

SAFETY MANUAL

OPENING STATEMENT

The Holmdel Township Board of Education declares that the safety and health of its employees is of primary concern. The policy of the Board is to ensure that all its employees be provided with safe and healthful work environments, free from recognized hazards, and that its responsibility is to set forth the standards necessary for the protection of the health and safety of its workers.

The Board also recognizes its responsibility to protect the health and safety of the students and general public using its facilities.

The Board shall designate the Assistant Business Administrator to develop and administer, in cooperation with the District Safety Committee, the safety standards and procedures of the school district.

The Board will comply with all federal, state, and local laws and regulations.

EMPLOYEE RESPONSIBILITY

Employees are the foundation of Board's health and safety policy. Each employee shall conduct his/her work in a safe and healthful manner.

The Board directs the Assistant Business Administrator to make certain that all federal, state and local laws and regulations are adhered to in their entirety.

SAFETY PROGRAM

I ALL PERSONNEL

A - District Safety Committee

See Appendix A



B - Electric

The body is a conductor of electricity and could receive a shock. The shock may be a slight tingle, twinge, jolt, burn or SUDDEN DEATH. The following rules must be followed:

1. Unless it is part of your regular duties, do not adjust or repair any electrical equipment.
2. Treat all electrical wires as LIVE WIRES.
3. Extension cords should be examined for any breaks or faults before being used. If there is anything wrong, DO NOT USE.
4. Only industrial type extension cords shall be used in the facilities. Domestic type extension cords are considered a hazard and shall not be used.
5. Extension cords cannot be used as a substitute for permanent wiring.

C - Fire Safety

1. Report any fire immediately by turning on the nearest alarm.
2. Evacuate the building according to the building evacuation plan.
3. Account for all students/personnel in your charge.
4. One location should be established for each class and/or department to assemble. This will assist in accounting for all students/personnel.
5. Return to the building after all clear has been sounded.

D - General Housekeeping

1. Keep all work areas and aisles clear.
2. All exits and fire doors must be clear and accessible.
3. Waste must be stored in proper containers.
4. Storage of any flammables, corrosives, etc., must be stored in approved storage cabinets, and shall not create a hazard.
5. All storage shall be stacked, blocked, interlocked, and limited in height. (Absolutely no storage within 24" of ceiling).

E - Injuries

1. Report job connected injuries immediately to the school nurse. If the nurse is not on duty, report injuries to your immediate supervisor.
2. An accident report must be filed immediately.
3. A list of approved medical treatment facilities is on file with all nurses. In an extreme emergency, Bayshore Community Hospital should be used for treatment.
4. If the accident/incident results in time lost at work, a Worker's Compensation form must be filed and all claims must be sent to the Business Office.
5. Before an employee may return to work, the attending physician must give the employee a written statement to that effect.

F - Ladders

1. All ladders should be wood constructed or of other approved materials.
2. All portable ladders must be equipped with safety shoes at the base or spikes/spurs where applicable.
3. Ladders must not be painted as the paint hides any defects in the construction of the ladder.
4. All ladders must adhere to ANSI standards.

G - Lifting Procedures

1. If the load is too heavy, get help or use a mechanical device which is used for lifting. The proper equipment will help to avoid possible injury.
2. Face the object to be lifted, squarely.
3. Have a firm footing.
4. Feet should be slightly spread apart.
5. Bend at the knees.
6. Have a firm grip on the object that is being lifted.
7. Keep your back straight and avoid any twisting in the lifting procedure.
8. Leg muscles should be used rather than back muscles in any lifting procedure.
9. Lift the object slowly and evenly.

H - Machinery

1. If any piece of equipment or tool appears to be unsafe, tag "unsafe" and **DO NOT USE.**
2. All guards and safety devices are there for a purpose and must not be removed.
3. After tagging, report any unsafe equipment or tool to your immediate supervisor.
4. Yellow painted lines surrounding most power tools are designed to ensure a safe distance for avoiding injury.
5. All machinery and power tools shall have an emergency panic button which will be tested periodically.
6. All machinery and power tools must be properly maintained and guarded.
7. Goggles must be worn when operating any machinery.
8. Ear protection must be worn when decibel level is beyond accepted levels.
9. Do not wear loose or dangling clothing when testing or operating a piece of machinery.

I - Safety Equipment

1. Approved safety glasses/goggles must be worn when there is an obvious exposure to eye injury. It is **compulsory** when you are exposed to:
 - a. Any flying objects such as pieces of metal, stone, wood, glass.
 - b. Use of drills, grinders, sanders, etc.
 - c. Harmful exposures from welding operations, cutting, etc.
 - d. Exposure to chemical fumes/splashes and acid batteries.

2. Approved respirators and safety glasses must be used when doing any form of spray painting or when exposed to any toxic type fumes.
3. Eyewash stations, permanent or temporary, are located in high-risk areas. It is imperative that you familiarize yourself with the station nearest to your work area.
4. Approved **HARD HATS** must be worn at all construction sites including renovating sites when there is a potential hazard from falling objects or danger to the head of any employee.
5. Safety shoes must be worn by all workers.
6. Wearing apparel must be appropriate for the job.
7. No mower shall be used unless the catcher assembly or guard is in place.

J - Safety Regulations and Inspections

1. Any questions regarding the federal, state, and local safety and environmental regulations shall be directed to the office of the Assistant Business Administrator, telephone number 946-1800 ext. 27. Questions regarding the education and training of district personnel shall also be directed to the office of the Assistant Business Administrator.
2. Copies of the district inspections by insurance carriers, federal, state and local agencies are on file in the office of the Assistant Business Administrator.
3. The Assistant Business Administrator is responsible to conduct safety and health inspections of all district buildings and facilities to ensure compliance with applicable safety, health, and environmental regulations and codes.

K - Scaffolds

1. No makeshift scaffold should be used.
2. A safe and sturdy scaffold should be erected when needed.
3. No scaffold shall be painted as it could hide a structural defect.
4. Check all scaffolds prior to use.
5. All scaffolds must adhere to ANSI standards.

L - Spills and Leaks of hazardous and/or Toxic Substances

1. If a spill or leak of a hazardous and/or toxic substance occurs in any classroom, comply with the following emergency procedures:
 - a. Evacuate all students and district personnel from the immediate area.
 - b. Immediately notify the main office as to where the spill occurred, and what substance was spilled.
 - c. Main office is to notify the head custodian who will institute the emergency clean-up procedures.

DO NOT ATTEMPT THE CLEAN-UP YOURSELF

2. If a spill or leak occurs in a non-classroom area (storage rooms, etc.) follow the same procedure.

3. Administration building personnel, Buildings and Grounds personnel, and Transportation personnel, notify the department head, and he/she will notify the Assistant Business Administrator.

M - Tools

1. Use the right tool for the right job.
2. Any tool that looks worn or might prove a hazard, must be replaced.
3. All personnel should use only those tools with which they are experienced. There should be proper training in the use of power tools to avoid unnecessary injury.
4. All electrical tools must be properly grounded.
5. All tools shall be unplugged and properly stored when not in use.
6. Eye protection shall be worn when working with certain hand tools.

N - Transportation

1. Maximum of 15 MPH on all school roadways, driveways, and parking areas.
2. Park in marked stalls only.
3. Obey traffic control signs at all times, (i. e., one way, exit only),
4. No parking in fire zones.
5. **Anyone** riding on a school bus must be seated when bus is in motion.
6. State law mandates that there be **NO SMOKING** on school buses.
7. No eating or drinking is allowed in buses while the bus is in motion.
8. Glass containers are not allowed on school buses.
9. Garage is off limits. Only authorized personnel are allowed to enter.

II. ADMINISTRATORS, TEACHERS, INSTRUCTIONAL ASSISTANTS, OFFICE PERSONNEL AND AIDES

- A. If you must lift, follow the instructions in section IG.
- B. If you must climb, use a safe step ladder. **DO NOT USE** chairs, makeshift ladders or steps, no matter how minor the chore is.
- C. If you must open a window, do not apply pressure to the glass area. Apply your strength and pressure to the handle and/or window frame. **DO NOT** hit or attempt to loosen by this method.
- D. When using a paper cutter, direct all your attention to the task at hand. **DO NOT USE** paper cutter without the proper guard in place. When the paper cutter or any other sharp objects are not in use, they shall be in a locked position, and stored away.
- E. Do not obstruct any doors/windows with signs or decorations. This limits vision from inside and outside the room.
- F. If a spill occurs, call for the custodian immediately. Keep everyone away from the area. Slips and falls are a serious problem in schools, and may result in a serious injury.

- G. Electrical outlets and electrical equipment present a potential hazard. Hands should be dry at all times. All electrical equipment and all outlets must be properly grounded. If there is any electrical problem, maintenance services must be notified immediately.
- H. Only industrial type extension cords shall be used in any district facility.
- I. Safety equipment must be worn where appropriate. Industrial arts, art, home economics, and science classes are handled by those with experience in their individual fields. Appropriate safety equipment such as safety glasses and gloves are required.

III. BUILDINGS AND GROUNDS PERSONNEL

A - Custodial and Maintenance Service

- 1. Chemicals, paints, solvents, other flammables and dangerous materials must be stored out of the reach of all children, and in proper storage cabinets.
- 2. All chemicals must be labeled in all storage locations. Any unlabeled chemicals shall be removed.
- 3. Storage, lifting and transporting supplies and materials should be carefully managed. The use of hand trucks and/or dollies is recommended when applicable.
- 4. Insect bites can become infected and some people are allergic to certain types of bites. First aid treatment should be obtained for any type of bite.
- 5. Wearing apparel should be appropriate for the job. Uniforms must be worn at all times. Proper shoes must be worn at all times. Gloves and safety glasses must be worn as needed.
- 6. Disposable plastic gloves are to be worn when cleaning up any bodily fluid.

B - Electric

- 1. Unless it is part of your regular duties, do not adjust or repair any electrical equipment.
- 2. Make sure all ground wires are connected and tested.
- 3. Make sure all electrical equipment is turned off, disconnected, unplugged and locked out before any repairs or adjustments are made.
- 4. Proper electrical safety tools (meter, insulated tools, breaker lockouts, etc.) are to be on **every** electrical job, no matter how small.
- 5. If an extension cord is worn or frayed, cut the plug off until proper repairs are made or the cord is replaced.
- 6. Use only 14-2 or 12-2 industrial cords.
- 7. Any plug with a missing ground will be cut off and replaced.
- 8. Do not work on any electrical problem where a water and/or damp condition exists in the area.
- 9. All boxes, outlets, and switches are to have proper covers.

10. Extension cords and BX shall not be used in permanent wiring situations in areas exposed to employees.
11. Lamps, fixtures, etc. must not have exposed wiring.
12. After locking/tagging out, use a meter to ensure that a breaker is really off. Also check neutral to ground to ensure a neutral feedback does not exist.

C - Fire Safety

1. All PMs for fire extinguishers are to be kept up to date.
2. All PMs for pull boxes are to be kept up to date.
3. All PMs for alarms are to be kept up to date.
4. All PMs for exit lights are to be kept up to date.
5. All PMs for emergency lights are to be kept up to date.
6. All PMs for stand pipes are to be kept up to date.
7. All PMs for ansul systems are to be kept up to date.
8. All PMs for sprinkler systems are to be kept up to date.

D - Grounds

1. All playgrounds, playing fields, and equipment shall be inspected monthly in accordance with P.M. procedures
2. All sidewalks, driveways, roads, and railings shall be inspected monthly in accordance with P.M. procedures.

E - Housekeeping

1. See I-D (General Housekeeping) - All Personnel.
2. All spills shall be cleaned up immediately to avoid slip and fall hazards.
3. Floors are to be kept free of foreign objects.
4. Open sided floors or platforms are to have railings.
5. Boiler rooms must not be used as storage units.
6. Boiler rooms must be free of all combustible material.
7. Shelves shall be anchored to alleviate movement and collapse.

F - Transportation

1. All personnel who operate Board vehicles are responsible for the safe operation of their vehicles.
2. All personnel who operate Board vehicles are responsible to conduct a safety check of their respective vehicles on a daily basis.
3. All unsafe vehicles must be reported to the Assistant Business Administrator.
4. All tractors and ride on mowers shall have roll over protection cabs.

V TRANSPORTATION PERSONNEL

A - Bus Drivers

1. Defensive driving procedures are to be used at all times.
2. New Jersey State Law and the Holmdel Board of Education policy are in effect at all times.
3. Proper shoes must be worn at all times.

B - Mechanics

1. Jacks shall have a rating sufficient to lift and sustain the load for which it is being used.
2. The rating load of a jack shall be legible and permanently marked in a prominent location on the jack.
3. Jacks shall be used according to the manufacturer's specifications.
4. After load has been raised, it must be blocked or otherwise secured.
5. Hydraulic jacks shall be used according to manufacturer's specifications.
6. Hydraulic jacks shall be raised until the pin catches, never below that level.
7. Helmets, face shields or other suitable eye protection shall be used during all welding operations.
8. Cylinders shall be kept away from all sources of heat.
9. Valve protection caps shall always be in place except when a cylinder is in use or connected for use.
10. The welding area shall have proper ventilation.
11. The hazard of flying sparks shall be, whenever practical, eliminated by installing a shield guard of safety glass or suitable fire resistant plastic at the point of operation.
12. Ear protection must be worn when decibel levels are beyond acceptable levels.
13. All electrical tools and equipment must be properly grounded.
14. Disposable latex gloves are to be worn when cleaning up any bodily fluids.

**DISTRICT SAFETY COMMITTEE
Appendix A**

STATEMENT OF PURPOSE

The Holmdel Township Board of Education has formed a District Safety Committee which is responsible to formulate district safety procedures and practices into a safety program, and recommend its adoption by the Board. The Committee shall also be responsible for coordinating the district's safety program and manual and develop and implement an effective safety training program for all employees. Recommendations and concerns from the various departmental safety meetings will be reviewed by the Committee. Moreover, the Committee will review inspections of all facilities whether the inspection was in-house or by a governmental agency. Furthermore, the Committee shall review all accidents/incidents which occur in the district to determine if the accident/incident was "Preventable" or "Non-Preventable". This function of the Committee is to reduce unnecessary injury to employees.

MEMBERS

The District Safety Committee shall consist of the following members:

1. Assistant Business Administrator (Chairperson)
2. Educational Administrator
3. School Nurse
4. Head of Maintenance
5. Head of Grounds
6. Transportation Coordinator

MEETINGS

The District Safety Committee will regularly meet once per month during the school year or as needed. The location to be named on the meeting agenda.

The Committee minutes will be sent to each member within a week following the meeting, and the agenda for the next meeting within two weeks of that meeting. Agendas and minutes will also be sent to the Superintendent, School Business Administrator/Board Secretary, Principals, Directors and Supervisors.

OTHER PROCEDURES

All recommendations, reviews, etc. directed to the Chairperson shall be in writing. Copies of the departmental safety meetings should be sent to the Chairperson for review before the next District Safety Committee meeting.

All members who wish to discuss a topic at the meeting, must contact the Chairperson in advance so it can be placed on the agenda.

**DISTRICT SAFETY COMMITTEE
Appendix A**

Departmental safety meetings should be conducted monthly before the District Safety Committee meets.

All employee accidents will be investigated by the Assistant Business Administrator , and the investigations will be reviewed by the District Safety Committee.

All employee motor vehicle accidents involving Board of Education vehicles will be investigated by the Transportation Coordinator and the investigations will be reviewed by the District Safety Committee.

Date: February 22, 1995