



# SAFETY MANUAL

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# INDEX

## Section A - INTRODUCTION

Purpose of the Manual	4
Statement of Policy	5
Introduction	6
Principles and Goals	7
Assignment of Responsibility	8

## Section B - EMPLOYEE INVOLVEMENT

Employee Orientation	10
Employee Training	11
Employee Safety Communications	12
Safety and Health Rules	13
Use of Tools and Equipment	14
Lockout/Tagout Procedure	16
Office Safety	19
Code of Safe Practices	20
Confined Space Procedure	21
Fall Protection	23
Ladder Safety	25
Manual Material Handling	26
Rigging Material Handling	29
Bloodborne Pathogens Exposure Control Policy	30
Personal Protective Equipment	31
Fire Extinguishers	33
Electrical Safety	35
Powered Industrial Truck Safety	36
Hearing Conservation Program	38
Lead	39
Respiratory Protection	40
Welding, Cutting, Hot Work Policy	42
Disciplinary Procedures	43
Safety Incentive Program	44

## Section C - VEHICLE SAFETY

Vehicle Safety Guidelines	46
---------------------------	----

## Section D - ACCIDENT/INJURY PROCEDURES

Accident/Injury Procedure	49
---------------------------	----

## Section E - HAZARD COMMUNICATIONS

Introduction	51
SDS Explanations/Definitions	53
Environmental Program	57

# Section A

# INTRODUCTION

## **PURPOSE OF THE MANUAL**

This manual is intended to be used by Menasha Joint School District as a working guide in the implementation and maintenance of the safety program.

The program requirements are based on the potential safety hazards and operating losses to which the district has a foreseeable exposure on the date of publication of this manual. This manual will be revised as necessary to add requirements and procedures involving newly identified exposures. Periodically, material in this manual will be updated, revised, or supplemented in order to keep the manual current and relevant.

It is impossible to effectively deal with all safety concerns or procedures in a single manual. Much safety related matters involve situation-specific factors which are difficult to anticipate. Accordingly, this manual is not the definitive statement, or the only statement on district safety concerns or procedures. This manual is a starting point and a good-faith attempt to create a viable, district, safety program and philosophy.

Menasha Joint School District will work to implement a post loss procedure to better manage the claims process, establish an effective partnership with employees, medical care providers and insurance company professionals. The object is to contain medical costs, reduce litigation and return the injured employee to full productive status in the shortest time possible.

## **STATEMENT OF BOARD POLICY 7430**

The Board of Education believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees.

The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. S/He shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District in accordance with the Federal OSHA standards adopted by the State, and take appropriate action on any violations thereof to the Superintendent. Said employee shall also have the authority to organize and direct the activities of a District safety committee.

The Superintendent shall ascertain that the employees and students of this District are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law.

In the event an inspection is made by a representative of the State, the Superintendent shall report the results thereof to the Board at the meeting following the receipt of the State report.

## **STATEMENT FROM THE SUPERINTENDENT**

Our employees are our most valuable asset. It is our policy that every person is entitled to a safe and healthful place in which to work.

Establishment and maintenance of a safe environment is the shared responsibility between the district and employees at all levels of the organization. To this end, every reasonable effort will be made in achieving the goal of accident prevention and health preservation.

Our philosophy is oriented toward affirmative control and minimization of risk to the greatest extent possible. We have a basic responsibility to make the safety of employees a part of our concern. We will be counting on you to do your part in making our program an effective one.

The success of the district will depend not only on our student's ability to learn, but also how safely each of you perform your job. There is no job so important or any service so urgent that we cannot take time to do it safely.

The district will aggressively pursue a plan to minimize pain and suffering of an injured employee, and return him/her to active work duties as soon as possible.

I consider the safety of our personnel to be of prime importance, and I expect your full cooperation in making our program effective.

# INTRODUCTION

## PURPOSE

This manual serves to document procedures to enable us to implement an effective safety program throughout the district.

The program contained in this manual has been established to accomplish the following:

- Protect and promote the health and safety of employees, and others that may be affected by the district's business activities.
- Comply with all pertinent regulatory obligations.
- Assure that safety, health, environmental and loss control programs are given the proper priority and attention, and are achieving the required results.
- Coordinate safety, health, environmental, and loss control activities while maintaining consistency in procedures at the required level of performance.

## SCOPE

The manual contains requirements for a safety, health, environmental and loss control program within the district.

# PRINCIPLES AND GOALS

An effective occupational, health and safety program will be maintained. This program is basic to the principles of safe operations and requirements of our school district. Qualified personnel, and adequate facilities and equipment will be provided by the district in keeping with these principles and goals. The following principles are fundamental to a successful operation:

- **FUNDAMENTAL PRINCIPLES**

- Appropriate programs need to be implemented to protect employee health and safety and to minimize human suffering.
- Occupational injuries and illnesses are preventable.
- Management seeks to define, initiate and maintain programs and procedures to prevent injuries and illnesses.
- Continuing scrutiny of programs and ongoing employee training and education in occupational health and safety are essential program elements.

- **GOALS**

- Minimize health and safety risks by providing safe and healthful work environments, preventing unsafe acts and controlling exposures to health and safety hazards in the workplace.
- Provide and assure appropriate health and safety programs exist and are in the place.
- Control health hazards in the workplace and assure that employees are informed of hazards and how to protect themselves from overexposure.
- Assure all employees have received orientation, instruction and training in health, safety and environmental protection matters.
- Require that all health, safety, environmental protection and loss control practices, standards, laws and regulations be observed relating to people, facilities, materials, processes, wastes and the environment.

# ASSIGNMENT OF RESPONSIBILITY

## A. BUILDING ADMINISTRATORS

- Review safety programs designed to meet the goals of Menasha Joint School District.
- Implementation of Safety Program through motivation, training, counseling and enforcement.
- Responsible for initiating compliance for all safety program elements applicable to his/her area.
- Must conduct periodic inspections of work areas to ensure compliance with safety rules and policies and develop timely countermeasures.
- Responsible for training subordinates in accident prevention and safe work habits.
- Responsible for timely accident reporting.
- Responsible that all powered equipment complies with all appropriate safety regulations and is locked out/tagged out of service including a work order for repairs and date of expected completion.

## B. DISTRICT SAFETY COORDINATOR

- Responsible for maintaining a current copy of all applicable Federal, State, and local safety and health regulations.
- Responsible for implementation of loss control program.
- Responsible for implementation and monitoring safety training.
- Recommend safety training programs.
- Review and recommend changes in the safety program as the need is identified.
- Responsible for all required non-confidential records.
- Conduct regular safety inspections.
- Conduct accident investigations.
- Responsible for assuring proper notification, internal and external, in the event of an accident, incident, or fatality.
- Work with Human Resources in accurately maintaining, and processing OSHA 300 Log.

## C. DISTRICT/BUILDING SAFETY COMMITTEE

- Give employees the safest working environment through training, education, action and performance.
- Committed to working safe so all employees go home well.
- Review all reported accidents and recommend changes, if necessary.
- Recommend changes to safety program to safety coordinator.
- Recommend new or updated training programs.

## D. DISTRICT EMPLOYEES

- All employees shall be responsible to learn and comply with all safety and health rules and regulations applicable to their specific work. It is their further responsibility to support MJSD in providing a safe place to work, and to protect themselves, students and co-workers against injuries or illnesses.
- Employees shall report all safety and health hazards to supervisors and shall take all necessary actions to establish an immediate temporary control of the hazard until permanent control can be established.
- Employees shall immediately report all accidents or incidents occurring to their supervisor, including injury accidents no matter how slight.
- Employees shall cooperate and assist in the investigation of all accidents or incidents.
- Employees shall utilize all personal protective equipment required for the task or job.
- Employees shall practice sanitary health habits.



## Section B

# EMPLOYEE INVOLVEMENT

# EMPLOYEE ORIENTATION

## A. OBJECTIVE

To assure that all new and transferred employees receive necessary orientation information.

## B. SCOPE

All new employees

## C. REFERENCES

Federal, State and Local Policies and Standards, e.g., OSHA, ADA, EEOC, State Labor Codes, etc

## D. RESPONSIBILITY

- The building administrator shall be responsible for assuring required training is conducted. Safety Coordinator may assist if requested by building administrator.
- Responsible administrator will review the orientation checklist which becomes a permanent personnel document.
- The employee should sign and date the training and orientation checklists.

## E. PROCEDURE

Inform the employee of the following:

- Review of district crisis plan and binder use if applicable
- Required personal protective equipment - where and when it is to be used.
- General hazards specific to the building or job area assigned if any.
- Safety rules and Disciplinary plan.
- Hazard Communication Program.
- Injury Prevention
- Drug and Alcohol Policy
- Lockout/Tagout if applicable to employee
- Review of district Safety Policy

# EMPLOYEE TRAINING

## A. OBJECTIVE

To provide required training to all employees

## B. SCOPE

All affected employees

## C. REFERENCES

Federal, State and Local Standards, e.g., OSHA, ADA, EEOC, State Labor Codes, etc.

## D. RESPONSIBILITY

Building administrator or Facilities Supervisor for Maintenance Staff shall assure appropriate training is conducted. District electronic training will count as well.

Documentation shall consist of, specifically what was taught, who attended, and who did the teaching. All attendees and the instructor shall sign and date the form.

## E. TRAINING TOPICS

Topic	Employee Type	Renewal/Update
District Crisis Plan	All	Annually and as needed during school year
Personal Protective Devices	All	Annually for maintenance and anyone required to use
Forklift Operation	Maintenance	Before use/every 3 years
Aerial Lift Operation	Maintenance	Every 3 years
Hearing Conservation	No	No program
Hazard Communication	All	Annually
Assured Grounding Program	Maintenance	Use G.F.C.I. cords at all times
Bloodborne Pathogen	All	Annually
Confined Space Entry	Maintenance	Per Job / Monitor
Building Specific Hazard Awareness	All	Annually
Fall Protection	All	One Time
Refrigerant Handling	Maintenance	One Time
Welding Protection	Maintenance	One Time
Emergency Response/First Aid	All	District Provides Annually
Lockout/Tagout	Maintenance	One Time / Monitor

# EMPLOYEE SAFETY COMMUNICATIONS

## A. OBJECTIVE

To establish a flow of information designed to benefit the employees and district in matters of safety and health.

## B. SCOPE

All suggestions addressing issues relating to safety and health.

## C. REFERENCES

Federal, State and Local Standards, E.G., OSHA, ADA, EEOC, State Labor Codes, etc.

## D. RESPONSIBILITY

Safety Coordinator shall administer the program in conjunction with school district leadership.

## E. PROCEDURES

The district believes in active, continuing communication between administration and employees. Employees are encouraged to communicate with their supervisors at any time. Administrators will communicate frequently with employees on matters of employee health and safety. This communication may take many forms, including but not necessarily limited to the following:

- Meetings
- Training programs
- Postings
- Letters or newsletters

We encourage suggestions, concerns and any feedback that will make our safety program better. Contributions can be anonymous if needed and any input will be free from reprisals in any form.

# **SAFETY & HEALTH RULES**

## **A. OBJECTIVE**

To provide guidelines for the establishment of a safe and healthful work environment.

## **B. SCOPE**

Applies to everyone employed by our district

## **C. REFERENCES**

Federal, State and Local Standards, e.g., OSHA, ADA, EEOC, State Labor Codes, etc.

## **D. RESPONSIBILITIES**

- All persons including district leadership shall abide by safety, health and environmental rules.
- Administrators/Supervisors shall fairly and consistently enforce and follow safety, health and environmental rules.
- Employees shall follow the rules and report any infractions of these safety, health and environmental rules to leadership.

# Use of Tools and Equipment

## GENERAL

- All tools and equipment whether supplied by employer or employee shall be maintained in safe condition.
- Damaged tools or equipment shall be tagged unsafe and removed from service.
- Only appropriate tools shall be used for the job.
- Wrenches shall not be altered by the addition of handle-extensions or "cheaters".
- Files shall be equipped with handles and not used to punch or pry.
- A screwdriver shall not be used as a chisel.
- Guards shall be in place and operable at all times while tool is in use. Guarding shall meet the requirements set forth in ANSI B15.1. Do not break off ground leads on portable electric tool plugs.
- Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
- Electric cords shall not be exposed to damage from vehicle traffic.
- In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.
- All extension cords, and corded power tools shall be plugged into G.F.C.I. cords. No extension cord or corded power tool shall be plugged directly into an outlet. G.F.C.I. cords shall be inspected, tested and properly color-coded quarterly.
- Appropriate permanent or portable fire extinguishers shall be kept at or near the work location and replaced after use. They need to be given a monthly visual inspection and have a yearly maintenance check in the Fall.
- When using flammable chemicals remember absolutely no smoking in the immediate area.
- Always use the proper respiratory protection when working around paints or dust. If you aren't sure see your supervisor after reading the SDS for the product you are applying or using.
- When using hand or power tools and exposed to flying, splashing objects or fumes, vapors or gases check with your supervisor for the proper protective clothing or personal protective equipment, i.e., gloves, goggles, protective suits, barrier creams to be provided to protect you from the hazard.
- Make sure that you follow all safety precautions on the SDS and Environmental regulations when using any chemicals.
- Wash hands thoroughly before eating.
- Wash and change working clothes as needed to keep them clean.

## SOLDERING

- Hot soldering irons must not be carried around, unless done in a safe manner.
- Soldering acid must be kept off skin and clothing.
- Jars of soldering acid must not be carried around unless done so in a safe manner.

## MACHINERY

- Only authorized persons shall operate machinery or equipment. Certification is required for operation of aerial lifts, forklifts, and welding equipment.
- Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.
- Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
- Appropriate, Lockout/Tagout procedures shall be used when working on machinery and equipment (see procedure below).
- Employees shall not work under vehicles supported by bumper jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.
- Air hoses shall not be disconnected at compressors until air pressure has been bled off. All hoses must be secured by whip or some positive means to prevent the hoses or tools from becoming accidentally disconnected.

## GRINDING

- Always use a face shield when grinding.
- The tool rest must always be set within 1/8-inch away from the wheel. The nose guard must be adjusted to within 1/4-inch of the wheel—when in doubt, see the supervisor.
- Sheet metal and other small pieces of work must never be ground on a pedestal grinder.
- Grinding must never be done against the side of the wheel.
- Grinding wheels must not be used if the pores are clogged. If grinding wheel needs to be dressed, have your supervisor show you how to dress the grinding wheel. The wheels must also be free of large chips and grooves.
- Whenever possible, when grinding with a portable grinder, position the grinding wheel so that the sparks and steel go away from the person doing the work. Sparks should never land on any flammable or combustible material.
- Always wear hearing protection when grinding with a hand grinder.
- Nonferrous metal should not be ground because of the danger of exploding grinding wheels, unless the grinding wheel is designed to grind these metals.

## DRILL PRESS

- Small pieces of metal when being drilled on a power machine must not be held in the operator's hands. Pieces of metal being drilled must be held tightly in a vise or clamp.
- Before drilling, the employee must check the spindle speed and the set up. When in doubt, ask your supervisor.
- Before drilling, tighten drill bit then remove chuck key. Always make sure the **chuck key is removed**. Never leave the chuck key in the chuck.

# Lockout / Tagout Procedure

## A. OBJECTIVE

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines/equipment. It shall be used to ensure that the machine/equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury. Potential energy may include any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy. Conductors and parts of electrical equipment that have been deenergized but not been locked or tagged out shall be treated as live parts.

## B. DEFINITIONS:

- Lockout: The placing of a padlock on a power source to block the release of hazardous energy that could set a machine in motion. Locks are used with a device that holds an energy control point in the "off" position making it impossible to operate.
- Tagout: A written warning tag that tells others not to operate a switch or valve that could release hazardous energy or set a machine in motion. These tags are warning devices & do not provide physical restraint. A tag is not to be removed without authorization. The tag is never to be ignored or defeated in any way.

## C. SCOPE

All employees are required to comply with the restrictions and limitations imposed upon them during the use of Lockout/Tagout. Only trained and qualified employees are allowed to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment that is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine/equipment. Retraining is required when there is a change in job assignments, in machines, a change in the energy control procedures, or a new hazard is introduced.

## D. RESPONSIBILITIES

### The Safety Coordinator is responsible for:

- Issuing and administering this program and annually reviewing the program to make sure that it satisfies the requirements of all applicable federal, state or local lockout/tagout requirements
- Providing initial, periodic or annual training to employees on lockout/tagout procedures
- Ensure that all training/retraining is documented, signed and certified for all employees included in the training sessions
- Ensuring that all employees who are authorized to service equipment within the facility have received training on appropriate lockout/tagout procedures and energy control plans
- Assuring that appropriate energy isolation devices are available for all equipment or processes within the facility
- Assigning locks to authorized employees
- Coordinating activities of contractors that may affect lockout/tagout and energy control procedures within the district

### Authorized Employees are responsible for:

- Complying with the electrical safety program
- Following all safe shutdown and startup procedures
- Communicating activities to all affected employees and other authorized employees
- Ensuring the security of their own locks and keys



**Affected Employees are responsible for:**

- Advising the maintenance department when equipment needs servicing
- Following the direction of the authorized employee as it affects the operation of their equipment

**E. EMPLOYEE INFORMATION AND TRAINING**

**1. Shutdown & Isolation of Equipment**

- Notify all affected employees that you're about to start a lockout procedure.
- The authorized employee shall refer to the shall understand the hazards of the energy, and shall know the methods to control the energy.
- Locate all energy sources that power the piece of equipment being serviced.
- Always look for hidden energy sources. Some machines have more than one source of power so make sure you know the machine and all power sources involved.
- Prior to starting work on machines or equipment that have been locked or tagged out, the authorized employee shall verify that isolation & deenergization of the machine or equipment have been accomplished.

**2. Applying and Removing Lockout Devices**

- Shut down the machine by following the normal method for shutdown.
- Turn off the energy at the main power source.
- Turn the machine back on to confirm that the power has been deactivated at all energy sources.
- Attempt to restart the machine to insure that the power is shut off; return switch to off position.
- Using your own lock and tag, which shall be identified with your name, lock or tag out all energy sources involved.
- With your locks and/or tags in place, test the disconnect to make sure it cannot be turned on. If using tags, do not attempt to energize equipment.
- Make absolutely sure the power can't be supplied unless YOU know about it.

**3. When more than one person works on a piece of equipment:**

- Each one must apply their own lock and/or tag. This prevents any accidental start-ups while other employees may still be working on the machinery.
- Never use another employee's lock and never lend yours! This protects you & your fellow co-worker.
- If more than one person is required to lock out or tag out equipment, each person will place his or her own lock and tag on the energy isolating devices while he/she is working & then removes it when finished. If the job lasts more than one shift, workmen leaving the job site shall not remove their personal padlocks from any lockout device until the next shift is ready to lockout.
- The authorized employee should determine the exposure status of individual group members. Each employee shall attach a personal lockout or tagout device to the group's device while he/she is working & then removes it when finished. During shift change or personnel changes, there should be specific procedures to ensure the continuity of lockout or tagout procedures. Documentation should be specific.
- When an energy-isolating device cannot accept multiple locks and tags, a multiple lockout device or hasp will be used.

**4. Safe Release of Stored Energy**

- Equipment must be at "Zero Energy State" (a condition that is reached when all energy to and within equipment is de-energized) before servicing or maintenance work can begin.
  - Before working on machines or equipment that have been locked or tagged out, the authorized employee shall verify that isolation & deenergization of machine or equipment has been accomplished.
- ❖ Drain all valves; Bleed off air from a system; Eliminate stored hydraulic pressure.

## 5. After servicing is finished:

- Check machine/equip. & surrounding area to insure all non-essential items have been removed.
- Replace all machine guards.
- Check work area to ensure that all employees have been safety positioned or removed.
- Verify the controls are in neutral.
- Remove your tag and lock and reenergize the machine/equipment.
- Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.
- Bump test procedure when repairs are completed.

❖ *Shift or Personnel Change - If a piece of equipment is locked out at shift change, the person on the next shift must apply his lock before the employee who is leaving can remove his.*

## General Program Activities

- All equipment that contains energy of any form will be locked out prior to being serviced or maintained.
- All employees who are authorized to work on equipment or machinery will follow appropriate lockout/tagout procedures.
- Anyone who performs work on district equipment will comply with company lockout/tagout procedures.
- An energy control plan will be completed for all pieces of equipment requiring lockout. This plan will identify all energy isolation points to be locked and tagged, as well as any special information required to safely achieve a zero energy state. The lockout checklist and safe startup checklist will be used during all service and maintenance activities to ensure the safety of both authorized and affected employees.

# Office Safety

## GENERAL

- When using file cabinets, never open more than one drawer at a time to avoid tipping.
- Desk drawers, filing, and storage cabinets must be kept closed when not in use.
- Floors, work areas, and hallways shall be kept cleared of boxes, papers, electric cords, and telephone wires.
- Inspect electrical wires periodically to be sure that plugs and/or cords are in safe operating condition.
- Good housekeeping shall be maintained at all times. All spills, whether water, chemicals, grease, oil, or ink, will be quickly cleaned up.
- Be sure that all personal items are in safe condition, i.e., shoes are nonskid, eyeglasses have shatterproof lenses.
- Always wear safety glasses or goggles while in a Shop or Tech Ed area.
- Always think Safety Awareness.
- Refrain from horseplay that could endanger you or your fellow employees.
- Proper dress code should be attained at all times to permit adequate movement of arms and legs.
- Always maintain adequate lighting and ventilation.
- Refrain from placing heavy, bulky objects at top of shelving unit. Ask for assistance when receiving, transporting, and stocking heavy packages.
- Care should be taken to avoid cuts and scrapes from sharp edges of cards or paper. If cuts occur, administer the proper first aid and fill out a minor injury report.
- Be sure that all electrical equipment is turned off at the end of the day if possible.
- Exercise care when using cutting devices.
- Bookshelves and cabinets will be substantially braced to prevent them from tipping or falling.
- Be sure that storage boxes are placed in out-of-the-way areas and are stored in a safe manner.
- Make sure you use handcarts and other mechanical stock handling equipment when moving heavy loads.
- Make sure that you follow procedures established for spill cleanup involving chemical substances. Consult an SDS book if you do not know the hazards associated with a particular chemical spill.
- Ensure proper computer workstation arrangement for comfortable seating and distance from the terminal screen.

## Code of Safe Practices

- All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the leadership.
- Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
- All employees shall be given accident prevention instructions.
- Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
- Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well being of the employees shall be prohibited.
- Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
- No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
- Only employees, who have received proper Confined Space Entry training, shall enter voids, chambers, tanks, or other similar places that receive little ventilation.
- Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly.
- Workers shall not handle or tamper with any electrical equipment, machinery, air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
- All injuries, no matter how minor, shall be reported promptly to the supervisor so that arrangements can be made for treatment. The Safety Coordinator should also be informed immediately.
- When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
- Materials, tools, or other objects shall be properly hoisted to buildings or structures with proper precautions are taken to protect others from the falling objects.
- Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions for those products.
- Before leaving any area, be sure it is in a safe condition.
- Gasoline shall not be used for cleaning purposes.
- No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from their supervisor.
- Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the supervisor and repaired before use.

# CONFINED SPACE PROCEDURE

## A. OBJECTIVE

The purpose of this plan is to establish a program and procedures for safe entry into confined spaces.

## B. SCOPE

This plan applies to all company employees.

## C. REFERENCES

This program supports compliance with Federal, State and Local Standards, e.g., OSHA, ADA, EEOC, State Labor Codes, etc. on permit-required confined space entry.

## D. DEFINITIONS

- **Attendant:** The member(s) of the entry team who must remain outside the confined space for the duration of the entry operations. They will monitor conditions outside and the entrant's activities and condition inside the confined space. They are responsible for knowing the hazards that the entrant may be faced with, their symptoms and health effects, maintaining contact by using walkie-talkie, voice, or other viable communication device with the entrant(s) inside of the space in order to monitor their work activities and be able to summon rescue and other emergency services by voice or phone as soon as it is recognized that the entrant(s) may need help to escape from the space. They must maintain an accurate count of entrants in the space. Attendant(s) must take action when unauthorized persons or vehicles approach the permit space area. If a hazard is detected, they must order entrants to evacuate.
- **Confined Space:** An area that has these three qualities:  
The size and shape are large enough for employees to enter.  
There are limited entrances and exits.  
It is not designed for people to work in continuously.
- **Entrant:** The member or members of the entry team who enter the confined space. They are responsible for knowing the hazards that they may face during entry and must participate in the permit review and signing. Including information on how hazardous exposure may occur and the signs, symptoms and severity of overexposure. Properly using any equipment needed to safely enter the space and maintaining communication by using walkie-talkie, voice, or other viable communication device, with the attendant outside of the space.
- **Entry Permit:** A written document that identifies purpose of entry; date and duration of permit; what hazards are present; list of authorized entrants; names of current attendants and entry supervisor; the hazards of the permit space to be entered; the measures used to isolate the permit space and eliminate or control hazards; the acceptable entry conditions; the results of atmospheric monitoring; rescue and emergency services that can be summoned and the means for summoning those services; the communication methods used by entrants and attendants to maintain contact; any other safety information necessary for the specific space; any additional permits, such as for "hot work" (welding). Required by OSHA, it must be issued before anyone can enter a permit-required confined space. Cancelled permits must be kept for at least one year.
- **Entry Supervisor:** The member of the entry team who is responsible for planning the entry, issuing the entry permit and supervising the overall safety of the entry. Also, the entry supervisor must close off the space and cancel permits when an assignment has been completed or when prohibited conditions exist. The Entry Supervisor will check to ensure that all personnel are out, all equipment is clear, and when he is satisfied with the site conditions, he/she can close out the confined space entry permit, prior to allowing the Confined Space to be sealed.
- **Entry Team:** The employees who will be working in or around a confined space.
- **IDLH:** An OSHA hazard classification—"Immediately Dangerous to Life And Health." Toxic atmospheres that are immediately fatal are considered IDLH.

## E. REQUIREMENTS

- Confined space training shall be given to every affected employee prior to initial assignment, prior to a change in assigned duties, if a new hazard has been created or special deviations have occurred.
- Training shall include personal protective equipment, ventilation and air monitoring, rescue procedures, and air space quality. Training shall be done in three of the four areas; entrant, attendant, and supervisor. MJSD does not train employees in rescue personnel.
- The training record shall be maintained by the safety coordinator and include employee name, trainers signature and dates of training. These records are available to employees and their authorized representative(s).
- Before entering any confined space, the employee must report to their supervisor to obtain a confined space permit. The supervisor will review all special hazards which may be present inside the confined space being entered.
- After review of the hazards and any time during entry, affected employees, or their representative may request that the space be re-evaluated.
- Secure the area – post and flag/barricade off the area to prevent any unauthorized entry by pedestrians, keep vehicles away from the area and to protect entrants from external hazards.
- During a confined space entry, there will always be a minimum of one attendant and one entrant.
- Multiple Employers/Contractors: MJSD shall inform all other affected outside employers and contractors of the permit space locations and permit space hazards at the jobsite. Multiple permit space entries conducted by outside employers and contractors shall be reviewed and coordinated prior to authorized entry by any party.

### Rescue Procedures

- Rescue Plan: A rescue plan shall be developed for each type of permit-required confined space at the jobsite. Whenever feasible, the rescue plan will specify methods that do not involve entry by rescuers into the confined space. The attendant and/or the Entry Supervisor are responsible for preventing unauthorized persons in attempting a rescue inside the confined space.
- Rescue Equipment: All necessary rescue equipment to effectively conduct the rescue shall be provided and in proper working condition prior to entry into the space.
- Rescue Practice: At least annually, designated rescuers shall practice making a rescue using either a manikin or an actual entrant, from a space similar to the one being entered. If the space has not been entered for more than one year, the rescue practice will be conducted prior to entry.
- Rescue Plan and Entry Permit: The entry permit shall verify that:
  1. rescuers have been notified;
  2. rescuers are physically located so they can effect a successful and timely rescue at any point during the entry;
  3. rescuers have been trained on rescue from the particular space being entered;
  4. all required rescue equipment is immediately available.

**MJSD employees do not work in confined spaces where IDLH conditions are present. MJSD will utilize an outside contracted Gas Free Engineer to certify IDLH spaces clear and safe for entry.**

Annually the permit space program will be reviewed using the canceled permits that have been kept for the past year. After review the safety program will be revised as necessary to ensure that employees are protected. A single annual review covering all entries performed during a 12-month period may be performed. If no entry is performed during a 12-month period, no review is necessary.

NOTE: The standard allows attendants to be assigned to monitor more than one permit space, provided that their duties (listed above) can be effectively performed for each permit space that is monitored. MJSD does not permit an attendant to monitor more than one permit space because the attendant must be in constant communication with all entrants, be able to monitor the conditions in all confined spaces, and be able to perform all of his or her duties without distraction. Unless the spaces being monitored are right next to each other, it is unlikely that these conditions could be met.

# FALL PROTECTION

## A. OBJECTIVE

- To establish a fall protection program for prevention of employees working at elevated heights of six (6) feet or greater, or when working over dangerous equipment, etc.
- To prevent employee deaths and/or minimize employee injury due to falls from elevated areas.
- Recognize & identify work assignments that require fall prevention measures and/or fall protection equipment.
- Establish standards for the use of protection equipment and systems according to specific work assignment. All fall protection equipment will meet or exceed OSHA standards.

## B. SCOPE

When exposed to an elevated fall and cannot be prevented through such measures as permanent or semi-permanent floors, scaffolding, walls, platforms, covers, personal lifts or guardrails then personal fall protection fall equipment must be utilized to control a fall.

This policy is in effect when work assignment is being performed six (6) feet or more above floor or ground level.

## C. RESPONSIBILITY

The supervisor will be responsible for evaluating the appropriate fall control measures needed for a fall protection system as a part of pre-planning the work assignment.

The fall protection plan shall be prepared by a qualified person for the specified work site.

The foreman or supervisor will select the appropriate fall protection systems stated below when a fall protection system is required.

The employer shall provide for prompt rescue of employees in the event of a fall or shall assure the employees are able to rescue themselves.

Accident investigations shall be conducted to evaluate the fall protection plan for potential updates to practices, procedures or training in order to prevent reoccurrence.

## D. PROCEDURE

Evaluate specific job site assignment to eliminate falls from six (6) feet or greater during the specific work assignment being performed by means of permanent or semi-permanent floors, walls, scaffolding platforms, guardrails, personnel lifts, ladders, etc.

Select and install a fall protection system to eliminate falls of six (6) feet or greater by means of an approved fall protection system.

Fall protection system shall include all or part of the following, but are not limited to:

- Full Body Harness
- Lanyard with shock absorber
- Double Action Snaphook
- Beam Web Lanyard (tie off adapter)
- Retractable lanyard with shock absorber
- Rope grab for vertical lifeline
- Horizontal or vertical life lines

- 1/2" diameter cable system used as a horizontal/vertical lifeline
- Guardrail system

Every effort must be taken to minimize the potential of the falls to individuals installing temporary or permanent fall protection systems.

Generally, a personal fall arrest system will include Full Body Harness (use of body/positioning belts is prohibited), Lanyard with shock absorber, and double action snaphook secured to an approved tie-off point.

In the event of a fall or near miss an accident investigation shall be conducted to evaluate the fall protection plan for potential updates to practices, procedures or training in order to prevent reoccurrence.

## **E. TRAINING**

Each employee who might be exposed to fall hazards will be trained by a competent individual addressing the prevention and protection systems, and any hazards involved. Training shall enable each employee to recognize hazards of falling and train each employee in procedures to follow to minimize these hazards.

Re-training shall be provided when the following are noted: 1) Deficiencies in training. 2) Work place changes. 3) Fall protection systems or equipment changes that render previous training obsolete.

The employer shall provide adequate training and will maintain written certification records indicating the name of the employee trained the date of training and the signature of the person who conducted the training.

## **F. USER RESPONSIBILITY**

Each employee has the responsibility to inspect personal fall protection system's anchor points, connecting means of (i.e. lanyard or devices) and body holding devices (i.e. full body harness) prior to using the system. Any problems noted with the above devices must be reported to the foreman or supervisor for correction.

Any questions concerning the type of fall protection systems best suited for a particular project as well as installation should be directed to the Safety Coordinator.



# LADDER SAFETY

- Use the proper ladder for the job you are doing.
- Before using ladders, they should be inspected by a competent person for visible defects such as:
  - Deformed side rails or rungs
  - Cracked or damaged siderails
  - Cracked, loose or missing rungs, steps or cleats
  - Rough or splintered surfaces
  - Loose, bent, broken or missing hardware such as hinges, spreaders, or extension locks.
- If a defect is found, the ladder should be tagged and removed from service immediately.
- Never place a ladder on boxes or other unstable bases to gain height.
- All ladder feet should rest on a firm level surface and should be equipped with safety shoes.
- The ladder should be placed so that the distance from base to resting point is one fourth of the ladder's working length (4:1 ratio).
- Ladders used to gain access to another height should extend at least 3 feet above the point of support.
- Ladders should be secured at the top and bottom, and long ladders should be braced at intermediate points to prevent spring. Ladders equipped with approved end hooks properly secured, do not require tie-offs.
- Aluminum ladders should not be used when electrical wires or lines or hazards are present. Portable ladders shall have non-conductive side rails.
- For roof access and for working off of straight ladders twelve (12) feet or longer, or any length extension ladder, at least one of the following will be required:
  - Tie-off
  - Second person holding base of ladder (person holding ladder shall wear hard hat, eye protection, and other required PPE that is needed)
  - Lateral support (exit and access ladder opposite of lateral support)
- Ladders shall be used only for the purpose for which they were designed. Ladders should never be used horizontally as platforms, runways or scaffolds.
- Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced, when the ladder is in position for use. Ladder rungs should be kept free of mud, grease and oil. Mud, grease or oil should be wiped from your shoes before climbing the ladder.
- Tools and other material should be transported to the work level by rope or some other means so that hands are free to hold the ladder handrail.
- Do not climb higher than the third rung from the top on straight ladders, nor the second tread from the top of stepladders.
- Only one person shall be on a ladder at a time, except if it is designed for more than one person. Ladders shall not be loaded beyond the maximum intended load for which they were built, nor beyond the manufacturer's rated capacity.
- Work should be such that employees are able to face ladder and use both hands while climbing.

# MANUAL MATERIAL HANDLING

## A.OBJECTIVE

To reduce manual material handling injuries.

## B.SCOPE

All affected employees.

## C.REFERENCES

Federal, State and Local Standards, e.g., OSHA, ADA, EEOC, State Labor Codes, etc.

## D.RESPONSIBILITIES

All personnel shall be responsible in the following areas:

- **PREPARATION:** Mental and physical readiness throughout the day.
- **TECHNIQUE:** Plan the lift; bend at the knees; keep the load close; pivot and shift feet. Combine this with the use of mechanical assists whenever possible.
- **FITNESS:** Comprehensive stretch, flexibility and warm-up program, along with good diet and rest regime.
- **Preparation and Fitness should be part of daily routine.** Stretching exercises can help.
  - Stretch each major muscle group - Always move slowly & smoothly, do not bounce a stretch
  - Neck rotations, shoulder stretching and chest pulls loosen upper body
  - Arm exercises for biceps and triceps
  - Smooth trunk rotations and back arching will warm up spine
  - Stretch thighs, hamstrings and calves

Technique, if done properly, extracts the most power from the body to move weight and it is what protects the back from injury.

## MANUAL MATERIAL HANDLING

Manual material handling consists of 6 basic tasks: Lifting, Lowering, Pushing, Pulling, Carrying & Walking. As basic as these tasks seem, injuries due to manual material handling are one of the most common and severe injury types.

All employees shall be instructed and supervised in safe lifting and handling methods, which entail the following:

- Inspect the load regarding weight, handholds and size, and always ask for help when needed.
- Bend knees; get down close to the load.
- Grasp the load so that it is balanced.
- Keep back as straight as possible.
- Lift gradually using the leg muscles.
- Do not jerk, twist or turn, pivot feet to change direction of travel.
- Carry the load in front.
- Put the load down the way it was lifted.

Using proper lifting techniques can prevent injuries, but mechanical assists should be used whenever possible; and team lifting can also reduce the effort required to manually handle a load or object. Pre-planning for job exposures is effective course of action to take to create and maintain consistency in job site safety practices.

Pre-planning includes:

- Material layout on job.

- Safety materials and equipment needed on the job.
- Mechanical assists provided and used, where possible, to reduce manual material handling.
- For jobs with repetitive material handling, involve job rotation, team lifting, etc.

## **RISK FACTORS**

There are essentially three sources for risk factors:

- **MANUAL MATERIAL HANDLING**
  - Repeated Over-Exertions
  - Stressful Dynamic Movements
- **UPPER EXTREMITY MOTION**
  - Frequency of Motion (repetitions)
  - Force (effort) Level
  - Posture (deviations from neutral)
  - Mechanical (contact) Stresses
  - Task Duration
- **WORKSTATION DESIGN**
  - Stressful Static Postures
  - Whole Body Vibration

## **PRINCIPLES OF PREVENTION**

- **HANDS & WRISTS**
  - Reduce the number of hand repetitions
  - Design tools and equipment to keep the wrists in their natural, or neutral position
  - Eliminate direct pressure on the palm
  - Isolate vibration
  - Insulation from cold
- **ARMS & SHOULDERS**
  - Reduce repetitions
  - Reduce force required to do the job
  - Keep arms low and elbows in
- **BACK**
  - Reduce Force
  - Reduce weights lifted or use mechanical aids
  - Keep loads as close to the body as possible
  - Reduce pulling and pushing forces
  - Improve Posture
  - Keep the natural curve of the spine intact
  - Lift loads at about waist height
  - Eliminate twisting motions
- **NECK**
  - Avoid bending over continually when working
  - Raise work to avoid continually flexing neck to look down at the work and keep neck in a "neutral" position

## **PRINCIPLES OF TECHNIQUE FOR BASIC LIFTING**

- **PLAN THE LIFT**
  - In construction, planning the lift means recognizing size, shape and weight of the load, and knowing when and where it will be moved and under what conditions.
- **BEND THE KNEES**
  - Bending the knees is the most commonly ignored principle - it keeps the spine erect. The

spine has 26 vertebrae and discs. The lower lumbar region has greatest force, bending the knees distributes load evenly and lets the leg muscles do the work.

- **KEEP LOAD CLOSE**
  - The further the weight is from the body, the more force on the discs and back muscles. A crane has the same mechanics as the back.
- **AVOID TWISTING AT THE WAIST BY PIVOTING FEET AND SHIFTING WEIGHT**
  - Twisting creates lateral force on the back. Use the proper footwork to prevent this.

## **COMMON LIFTS ENCOUNTERED**

- **BELOW THE KNEES**
  - Reduce the risk by bending at the knees. When picking up object with one hand, if the object permits, use the other hand to steady self during the lift (hand on knee). On heavier lift, position object between knees, close to body, bend at knees, get solid grip, and use handles when available.
- **NEAR THE WAIST**
  - This lift is less stressful. Pull object close before lifting, flex knees and legs to lift and then pivot feet to direction of travel.
- **ABOVE SHOULDER LIFT**
  - This lift creates stressful posture of an arched back and increases potential for dropping object due to poor balance. Plan these lifts - try to have solid footing, keep the load close, and flexing the knees can prevent injury. When possible, change above shoulder lift to waist level by lowering storage height of materials. Use mechanical assists, or get help (team lifting). Don't carry sheet materials above the shoulder, it can throw off balance and block vision.
- **CARRYING OF OBJECTS**
  - When carrying awkward loads, always follow the basic lifting principles. Avoid above the shoulder loads. Almost all carrying of objects requires change in direction from original position. Don't twist at the waist. Pivot feet in new direction, then rotate body as one.
- **PLACEMENT OF WHAT IS CARRIED/LIFTED**
  - Setting objects down can be more hazardous than lifting, due to the effect of gravity. Execute this move using the same principles as you would use for lifting.

Materials can be too heavy or awkward to handle alone. If no mechanical assist is available, use team lifting with same lifting principles, plus these additional precautions:

- Other person should be about the same height
- Coordinate lifting and lowering to bend knees at the same time
- Carry load on same shoulder and walk out of step for smooth handling. Proper lifting techniques are not only way to prevent back injuries. Observing the following common sense rules can help:
- Reduce the weight to be lifted and carried
- Reduce the size of the load
- Reduce distance object is to be carried
- Reduce bending motions (raise material to be lifted)
- Reduce number of times object must be lifted/carried (put material/object to be moved on wheeled cart)

# RIGGING MATERIAL HANDLING

## A. OBJECTIVE

To reduce rigging material handling injuries.

## B. SCOPE

All affected employees.

## C. REFERENCES

Federal, State and Local Standards, e.g., OSHA, ADA, EEOC, State Labor Codes, etc.

## D. RESPONSIBILITIES

- Inspect rigging equipment for material handling before use on each shift and as necessary during its use to ensure that it is safe.
- Remove defective rigging equipment from service.
- Do not load rigging equipment in excess of its recommended safe working load. Load identification shall be attached to the rigging
- When not in use, remove rigging equipment from the immediate work area to prevent a hazard to employees.
- Mark special custom-design grabs, hooks, clamps, or other lifting accessories for such units as modular panels, prefabricated structures, and similar materials to indicate safe working loads, and proof-test them before use to 125 percent of their rated load.
- Each day before use, the sling and all fastenings and attachments must be inspected for damage or defects by a competent perso. Perform additional inspections during sling use where service conditions warrant. Immediately remove damaged or defective slings from service.
- Make sure that welded alloy steel chain slings have permanently affixed durable identification stating size, grade, rated capacity, and sling manufacturer.
- Check that hooks, rings, oblong links, pear-shaped links, welded or mechanical coupling links, or other attachments, when used with alloy steel chains, have a rated capacity at least equal to that of the chain.
- Do not use job or shop hooks and links, or makeshift fasteners, formed from bolts, rods, etc., or other such attachments.
- Tag lines shall be used unless their use creates an unsafe condition
- Hooks on overhaul ball assemblies, lower load blocks, or other attachment assemblies shall be of a type that can be closed and locked, eliminating the hook throat opening. Alternatively, an alloy anchor type shackle with a bolt, nut and retaining pin may be used
- All employees shall be kept clear of loads about to be lifted and of suspended loads

# **BLOODBORNE PATHOGENS EXPOSURE CONTROL POLICY**

## **A. OBJECTIVE**

To eliminate or minimize employee occupational exposure to blood or other potentially infectious material. Comply with the OSHA Bloodborne Pathogens Standard 29 CFR 1910.1030.

## **B. TRAINING**

All employees to review annual “Bloodborne Pathogen” training, complete Bloodborne Pathogen Standard quiz and acknowledge receiving Bloodborne Pathogen training.

- Training shall be conducted before initial assignment and within one year of previous training.
- Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
- Wash and flush the area where contact was made. All equipment or environmental surfaces shall be cleaned & decontaminated after contact with blood or other infectious materials.
- A copy of the district’s bloodborne pathogens exposure control plan shall be accessible to all employees.

## **C. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Menasha Joint School District shall make available appropriate PPE at no cost to the employee, the Hepatitis B vaccine and vaccinations series to all employees who have occupational exposure, and post exposure follow-up to employees who have had an exposure incident.

- Hand washing facilities are located throughout district. Antiseptic cleaners are provided at all buildings.
- The Hepatitis B vaccine and vaccinations series to all employees who have occupational exposure, and post exposure follow-up to employees who have had an exposure incident. Make available at no cost to the employee. This is available to exposed employees at a reasonable time and place and is performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional. Provided according to the recommendations of the US Public Health Service. All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.
- All employees who decline the Hepatitis B vaccination offered shall sign the OSHA required waiver indicating their refusal.

## **D. RECORDKEEPING**

Medical records shall be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records shall be kept confidential, and must be retained for at least the duration of employment plus 30 years. The records shall include name and social security number of the employee. A copy of the employee’s HBV vaccination status, including the dates of vaccination. A copy of all results of examinations, medical testing and follow-up procedures;

A copy of the information provided to the health care professional, including a description of the employee’s duties as they relate to the exposure incident, and documentation of the amounts of exposure and circumstances of the exposure.

## **E. TRAINING RECORDS**

Training records shall be maintained for three years from the date of the training.

# PERSONAL PROTECTIVE EQUIPMENT (PPE)

## A. OBJECTIVE

To provide work environment safe from injuries or detrimental effects on health, which are not controllable through engineering or administrative means.

## B. SCOPE

- Where required by law.
- Where exposure to the hazard has the potential for injury or illness to an employee.
- Where there is a potential for damage or contamination to property or the environment.
- Where the failure to utilize the equipment would expose non-employees to a safety or health hazard.

## C. REFERENCES

Federal, State and Local Standards, e.g., OSHA, ADA, EEOC, State Labor Codes, etc.

## D. RESPONSIBILITIES

- Required personal protective equipment will be provided by the district. The only exceptions are; 6" high leather steel toe safety boots and prescription eyewear. Employer is responsible for assurances from employee that safety boots and prescription eyewear owned by employee is adequate, sanitary and meets all regulatory bodies stated in "C" above.
- Upon hire, training in the proper selection, fit and use of personal protective equipment is required of all employees who may need to wear PPE. Retraining will be done when equipment changes or when the employee shows insufficient skill or lack of use. PPE training needs to be documented.
- All personnel including leadership and supervisory personnel shall wear personal protective equipment when in areas so designated.
- All visitors, including but not limited to, vendors, salespersons and contractors shall wear personal protective equipment when in areas so designated.
- Protective clothing and equipment shall be provided to accomplish all assigned tasks in a safe and healthful manner.
- Personal protective devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and sound manufacturing practices.

## HEAD PROTECTION

Head protection should be worn when there is potential of falling objects or electrical shock. This would include, for instance, working below other workers who are using tools and materials which could fall, working below machinery or processes which might cause material or objects to fall, and working on exposed energized conductors.

## HEARING PROTECTION

Hearing protection shall be required where sound levels exceed acceptable Federal, State and Local Standards. While operating equipment that produces loud noise, such as a grinder, spiral machine, saws, or while working in industrial plants where noise exposures are high.

The Safety Coordinator, with appropriate technical support shall post signs identifying hearing protection requirements at appropriate locations.

## **EYE & FACE PROTECTION**

- Eye & face protection is required when hazards include flying particles, molten metal, liquid chemicals, acids, caustic liquids, gases, vapors and potentially dangerous light radiation.
- Appropriate eye protection shall be worn by all employees and visitors working in or walking through designated areas.
- In addition to safety glasses, a full face shield shall be worn by employees involved in air-blast cleaning, chipping, chiseling, concrete breaking, equipment wash-down, grinding, handling and using chemicals, high-speed sawing, power brushing or buffing, sandblasting and steam cleaning.
- In addition to safety glasses, appropriate tinted goggles shall be worn for all torch cutting or burning operations.
- In addition to safety glasses, a welding hood shall be worn by all employees performing, assisting or observing welding, burning or cutting operations.
- Eye- and face-protective devices shall conform to the requirements of ANSI Z87.1–1979; and shall:
  - Be reasonably comfortable, yet fit snugly and not unduly interfere with the movement of the wearer.
  - Be kept clean and in good repair.

Supervisors will be responsible for the issuance, care and control of each type of eye- and face-protective device as required.

## **HAND PROTECTION**

Hand protection is to be worn when employees are exposed to hazardous substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and temperature extremes.

Note: No one glove protects against all chemical hazards

## **FOOT PROTECTION**

Employees and authorized visitors shall wear shoes or boots, which are suitable for the areas of the facility in which they are working or visiting. These shoes or boots shall be of substantial design and construction and the soles shall be strong and in good enough condition to prevent slipping on smooth, wet or loose surfaces and to resist penetration by nails and debris.

**All Menasha Joint School District Maintenance employees are required to wear steel-toe, ANSI approved footwear at all times.**

Office or professional employees are expected to wear appropriate footwear.

## **CLEANING AND MAINTENANCE OF PPE**

PPE, whether it is provided by the employer or employee, must be inspected, cleaned, and maintained according to manufacturer's instructions at regular intervals so that it provides the protection expected. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. It is also important to ensure that contaminated PPE, which cannot be decontaminated, is disposed of in a manner that protects workers from exposure to hazards. Should your district provided PPE equipment need replacing, see the Safety Coordinator for disposal of the old and a replacement.

Defective or damaged PPE shall not be used.



# FIRE EXTINGUISHERS

## A. OBJECTIVE

To provide training guidelines on the proper use of fire protection equipment

## B. SCOPE

All employees

## C. REFERENCES

Federal, State and Local Standards, e.g., OSHA, ADA, EEOC, State Labor Codes, etc.

## D. RESPONSIBILITIES

Employees will be trained to use fire extinguishers prior to initial assignment and will be instructed in the hazards of fighting fire, how to properly operate the fire extinguishers available and what procedures to follow in alerting others to the fire emergency. Training will be updated yearly.

## E. EMPLOYEE INFORMATION AND TRAINING

**Classification:** Fire extinguishers are classified by the type of fire that they will extinguish.

- A Class A fire extinguisher is used for ordinary combustibles, such as wood, paper, some plastics, and textiles. This class of fire requires the heat-absorbing effects of water or the coating effects of certain dry chemicals. Extinguishers that are suitable for Class A fires should be identified by a triangle containing the letter "A."
- A Class B fire extinguisher is used for flammable liquid and gas fires such as oil, gasoline, etc. These fire extinguishers deprive the fire of oxygen and interrupt the fire chain by inhibiting the release of combustible vapors. Extinguishers that are suitable for Class B fires should be identified by a square containing the letter "B."
- A Class C fire extinguisher is used on fires that involve live electrical equipment, which require the use of electrically nonconductive extinguishing agents. (Once the electrical equipment is de-energized, extinguishers for Class A or B fires may be used.) Extinguishers that are suitable for Class C fires should be identified by a circle containing the letter "C."
- A Class D fire extinguisher is used on combustible metals, such as magnesium, titanium, sodium, etc., which require an extinguishing medium that does not react with the burning metal. Extinguishers that are suitable for Class D fires should be identified by a five-point star containing the letter "D."
- A Class K fire extinguisher is used on fires involving cooking media (fats, grease, and oils) in commercial cooking sites such as restaurants. These fire extinguishers work on the principle of saponification. Saponification takes place when alkaline mixtures, such as potassium acetate, potassium citrate, or potassium carbonate, are applied to burning cooking oil or fat. The alkaline mixture combined with the fatty acid creates a soapy foam on the surface that holds in the vapors and steam and extinguishes the fire. These extinguishers are identified by the letter K.

**Labeling:** Fire extinguishers are labeled so you can quickly identify the classes of fire on which the extinguisher will be effective. The marking system combines pictographs of both recommended and unacceptable extinguisher types on a single identification label. Located on the fire extinguisher label is the UL rating. The UL rating is broken down into Class A and Class B:C ratings. These numerical ratings allow you to compare the relative extinguishing effectiveness of various fire extinguishers. For example, an extinguisher that is rated 4A:20B:C indicates the following:

- The A rating is a water equivalency rating. Each A is equivalent to 1 1/4 gallons of water. 4A = 5 gallons of water.
- The B:C rating is equivalent to the amount of square footage that the extinguisher can cover, handled by a professional. 20 B:C = 20 square feet of coverage.
- C indicates it is suitable for use on electrically energized equipment.

When analyzing these ratings, note there is not a numerical rating for Class C or Class D fires. Class C fires are essentially either a Class A or a Class B fire involving energized electrical equipment where the fire extinguishing media must be non-conductive. The fire extinguisher for a Class C fire should be based on the amount of the Class A or Class B component. For extinguisher use on a Class D fire, the relative effectiveness is detailed on the extinguisher nameplate for the specific combustible metal fire for which it is recommended.

**Inspections:** Portable fire extinguishers must be visually inspected monthly. The inspection should assure that:

- Fire extinguishers are in their assigned place;
- Fire extinguishers are not blocked or hidden;
- Fire extinguishers are mounted in accordance with NFPA Standard No. 10 (Portable Fire Extinguishers);
- Pressure gauges show adequate pressure (a CO<sub>2</sub> extinguisher must be weighed to determine whether leakage has occurred);
- Pin and seals are in place;
- Fire extinguishers show no visual sign of damage or abuse;
- Nozzles are free of blockage.

Fire extinguishers need to be given a monthly visual inspection. Maintenance, inspection, and testing of an extinguisher will be done annually by an outside vendor who specializes in this field. They shall record the annual maintenance date and keep these records for one year after the recorded date or the life of the shell of the extinguisher.

Fire extinguishers, correctly used on the type of fire they are intended for, can have a large role in stopping major fire damage and dollar losses. When walking by a fire extinguisher, you'll know that all of the letters and numbers have specific meanings and why it is located where it is.

# ELECTRICAL SAFETY

## A. OBJECTIVE

To provide training guidelines for employees who may encounter the risk of electric shock and to protect individuals from electrical hazards that may result in electric shock, burns, arc flash/blast or other injuries due to direct or indirect contact with electrical equipment, tools or appliances.

## B. SCOPE

All employees.

## C. REFERENCES

Federal, State and Local Standards, e.g., OSHA, ADA, EEOC, State Labor Codes, etc.

## D. TRAINING

- All employees who may encounter electricity will be provided training and become familiar with electrically related safety practices as it pertains to their respective job assignments. Employees who may face the risk of electric shock but who are not qualified persons shall be trained and become familiar with electrically related safety practices as it pertains to their respective job assignments.
- Safe work practices shall be employed to prevent electric shock or other injuries resulting from either direct or indirect (tools, materials, etc) electrical contacts when work is performed near or on equipment or circuits which are or may be energized.
- Potential energy may include any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy. Conductors and parts of electrical equipment that have been deenergized but not been locked or tagged out shall be treated as live parts.
- When working under overhead lines the lines shall be deenergized and grounded or other protective measures shall be provided before work is started
- Allowable clearance distances will be reviewed. Vehicles and/or mechanical equipment shall maintain clearance distance of 10' and obey safe work practices. Unqualified employees must maintain approach distance of 10' for 50kV plus 4" for every additional 10kV
- Qualified employees must obey safe approach distances.
- Only qualified persons may work on electric circuit parts or equipment that has not been deenergized. Such persons shall be made familiar with the use of special precautionary techniques, PPE, insulating & shielding materials and insulated tools.
- Employees may not enter spaces containing exposed energized parts unless illumination is provided that enables the employees to work safely.
- Protective shields, protective barriers or insulating materials as necessary shall be provided and used when working in confines or enclosed work spaces where electrical hazards may exist.
- Conductive items of jewelry or clothing shall not be worn unless they are rendered non-conductive by covering, wrapping or other insulating means.
- Portable ladders shall have non-conductive side rails.
- All equipment that contains energy of any form will be locked/tagged out prior to being serviced or maintained.
- All employees who are authorized to work on equipment or machinery in the company will follow appropriate company lockout/tagout procedures.
- An energy control plan will be completed for all pieces of equipment requiring lockout. This plan will identify all energy isolation points to be locked and tagged, as well as any special information required to safely achieve a zero energy state.
- The lockout checklist and safe startup checklist will be used during all service and maintenance activities to ensure the safety of both authorized and affected employees.

# POWERED INDUSTRIAL TRUCK SAFETY

## A. OBJECTIVE

The purpose of this program is to establish procedures for the safe operation of powered industrial trucks.

## B. SCOPE

Applies to all employees who are responsible for operating material-handling equipment, including forklifts, reach trucks, order pickers and powered pallet jacks.

## C. REFERENCES

Federal, State and Local Standards, e.g., OSHA, ADA, EEOC, State Labor Codes, Etc.

## D. RESPONSIBILITIES

### The Safety Coordinator is responsible for:

- Issuing and administering this program and making sure that it satisfies the requirements of all applicable federal, state or local powered industrial truck safety requirements
- Ensuring that training is provided initially and that those operators are re-evaluated every three years with a refresher. All training to be done by a qualified instructor
- Making sure that mandatory refresher training is given after the operator has an accident, unsafe operations are observed, or when operation of different equipment is required.
- Maintaining the training records of all employees included in the training sessions

### Employee Users are responsible for:

- Operating all powered industrial trucks in a safe manner consistent with company rules of operation
- Inspecting powered industrial trucks at the beginning of each use.
- Reporting all equipment malfunctions and/or maintenance needs to their supervisors immediately
- If repairs are needed on a powered industrial truck that prevent its safe operation, it will be taken out of service until the repairs have been made.
- After repairs have been completed, the powered industrial truck will be given a performance test to ensure that the equipment is safe to operate.
- Powered industrial trucks will be kept in clean condition, free of dirt, excess oil and grease.

### Operator Training

- Only employer authorized personnel who have been trained and are certified may operate the equipment they were trained on (forklifts).
- Training will be documented.
- Operators are required to be re-evaluated every three years
- Retaining will be done when equipment changes, an accident occurs, jobsite demands it, or when the employee shows insufficient skill or lack of use.
- Do not exceed the forklift lift capacity (refer to the lift capacity plate on the forklift).
- Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
- Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
- Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.
- After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
- Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
- Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
- Fuel tanks will not be filled while the engine is running.

- Approach railroad tracks at a 45 degree angle.
- Do not drive over objects in your pathway.
- Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
- Steer wide when making turns.
- Do not drive up to anyone standing or working in front of a fixed object such as a wall.
- Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
- Obey all traffic rules and signs.
- Sound the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
- Do not exceed a working speed of five miles/hour and slow down in congested areas.
- Stay a minimum distance of three fork truck lengths from other operating mobile equipment.
- Drive in reverse and use a signal person when your vision is blocked by the load.
- Look in the direction that you are driving; proceed when you have a clear path.
- Do not use bare forks as a man-lift platform.
- Do not load pallets of wood that are not banded on to the forklift.
- Do not drive the forklift while people are on an attached aerial lift platform.
- Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.
- Drive unloaded forklifts in reverse when going up a ramp & forward when going down a ramp.
- Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
- Do not attempt to turn around on a ramp.
- Do not use "Reverse" to brake.
- Lower the forks completely, turn off the engine and set the parking brake before leaving your forklift.

## **HEARING CONSERVATION PROGRAM**

It is the policy of Menasha Joint School District to provide employees with a safe working environment. We shall utilize facility and engineering controls that significantly reduce the level of noise whenever possible. When effective engineering controls are not possible, personal protective equipment shall be provided and used to reduce sound level.

# LEAD

## A. OBJECTIVE

To keep employees safe from lead exposure

## B. SCOPE

All affected employees

## C. REFERENCES

Federal, State and Local Standards, e.g., OSHA, ADA, EEOC, State Labor Codes, Etc.

## D. TRAINING

- Lead awareness training is required for employees whose work activities may contact lead containing materials but do not disturb the material during their work activities. Lead awareness training is required at time of hire, during orientation, or before assignment to areas containing lead. Refresher training given annually.
- Lead awareness training will be documented and include dates of training, employee name, and trainer name.
- Possible locations of lead containing materials are; leaded paints, leaded solders, pipes, batteries, circuit boards, cathode ray tubes, leaded glass, and demolition/salvage materials.
- Common symptoms of acute lead poisoning are loss of appetite, nausea, vomiting, stomach cramps, constipation, difficulty in sleeping, fatigue, moodiness, headache, joint or muscle aches, and anemia.
- Long term (chronic) overexposure to lead may result in severe damage to the blood-forming, nervous, urinary, and reproductive systems.
- Employees must abide by any signs/labels/assessment reports indicating the presence of lead containing materials. Appropriate work practices should be followed to ensure the lead containing materials are not disturbed.
- Employees' hands and faces need to be washed if lead containing materials are contacted.
- If employees working immediately adjacent to a lead abatement activity are exposed to lead due to the inadequate containment of such job, shall either remove our employees from the area until the enclosure breach is repaired or perform an initial exposure assessment.

# RESPIRATORY PROTECTION

## A. OBJECTIVE

The purpose of this operating procedure is to ensure the protection of all employees from respiratory hazards, through proper use of respirators. Respirators are to be used only where engineering control of these hazards is not feasible, while engineering controls are being installed, or in emergencies.

## B. SCOPE

This program applies to all company employees who work in areas where exposure to airborne contaminants requires the use of respirators. Certain parts of this program may also apply to employees who use respirators voluntarily in the workplace.

## C. REFERENCES

Federal, State and Local Standards, e.g., OSHA, ADA, EEOC, State Labor Codes, Etc.

## D. EMPLOYEE INFORMATION AND TRAINING

Respirator training will be required by all employees who are required to wear respirators. Training will occur before initial use, annually, when there are changes in work place factors or conditions, when workers demonstrate a lack of knowledge, or any condition that warrants training to ensure safe respirator use. Depending on the requirements of the respirator, employees may be required to pass qualitative fit test (QLFT) or quantitative fit test (QNFT) before initial use, if a different respirator is used, and annually.

Do not perform operations requiring respirators, unless you have been approved for use of respirators, fitted and trained by the safety coordinator or an outside service medical professional who is knowledgeable in the complexity of the program, able to conduct evaluations and has the proper training. The respiratory program administrator is the Safety Coordinator.

Before work begins, a hazard assessment will be done to determine if respirators are required. If the assessment indicates that respiratory hazards do not exist, you do not need respiratory protection.

- All employees who are required to wear respirators will receive training in their appropriate use, selection and maintenance.
- Training will be repeated annually or more often, as indicated by observation.
- Training will provide an opportunity for each employee to handle the respirator, have it fitted properly, and test the face piece-to-face seal.
- Do not work in an area that requires the use of respiratory equipment, if you fail to obtain a tight seal between the respirator and your face.
- Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face
- The potential for respiratory hazards will be assessed within the facility, and appropriate protection will be provided at no cost for all affected employees.
- Employees will be required to wear respiratory protection whenever and wherever respiratory hazards exist.
- Respiratory protection will be properly stored and issued from the tool room where it will be protected from damage and contamination.
- Efforts will be made to minimize the use of hazardous chemicals in the workplace.
- Prior to wearing a respirator or being fit tested, each employee will have a medical examination to assess his or her ability to wear a respirator. Medical evaluations are confidential, done during normal working hours. Periodic medical evaluations will be conducted for all district employees who wear respirators.
- Employees must recognize signs and/or symptoms related to their ability to use a respirator such as shortness of breath, dizziness, chest pains or wheezing;
- **In an emergency situation** such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that may or does result in an uncontrolled significant release of an airborne contaminant the respirator user will shut down their equipment, leave the exposure area immediately, and exit to a fresh air location.



- Employees shall not be allowed to work in immediately dangerous to life or health (IDLH) situations.
- MJSD employees are not trained as emergency responders, and are not authorized to act as such.

### **Selection and Use of Respirators**

- Respirators will be selected and provided according to the types of activity for which they will be used and the types of potential air contaminants associated with these activities. They are to be used when engineering control measures are not feasible or during emergency situations with high exposure.
- Hazards must be identified and NIOSH certified respirators must be selected and provided based on those hazards and factors affecting performance.
- Respiratory protection equipment will be used in accordance with manufacturer's recommendations.
- In areas where maintenance and sanitation services are unavailable and/or the use of respirators is limited, disposable respirators will be used.
- Each nondisposable respirator will be used and maintained exclusively by one employee.
- Each disposable respirator will be used until the cartridge or filter medium requires replacement or when the face piece is dirty.
- Service life of disposable respirator cartridges and filter media will be based upon manufacturers' recommendations.

### **Respirator Inspection and Maintenance**

- Each respirator will be inspected by its wearer for cracked or worn parts before and after each use and after cleaning.
- The user will perform the proper seal check prior to each use.
- Clean and sanitize respiratory equipment according to manufactures guidelines after each use.
- Store respiratory equipment in a clean and sanitary location.
- Managers and supervisors in departments in which respirators are used will verify that appropriate respiratory protection is being properly used, inspected and maintained. They will maintain proper surveillance of workplace conditions and employee exposure or stress. They will ensure that employees leave the area to wash, change cartridges, or if a break through or changes in breathing resistance are detected.
- Nondisposable respirators will be inspected during routine cleanings, and worn or deteriorated parts will be replaced according to the manufacturers' instructions.

# WELDING, CUTTING, HOT WORK POLICY

## A. OBJECTIVE

To see that all employees who are exposed to oxy/fuel gas equipment receive training in the safe use of the equipment, the precautions to be taken, the use of fire extinguishers, the means of escape, and raising the fire alarm and calling the fire department.

## B. TRAINING

Employees assigned as fire watchers shall be trained in the use of fire extinguishing equipment and be familiar with the area for sounding an alarm in the event of a fire.

## C. PROCEDURE

If the object to be welded or cut cannot readily be moved, all moveable fire hazards should be removed. If this is not possible then guards, shields, fire blankets, etc. shall be used to confine the heat, sparks and slag and to protect the immovable fire hazards.

If fire hazards cannot be taken to a safe place or guards cannot be used to confine heat, sparks, slag and protect the immovable fire hazards, the welding and cutting shall not be performed.

A fire watch will be required when welding, cutting, brazing and/or soldering is performed near combustible materials and/or in locations where fire may develop. Fire watchers shall have fire extinguishers readily available and be maintained for at least a half hour after the welding or cutting operation is completed.

A written hot work permit shall be completed before performing hot work. Before cutting or welding is permitted, the area shall be inspected and a written permit shall be used to authorize welding and cutting operations.

Proper ventilation or respiratory protection shall be used during any welding, cutting or burning of lead base metals, zinc, cadmium, mercury, beryllium or exotic metals or paints (not listed here).

Any equipment defect or safety hazard shall be reported by operators of the equipment and shall discontinue use of defective equipment until it has been repaired. Repairs shall be made only by qualified personnel.

# DISCIPLINARY POLICY

## A. OBJECTIVE

To provide guidelines for enforcement of safety rules, policies, procedures and directives from appropriate management personnel.

## B. SCOPE

All employees.

## C. REFERENCES

Federal, State and Local Standards, e.g., OSHA, ADA, EEOC, State Labor Codes, etc.

## D. RESPONSIBILITIES

Employees could be subject to disciplinary action for violations of safety rules. Such action may include any one or more of the following depending on the severity of the violation.

Employees shall be afforded instructive counseling and/or training to assure a clear understanding of the infraction and the proper conduct under district policies and administrative guidelines. However, nothing in this Safety Manual will preclude the district from terminating an employee for a major safety violation. This is not a progressive discipline system and any safety violation may lead to an employee's termination without prior instruction or warning. Administration reserves the right to impose whatever disciplinary action as specified in the employee handbook.

- **1<sup>st</sup> Offense** -Verbal warning with documentation outlining nature of offense and necessary corrective action recorded in personnel file.
- **2<sup>nd</sup> Offense** -Written warning outlining nature of offense, necessary corrective action. Documentation recorded in personnel file.
- **3<sup>rd</sup> Offense** -Written warning outlining nature of offense, necessary corrective action, and referred to Human Resources for possible disciplinary action. Documentation recorded in personnel file.
- **4<sup>th</sup> Offense** –Could be grounds for termination based on the specifics of the situation.

Leadership, including supervisory personnel, could be subject to disciplinary action for the following reasons:

- Repeated safety rule violation by their employees.
- Failure to provide adequate training.
- Failure to report accidents and provide medical attention to employees injured at work.
- Failure to control unsafe conditions or work practices.
- Failure to maintain good housekeeping standards and cleanliness in their areas of responsibility.

# **SAFETY INCENTIVE PROGRAM**

## **A. OBJECTIVE**

To reward safety-conscious employees and building staff for their efforts, and promote safe behavior for all employees

## **B. SCOPE**

All employees

## **C. DISTRICT BUILDING SAFETY INCENTIVE AWARDS**

A safety incentive award provided by the District will be considered for buildings with zero safety related lost time accident or incidents between Sept 3<sup>rd</sup> thru May 1<sup>st</sup> of each school year.

# Section C

# VEHICLE SAFETY

# VEHICLE SAFETY GUIDELINES

## A. INTRODUCTION

The purpose of these safety guidelines is to aid management in their efforts to increase vehicle operator safety, and the control of vehicle accidents.

## B. SAFE DRIVING RULES

The following safe driving rules are required for district vehicle operators and best practice for all drivers.

- Do not take chances. To arrive safely is more important than to arrive on time.
- Drivers should be mentally and physically rested and alert prior to each trip.
- Drinking of alcoholic beverages while driving, or having open intoxicants in vehicles, or driving while under the influence of alcohol or restricted drugs is against the law, and will result in termination.
- Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving.
- Traffic laws must be obeyed.
  - Speed shall never be faster than a rate consistent with existing speed laws and road, traffic and weather conditions. Posted speed limits must be obeyed.
  - Never attempt to exercise the right-of-way; always let the other driver go first.
  - Keep to the right except when overtaking slow-moving vehicles or when getting into a position to make left turn.
  - Never follow another vehicle so closely that you will not be able to make a safe stop under any conditions. Observed Timed Interval and Following Distance guidelines.
  - Turn signals must be used to show where you are heading: while going into traffic and before every turn or lane change.
  - **Remember, signaling intentions neither gives the driver the right of way, nor guarantees a safe lane change:**
  - Slow down and watch for children in school zones.
  - Vehicles are to be driven by authorized drivers only.
  - Do not give rides to hitchhikers or strangers.
  - Wisconsin State Law requires that seat belts be worn by drivers and passengers.
- Check your vehicle daily before each trip, and check the vehicle visually each time before driving. Check lights, tires, brakes, and steering particularly. An unsafe vehicle should not be operated until repairs are made.
- Drivers must report all accidents immediately, as required by law and district rules.
- Repeated traffic convictions or failure to report traffic accidents or convictions may result in disciplinary action.
- Other safe driving rules prescribed by State or Local Laws or by the applicable D.O.T. Motor Carrier Safety Regulations must be adhered to.

***Remember to always be a courteous driver your actions represent Menasha Joint School District on the road.***

## C. WHAT TO DO IF YOU ARE INVOLVED IN AN ACCIDENT

- **Take Immediate Action To Prevent Further Damage Or Injury At The Scene Of The Accident**
  - Pull onto shoulder or side of road.
  - Actuate four-way flashers and place warning signals promptly and properly.
  - Assist any injured person, but don't move them unless they are in danger of further injury.

- **Call The Police**
  - If someone is injured, request medical assistance.
  - If the driver cannot get to a nearby phone, he/she should write a note giving location and seriousness of the accident and give it to a reliable-appearing motorist and ask him/her to notify police.
  - The vehicle should not be left unattended except in extreme emergency.
- **Exchange "traffic accident exchange information" forms with other driver(s)**
- The driver should give identifying information to the other party involved, but should make no comments about assuming responsibility.
- **Secure names and addresses of all witnesses**
- If there are no witnesses, the name and address of the first person to arrive at the scene should be obtained.
- Print or write legibly.
- **The driver should call their district supervisor immediately in the event of any accident.**

## Section D

# ACCIDENT/INJURY PROCEDURES



# ACCIDENT/INJURY PROCEDURE

## A. OBJECTIVE

To provide guidelines for the consistent and timely care and reporting of incidents and accidents, both internally and externally, and to comply with all applicable requirements. Emergencies that immediately affect the health and well-being of employees require a prompt response.

## B. SCOPE

All employees.

## C. REFERENCES

Federal, State, Local and Insurance Carrier Suggestions.

## D. PROCEDURE

- All injuries minor or serious will be documented.
- First aid kits will be properly maintained by periodically checking the demand for supplies and restocking needed items. The kits will be checked for inventory yearly. It is the responsibility of each building administrator or designee to provide a First aid kit and inventory the kit periodically.
- All emergencies (i.e., fire, accidents, etc.) can be reported by dialing 8-911 on a district in house phone or 911 on cell phone. Give specific location and identify the emergency.
- Eye & face protection is required when hazards include flying particles, molten metal, liquid chemicals, acids, caustic liquids, gases, vapors and potentially dangerous light radiation.
- Where the eyes or body of any employee may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body will be provided within the work area for immediate emergency use. Before working with corrosive materials, make yourself aware of this location.
- All employees who have sustained ANY TYPE of injury must report it immediately MEDCORE then to their supervisor and the Safety Coordinator THE SAME DAY the injury was incurred.
- If an employee receives medical attention, he/she must submit a copy of the Physician's Return to Work form.
- The Supervisor of Human Resources will prepare and file the appropriate paperwork for Workmen's Compensation if applicable, and maintain confidentiality of all employees' medical records. Documentation of all injuries will be maintained within the requirements of OSHA, our insurance carrier, local, state and federal laws.
- Accident Investigations will be conducted to collect facts and to determine what went wrong in the workplace that resulted in an accident, or near miss, so that effective corrective action can be taken to prevent recurrence. The Safety Coordinator, building administrator, supervisors and involved co-workers will cooperate to ensure a thorough and accurate accident report is filed.
- Employees who fail to report accidents, injuries, or are found to be untruthful during the course of an accident investigation will be disciplined.

## Section E

# HAZARD COMMUNICATIONS

# HAZARD COMMUNICATION INTRODUCTION

It is the policy of Menasha Joint School District, that the first consideration in the performance of work shall be the protection and the safety and health of all employees. MJSD has developed this Hazard Communication Program to ensure that all employees receive adequate information relevant to the possible hazards involved with the various hazardous substances used in operations and processes. The following program outlines how we will accomplish this objective.

## A. SCOPE

This policy covers all potential workplace exposures involving hazardous substances as defined by Federal, State and local regulations.

## B. HAZARD DETERMINATION

MJSD does not intend to evaluate any of the hazardous substances purchased from suppliers and/or manufacturers but have chosen to rely upon the evaluation performed by the suppliers or by the manufacturers of the substances to satisfy the requirements for hazard determination.

## C. CONTAINER LABELING

- No container or hazardous substances will be released for use unless the container is correctly labeled and the label is legible.
- All chemicals in bags, drums, barrels, bottles, boxes, cans, cylinders, reaction vessels, storage tanks, or the like will be checked by the Receiving Department to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be quarantined until a new label has been installed.
- The label must contain; (a) the chemical name of the contents, (b) the appropriate hazard warnings, and (c) the name and address of the manufacturer, and any other information required.
- All secondary containers shall be labeled. The information must include details of all chemicals in the referenced container.

## D. SAFETY DATA SHEETS (SDS)

- Safety Data Sheets are available to all employees, at all times, upon request. Each location will compile, annually review and update as necessary a complete inventory of all substances present in that facility. The district utilizes MSDSOnline which can be found in the staff links.
- The Safety Coordinator or a designee will be responsible for reviewing all incoming SDSs for new and significant health/safety information (the district will ensure that any new information is passed on to the employees involved).
- The Safety Coordinator or designee will review all incoming SDSs for completeness. If any SDS is missing or obviously incomplete, a new SDS will be requested from the manufacturer or distributor. OSHA is to be notified if the manufacturer or distributor will not supply the SDS or if it is not received after 30 days from request. Any new information will be passed on to employees involved.
- New materials will not be introduced into the work area until a SDS has been received.
- The Safety Coordinator or his/her designee shall coordinate with appropriate departments to make sure all SDS's are obtained, distributed and communicated.
- The building administrator shall be responsible to train the building staff on SDS

## E. EMPLOYEE INFORMATION AND TRAINING

All employees will attend an orientation meeting for information and training on the following items prior to starting work:

- An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation.
- The location and availability of the written hazard communication program.
- How to read labels and material safety data sheets to obtain the appropriate hazard information.

- Refresher training shall be conducted annually.

It is most important that all of our employees understand the information given in the orientation meetings. Questions regarding this information should be directed to the Safety Coordinator. An Acknowledgement Statement is to be completed by each employee receiving this information and training.

## **F. NON-ROUTINE TASKS**

Infrequently, employees may be required to perform non-routine tasks that involve the use of hazardous substances. Prior to starting work on such projects, each involved employee shall refer to the SDS information available for any substances or hazards to which they may be exposed during such an activity.

# SAFETY DATA SHEETS

The **SDS** is obtained from the hazardous substance manufacturer or supplier. You should become familiar with information on this sheet to avoid injury to yourself and fellow employees. OSHA rules outline the content, but not the exact form, of every **Safety Data Sheet**. Here is what OSHA requires each data sheet to contain:

- **IDENTITY.** The data sheet must contain the name of the chemicals found on the label. In addition, subject to deletion of legitimate trade secrets, it must give the chemical and common name of the substance. If the substance is a mixture and has not been tested as such, the data sheet must give the name of each hazardous constituent.
- **CHARACTERISTICS.** The data sheet must recite the physical and chemical characteristics of the chemical, such as vapor pressure, flash point. etc.
- **PHYSICAL HAZARDS.** Any potential for fire, explosion or reaction must be included in the data sheet.
- **HEALTH HAZARDS.** Signs and symptoms of exposure must be entered, as must all medical conditions that are likely to be aggravated by exposure.
- **ROUTES OF ENTRY.** The data sheet must specify whether the chemical typically enters the system by ingestion, inhalation, dermal exposure or some other route.
- **EXPOSURE LIMITS.** If OSHA has established an exposure limit for the chemical, or if a Threshold Limit Value has been established by the American Conference of Governmental Industrial Hygienists, these must be entered on the data sheet, as must any exposure limit used by the authority preparing the data sheet.
- **CARCINOGENS.** The data sheet must indicate whether the chemical is listed as a carcinogen by the national Toxicology Program, by OSHA, or by the International Agency for Research in Cancer.
- **USE AND HANDLING.** The data sheet must recite any general applicable precautions for safe handling and use which are known to the Firm preparing the data sheet, including hygiene practices, protective measures during repair and maintenance of contaminated equipment and procedures for clean-up of spills and leaks. Industrial chemical consumers might often add site-specific procedures to the more general information offered by the chemical manufacturer.
- **EXPOSURE CONTROLS.** The data sheet must include a description of special procedures to be employed in emergencies, as well as description of appropriate first aid.
- **DATES.** The sheet must bear the date of its preparation or of its latest revision.
- **INFORMATION SOURCE.** Finally, the sheet must recite the name, address and telephone number of the person who prepared the data sheet or of some other person who can provide additional information relating to the chemical, such as citations to scientific literature or specialized emergency procedures.

The following is a description of the **SDS's** principle sections. Not all sections are relevant to your safety, but brief descriptions will be provided.

## SECTION I – Identification of Product

This identifies the chemical name, trade name or synonym, manufacturer's name, chemical formula, and emergency phone number for more detailed information.

- **Chemical Name and Synonyms** - The product identification, the chemical or generic name of single elements and compounds or for compounded products and mixtures.
- **Trade Names and Synonyms** - The name under which the product is marketed and the common commercial name of the product.
- **Chemical Family** - Refers to a grouping of chemicals that behave and react with other chemicals in a similar manner.
- **Formula** - The chemical formula or single elements or compounds.
- **CAS Number** - The Chemical Abstracts Service number, if applicable.

- **EPA** - The code number assigned by the Environmental Protection Agency, if applicable.
- **DOT Classification** - The appropriate classification as determined by the regulations of the Office of Hazard Material, Department of Transportation.

## SECTION II – Hazardous Ingredients

Hazardous ingredients are those substances which have been defined as hazardous due either to flammability characteristics or to their potential to have adverse health effects on the worker. The percentage of each hazardous ingredient in the product is provided, as well as the Threshold Limit Value. The major components as well as any minor one(s) having potential for harm are considered when evaluating the product.

- **Threshold Limit Value**–(TLV) The value printed on the MSDS expresses the airborne concentration of material to which nearly all persons can be exposed day after day without adverse health effects. Threshold Limit Values (TLV) may be expressed in three ways; as a Time Weighted (TWA), as a Short Term Exposure Limit (STEL), and/or as the Ceiling Exposure Limit (C). The TLV is used by engineers and industrial hygienists as a guide in the control of health hazards.

## SECTION III – Physical Data

This is primarily technical data. This data is used by chemists and industrial hygienists when doing calculations to determine the safe use parameters of the substance.

- **Vapor Pressure** - The pressure of saturated vapor above the liquid expressed in mm Hg at 20C.
- **Evaporation Rate** - The ratios of the time required to evaporate a measured volume of a liquid to the time required to evaporate the same volume of a reference liquid (ethyl ether) under ideal test conditions. The higher the ratio, the slower the evaporation rate.
- **Solubility in Water** - The solubility of a material by weight in water at room temperature. The terms negligible, less than 0.1%, 0.1 to 1%; moderate 1 to 10%, moderate 1 to 10%, applicable 10% or greater.
- **Freezing Point** – The temperature in degrees °F at which the substance will freeze.
- **Boiling Point (F)** - The temperature in degrees F at which the substances will boil.
- **Specific Gravity (H2O=1)** - The ratio of the weight of a volume of the material to its weight of an equal volume of water.
- **Vapor Density** - The relative density or weight of a vapor or gas (with no air present) compared with an equal volume of air at ambient temperature.
- **Percent, Volatile by Volume (%)** - The percent by volume of the material that is considered volatile. (The tendency or ability of a liquid to vaporize.)
- **pH @ Solution/pH as Distributed** – Levels of pH.
- **Appearance and Odor** - The general characterization of the material, i.e., powder, colorless liquid, aromatic odor, etc.

## SECTION IV – Fire and Explosion Hazard Data

In this section, data is provided which describes the ability of the substance to burn or explode. The method for extinguishing a fire involving the substance is also provided. Not all hazardous substances are flammable or explosive. Pertinent data in this section is:

- **Flash Point**–This is the lowest temperature at which the liquid gives off sufficient vapor to form an ignitable mixture with air and produce a flame when an ignition source is brought near the surface of the liquid.
- **Flammable Limits** - The range of gas or vapor concentration (percent by volume in air) which will burn or explode if an ignition source is present. (Lel) means the lower explosive limits and (Uel) the upper explosive limits given in percent.

- **Extinguishing Media**—The type of fire extinguishing material to be used when a particular substance is burning is provided here.
- **Special Fire Fighting Procedures**—These procedures describe the firefighting equipment needed if the substance is involved in a fire. Some substances can give off toxic gases when burning; therefore, a special piece of personal protection equipment would be worn by persons fighting the fire. Talk to your supervisor regarding your actions in the event of a fire involving a hazardous substance.
- **Unusual Fire and Explosion Hazards**—This section provides information on substance incompatibility or its ability to react with other substances to create a flammable atmosphere.

## SECTION V – Reactivity Data

This section presents information on reactive substances. Reactive substances are materials which, under certain environmental or induced conditions, enter into violent reaction with spontaneous generation of large quantities of heat, light, gases (flammable and non-flammable), or toxicants that can be destructive to life and property. Reactions often occur when incompatible materials are mixed.

- **Stability** - Whether the substance is stable or unstable, an unstable substance is one that will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shock, pressure, or temperature.
- **Incompatibility (Materials to Avoid)** - Materials which will react with the substance.
- **Hazardous Decomposition Products** - That reaction which takes place at a rate which releases large amounts of energy (indicates whether it may occur and under what storage conditions).
- **Conditions Contributing to Hazardous Polymerization** - Conditions which if exist with the substance present could cause it to become unstable.

Some loosely categorized types of **reactive chemicals** are:

- **Explosives**—(i.e. nitroglycerin), reacts to friction, heat, or shock.
- **Acids**—Don't mix with sensitives
- **Oxidizers**—Don't mix with reducers
- **Water Sensitives**—Should not be mixed with water.
- **Pyrophors**—Those substances that generate sparks or heat when friction is applied
- When reviewing a particular data sheet, note the conditions to avoid, and incompatibility (materials to avoid). In general, isolate from other potentially reactive substances. Use appropriate personal protection gear that is recommended in Section IX—Protection Information/Control Measures.

## SECTION VI – Health Hazard Data

Data included in this section is very important to you. It describes what physical effects might be felt (dizziness, headaches, skin irritation, dermatitis, etc.) by an individual who has been exposed beyond the specified limits. This information will help you recognize the effects of overexposure to a particular hazardous substance. These are possible health hazards as derived from human observation, animal studies or from the results of studies with similar products.

## SECTION VII - Emergency and First Aid Procedures

Explains the procedures to follow should it become necessary to provide first-aid treatment to a person who may be overcome by a hazardous substance. The procedures may address exposures that occur through inhalation of the substance, contact with skin, or ingestion (swallowing).

## SECTION VIII – Spill or Leak Procedures

- **Spill Management** - This section directs persons to take certain actions in the event of a hazardous substance spill or leak. Do not attempt to contain a spill or leak by yourself! Get help from your supervisor!

- **Waste Disposal Method** - Method and type of disposal site to use.

### **SECTION IX – Protection Information/Control Measures**

This section specifies the proper personal protection devices for specific situations. Types of recommended equipment will include respirators, goggles, face shield and safety glasses, gloves, protective aprons, footwear, etc.

- **Respiratory Protection** - Specific type should be specified, i.e., dust mask, NIOSH-approved cartridge respirator with organic-vapor cartridge.
- **Eye Protection** - Refers to the type of eye protection that is to be worn when handling or around the product.
- **Protective Gloves** - Refers to the glove that should be worn when handling the product, i.e., cotton, rubber.
- **Other Clothing** – Refers to any additional protective clothing that should be worn when handling the product.
- **Ventilation** - Type of ventilation recommended, i.e., local exhaust, mechanical, etc. Ventilation equipment will not necessarily be applicable. These requirements are based on amount used, container substance is stored in, conditions use occurs in, etc.

### **SECTION X – Special Precautions**

Describes proper storage and handling procedures. This Section is important and provides many of the dos and don'ts associated with the substance. It will also alert you to situations to avoid when handling or storing the substance.



# ENVIRONMENTAL PROGRAM

## A. OBJECTIVE

To properly manage and reduce usage and emissions of pollutants and hazardous materials, and to ensure strict compliance with all Federal, State and Local Environmental Regulations.

## B. SCOPE

The district will minimize, where economically feasible, pollutants released to the air, land and water, and reduce generation of and properly dispose of all hazardous and non-hazardous waste. Environmental compliance is our objective in all company operations.

## C. REFERENCES

Applicable Federal, State and Local Law and Ordinances, e.g., OSHA, EPA, State Labor Codes.

## D. RESPONSIBILITIES

Menasha Joint School District designates the District Supervisor of Facilities to be responsible for:

- Environmental compliance and is given the authority to enforce environmental regulations in our operations
- Identification, classification & reporting requirements for emissions, waste generation & hazardous material usage/disposal operations.
- Shall establish and monitor effective hazardous materials management programs in each operation
- Shall maintain usage logs, records, permits, etc. to ensure compliance to each applicable regulation.
- Shall develop expertise and understanding of environmental compliance as required within the organization.
- Shall interface with any Federal, State or Local representatives concerning compliance to applicable regulations.
- Shall report to district leadership any areas of non-compliance. Any areas of non-compliance shall be corrected as soon as possible.
- Shall perform an environmental audit of his or her facility(s) at least annually.
- Shall develop, where feasible, ways to minimize or eliminate emissions of pollutants to the land, air, and water. The environmental designee shall develop and manage a waste reduction program at each facility.
- Shall provide and document employee training as required in the handling and management of hazardous waste, and in environmental compliance.
- Shall be responsible to complete and submit all reports, notices, and permit applications required by environmental regulations.
- Shall relay, through the proper channels, the district's commitment to being an environmentally conscious school district