
4. Proper eye protection shall be worn by all personnel in the welding area.
5. Gas cylinders require careful handling. Cylinders should be stored under cover, 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 damaged arc welding cables immediately.
10. Secure the ground lead firmly.
11. Never join cables without proper connectors. Do not force connections that do not fit.
12. Wear a welding helmet with the proper shade of lens.
13. Wear clean, fire-resistant gloves and clothes with collar and sleeves buttoned.
14. Protect others in the vicinity by using screens, shields or booths.
15. Never carry disposable butane lighters in shirts or pant pockets as these can be burned by welder sparks and could possibly explode.
16. Contact lenses should not be worn. Arcs generated by an arc welder may cause blindness.
17. Never use an arc welder in wet areas or when it is raining.
18. 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.
19. 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.
20. Move all combustible and flammable materials away before welding. Keep fire extinguishers handy.
21. 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.
22. Welders shall be qualified to do the appropriate procedure for the given work.
23. All welding should be performed to procedures which have been reviewed by a qualified supervisor.



**SECURITY  
ADDITIONAL  
PROCEDURES & REGULATIONS**

## **Foot Patrol**

1. Get to know the facility or area you are assigned to patrol.
2. Get acquainted with door locations and all exits.
3. When in a dark area during the day or night be sure to use your flashlight and illuminate not just your path but either side and above.
4. Objects at floor level: Watch for objects above floor level that are in your path or are sticking out into aisle ways. Reposition or step around not over these objects.
5. Take it slow and watch where you are going when on stairs.
6. Use the handrail when on stairways.
7. Two-way radio, check out its operation at the beginning of your shift and change batteries, if necessary. Pay attention: If your transmissions become weak, change the batteries immediately.
8. Wear reflective or bright safety vests if you are directing traffic.
9. Wear corrective hearing aids or glasses if you need them.
10. If working near heavy equipment or construction, wear the prescribed safety equipment. This can include hard hats, safety goggles, face masks, ear plugs, gloves, or heavy boots.

