

# Workplace Safety Manual

## Sedalia School District #200

Sedalia, Missouri  
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<b><u>Section 1. Policy</u></b>	<b>Page #</b>
A. Sedalia School Policy	3
B. Administration Commitment to Safety	3
C. Assignment of Responsibilities	3
1. Administration	3
2. Supervisors	4
3. Employees	4
D. Accountability for Safety	5
E. Employee Suggestions	5
<b><u>Section 2. General Safety</u></b>	
A. Safe Operating Procedures	5
1. Rules	5
2. Clothing & Personal Protective Equipment	6
3. Housekeeping	6
4. Materials Handling & Back Safety	7
5. Ladders	7
<b><u>Section 3. Accident Management</u></b>	
A. Safety Procedures and Recommendations Work Habits	8
B. Facilities and Equipment	9
<b><u>Section 4. Workers' Compensation</u></b>	
A. Benefits	9
<b><u>Section 5. Fleet Safety Program</u></b>	
A. Motor Vehicles Rules	9
B. Accident Reporting	10
<b><u>Section 6. Employee Accountability</u></b>	
A. Enforcement of Safety Procedure and Recommendations	11
<b><u>Support Services – Form 5260</u></b>	
A. Safety, Security, & Communications - Safety Standards	12

# **Section 1: Safety Policy**

## **A. District Policy**

The Sedalia 200 School District is dedicated to providing a safe and healthy work environment for all of our employees. We believe most accidents are preventable; therefore, every effort will be made to prevent accidents and comply with all established safety and health laws and regulations. As such, the District requires all employees to comply with the directives listed herein.

## **B. Administration Commitment to Safety**

The Administration is concerned about employee safety. Accidents, unsafe working conditions, and unsafe acts jeopardize both personnel and District resources. Injuries and illness result in discomfort, inconvenience and possibly reduced income for employees. Direct costs to the District include increased workers' compensation premiums, damaged equipment or materials, and medical expenses. Indirect expenses include loss of production, reduced efficiency, and diminished morale. Administration will work to provide sufficient staffing, funds, time, equipment and training so that employees can work safely and efficiently.

## **C. Assignment of Responsibilities**

Safety is everyone's responsibility. Employees should have a safe attitude and practice safe behavior at all times. To best administer and monitor our safety policies, the following responsibilities are delegated. This list should not be construed as all-inclusive and is subject to change as needed.

### **1. Administration (will):**

- a. Work to provide sufficient staffing, funds, time, and personal protection equipment so that employees can work safely and efficiently.
- b. Demand safe performance from each employee.
- c. Utilize Security staff to promote a safe working environment, as appropriate.
- d. Hold every employee accountable for safety and will evaluate performance accordingly.
- e. Periodically review the District's safety program.
- f. Provide safety training, including access to all current MSDS documentation.

## **2. Supervisors (will):**

- a. Establish and maintain a safety-oriented work environment.
- b. Advise employees of safety policies and procedures.
- c. Assure that all newly hired employees have been given a thorough orientation concerning the District's safety expectations.
- d. Advise on all necessary personal protective equipment, job safety material, and first-aid equipment.
- e. Review all accidents and ensure that corrective action is taken wherever appropriate.
- f. Ensure that all workers' compensation claims are filed immediately and collaborate with the workers' compensation coordinator to ensure injured workers are returned to work as quickly as possible.
- g. Observe work activities to detect and correct unsafe actions and conditions.
- h. Assist Human Resources in the review of employment application files to determine physical qualifications for specified job classifications.
- i. Seek out alternative work so that injured employees can return to work in a modified duty job (if applicable).
- j. Consistently enforce safety rules/regulations, programs, and protective measures (use of personal protective equipment, machine guarding, proper clothing, etc.)
- k. Post signs, notices, and instructions as needed or required.

## **3. Employees (will):**

Each employee is responsible for his/her own safety. No task should be completed unless it can be completed safely. Employee's will:

- a. Comply with all District safety rules, regulations, procedures, and instructions that are applicable to his/her own actions and conduct.
- b. Refrain from any unsafe act that might endanger him/her or fellow workers.
- c. Use all safety devices and personal protective equipment provided for his/her protection.
- d. Report all hazards, incidents, and near-miss occurrences to their immediate supervisor regardless of whether or not injury or property damage was involved.
- e. Promptly report all injuries and suspected work-related illnesses, however slight, to

his/her immediate supervisor.

- f. Notify their supervisor immediately of any change in physical or mental condition or use of prescription drugs that would affect the associate's job performance or the safety of him/herself or others.
- g. Employees who operate their vehicle or a district vehicle to perform work related duties must notify their supervisor within three working days of any serious driving, drug/alcohol, or criminal violations.
- h. Be a safe worker on the job. Help coworkers do their job safely. Come to work every day with a safe attitude.
- i. Refrain from engaging in any activity that could further irritate a known or pre-existing health condition or injury.

#### **D. Accountability for Safety**

Everyone is accountable for safety.

#### **E. Employee Suggestions**

Safety suggestions from employees are welcomed and encouraged. To make a safety suggestion, discuss it with your direct supervisor, building administrator or security staff.

## **Section 2: General Safety**

#### **A. Safe Operating Procedures**

All employees are responsible for safety. The following applies to all employees:

##### **1. Rules**

- a. Comply with all established safety rules, regulations, procedures, and instructions which are applicable to your own actions and conduct.
- b. Promptly report all accidents, hazards, incidents, and near-miss occurrences to your immediate supervisor, regardless of whether or not injury or property damage was involved.
- c. Do not distract another employee who is operating a machine, or who is engaged in a work activity where the possibility of injury exists.
- d. Do not participate in horseplay or practical jokes which may compromise safe working conditions.
- e. No smoking is allowed on any District campus or property.
- f. Machine guards should be in place at all times. Do not alter safety devices on

District equipment. Do not use non-district equipment or bring your own tools to work.

- g. Use handrails on steps, elevated platforms, scaffolds, or other elevations.
- h. Assist others and ask for assistance in lifting and carrying heavy or awkward objects.
- i. Personal stereos with headphones, i.e. iPods are not permitted to be worn in the workplace.
- j. Never stand on any object that is not a ladder.
- k. Alcohol and illegal drug use and/or possession on District property are prohibited.

## **2. Clothing and Personal Protective Equipment**

- a. Clothing: Wear safe and practical working apparel.
- b. Shoes: Low-heeled, closed-toe shoes (or proper work boots) with steel or equivalent toe covering, made of substantial leather or equivalent material with sufficient heavy soles should be worn in maintenance areas. Sandals or open toe footwear are not allowed in areas where there is a danger of foot injury due to falling or rolling objects. Non-slip soles should be worn in kitchen areas. District supplied ice cleats will be used anytime an employee is removing snow or ice from District property.
- c. Eyes: Safety glasses with side shields are required when working around operations exposing employees to eye injury. Goggles, helmets, and shields provide maximum eye protection and should be worn when welding, cutting, and grinding, using concrete or metals saws, or similar situations. Contact lenses should not be worn where there are hazards of liquids, dust, fumes, or vapors.
- d. Hands: Gloves shall be worn whenever handling objects or substances which could cut, tear, or burn the hands. Gloves should not be worn while operating lathes, drill presses, reamers and other machines with revolving spindles or cutting tools.
- e. Ears: Hearing protection is required in designated areas or while operating loud equipment.
- f. Masks: Respiratory equipment or masks are required when accumulation of dust, mist, fumes, or vapors are present.
- g. Special safety equipment and/or personal protective equipment are provided when needed. Use it when required and keep it in good condition. Notify your supervisor if supplies are running low.

## **3. Housekeeping**

- a. Practice good housekeeping, keep work areas, aisles, walkways, stairways, clean and clear of all hazards.

- b. Store and/or return parts, materials, tools, and equipment to avoid tripping hazards.
- c. Place trash and scrap in proper waste containers.
- d. Keep work area floors clean, dry, and free of oils, grease and liquids. Remove all spills immediately.
- e. Place "Caution" signs on freshly mopped floors or wet areas.
- f. Store all hazardous materials in proper storage area.

#### **4. Material Handling & Back Safety**

- a. Know the approximate weight of your load and make certain your equipment is rated to handle it.
- b. Lift heavy objects with your leg muscles and not with your back.
- c. Call for assistance when handling heavy or bulky objects or materials.
- d. Back braces are available for use when lifting, carrying, or moving heavy objects. Requests should be made to your building administrator or immediate supervisor.
- e. A load should never be lifted with equipment and left unattended.
- f. Wear safety gloves when handling materials that could cut, tear or burn hands.
- g. Properly stack and secure all materials prior to lifting or moving to prevent sliding, falling, or collapse.

#### **5. Ladders**

- a. Inspect all ladders before use. Do not use ladders with missing safety feet or broken rungs.
- b. Never climb a ladder that is unstable.
- c. Never place a ladder in front of a door, unless the door is locked, guarded or otherwise blocked.
- d. All ladders placed against a stationary object must be tied off at the top to a secure point.
- e. Ladders must extend at least three feet beyond the step off point.
- f. Do not place a ladder close to live electrical wiring or against piping. Beware of overhead wires when moving an extended ladder. Do not use metal ladders near electrical power lines.
- g. Portable ladders must be equipped with non-slip bases.

- h. Face the ladder when ascending or descending.
- i. Never stand on the top rung of a step ladder.

## **Section 3: Accident Management**

### **A. Safety Procedures and Recommendations-Work Habits**

Listed below are a few general safety rules. Most are common sense. There is no way to list every rule, but this list covers some of the most common safety mistakes.

1. Always leave aisles and passageways clear.
2. Never block an exit.
3. Never cover up or block access to a fire extinguisher.
4. Always wear required or suggested safety equipment.
5. Always keep your work area neat and orderly.
6. Horseplay or fighting is never allowed.
7. Do not wear loose fitting clothes or jewelry around machinery. Use caution when wearing watches, rings, or jewelry while working.
8. Know the locations of firefighting equipment around your work area and know the limitations of that equipment.
9. Never remove guards from tools or equipment.
10. Use correct lifting techniques. If you need help, ask. The proper way to lift an object is by bending the knees and lifting with your legs, not your back. You should keep your back straight at all times while lifting.
11. Never run while at work except in case of emergency. Nothing is so important that you need to run.
12. Never drive a piece of equipment unless you have been specifically given permission or unless it is part of your job.
13. When using extension cords be extremely careful, they pose a tripping and electrical hazard.
14. Never open more than one drawer at a time of a file cabinet.
15. Never leave desk or file drawers open.
16. Never use defective or broken tools or ladders.
17. Never operate any equipment until you have been given proper instructions.
18. You are not allowed to be under the influence or use alcohol and/or illegal drugs while at work. The use of illegal drugs on or off the job is not tolerated by the District and may subject you to discipline or termination of employment.

## **B. Facilities and Equipment**

1. Have separate containers for trash and broken glass.
2. Never block any escape routes, and plan alternate escape routes.
3. Never block open a fire door.
4. Never store materials in aisles.
5. All moving belts and pulleys should have safety guards.
6. Instruct personnel in the proper use of the eye-wash fountain, emphasizing rolling of the eyeballs, and turning eyelids "inside-out."
7. Keep up to-to-date emergency phone numbers and Material Safety Data Sheets in the office. Refer to MSDS sheets prior to handling hazardous materials, and use the proper PPE as directed.
8. Place fire extinguishers near an escape route, not in a "dead end."
9. Regularly maintain fire extinguishers, maintain records, and train personnel in the proper use of extinguishers through actual fire situations.
10. Secure all compressed gas cylinders when in use, when stored, and transport them secured on a hand truck.

## **Section 4: Workers' Compensation**

### **A. Benefits**

By law the district is required to obtain workers' compensation insurance. Because workers' compensation is a substantial cost of doing business, our goal is to prevent and manage accidents.

Workers compensation forms can be found at the district link below:

<https://www.sedalia200.org/Page/811>

## **Section 5: Fleet Safety Program**

### **A. Motor Vehicle Rules**

All employees who drive a District vehicle(s) must abide by the following safety rules:

1. Inspect and report any defect of a district vehicle (before taking it on the road).
2. Employees should drive safely and obey all state, local, and district traffic regulations.
3. Engines are to be stopped and ignition keys removed when parking, refueling, or exiting district vehicles.

4. Employees are not permitted to use personal vehicles for District business, unless specifically authorized by their supervisor.
5. Passengers not employed by the District are not permitted to ride or drive District vehicles.
6. Seat belts and shoulder harnesses must be worn while driving.
7. Loads of material extending 4 feet or more beyond the rear of a vehicle must have a red flag or cloth 12 inches square attached by day, or a red light visible for 300 feet by night, on the extreme end of the load.
8. When you cannot see behind your vehicle, the driver will walk behind the truck and assess the area prior to backing.
9. Personal use of District vehicles is not permitted. Students are prohibited from using District vehicles.
10. Operating a District vehicle while under the influence of alcohol and/or illegal drugs is prohibited. Violators are subject to the termination of their employment.
11. Employees should refrain from using cell phones or engage in any other form of activity that would take away from their ability to operate the vehicle in a secure and safe manner (pursuant to SB 398 & Rsmo 304.822)

## **B. Accident Reporting**

### Driver Conduct at the Scene of the Accident

1. Take immediate action to prevent further damage or injury.
  - a. Pull onto the shoulder or side of the road if no injury and virtually no damage.
  - b. Activate hazard lights (flashers) and place warning signs promptly. The vehicle should not be left unattended, except in extreme emergency situations.
2. Call the Police.
3. Call immediate supervisor.
- 4. *Make no comments about assuming responsibility.***
5. Secure names, addresses, and phone numbers of all witnesses, or the first person on the scene if no one witnessed the accident.
6. Employees are required to take a post-accident drug and alcohol test if:
  - a. There is loss of life
  - b. Driver receives a citation for a moving violation
  - c. Bodily injury to any person, who as a result of the accident seeks immediate medical treatment
  - d. Either vehicle is transported away from the scene by a tow truck

## **Section 6: Employee Accountability**

### **A. Enforcement of Safety Procedures and Recommendations (Policy 5260)**

We will enforce these safety procedures in the following manner (use "Safety Violation Notice"):

#### **Step 1 – Verbal Warning**

A verbal warning will be issued when you violate any of our safety rules.

#### **Step 2 – Written Warning**

If you continue to practice unsafe work habits after being verbally warned, you will be issued a written warning. A written warning will remain in your personnel file for the duration of your employment.

#### **Step 3 - Termination**

If you continue to practice unsafe work habits after receiving Step 1 and Step 2 as listed above, you may be terminated.

**NOTE:** Serious or willfully disobeying any of these safety procedures, especially those endangering or harming others may lead to immediate termination.

## **SUPPORT SERVICES**

**Form 5260**

### **Safety, Security and Communications**

#### **Safety Standards**

In order to promote safety and to reduce the occurrence of injuries to the employee, colleagues, students and visitors to our schools, the following requirements are mandated by the Board.

These requirements are not intended to be exclusive, but to be illustrative for measures required to promote safety. Moreover, these requirements are in addition to all relevant requirements of federal and state law, as well as, Board policy. Employees will be required to review, sign and return this policy on an annual basis.

These requirements are:

1. All accidents will be reported, in writing, to your supervisor on the date they occur.
2. All unsafe conditions will be reported to your supervisor immediately.
3. No running or horseplay is permitted.
4. The use of alcohol or non-prescribed drugs during work hours is strictly prohibited. The use of prescribed drugs is permitted subject to the limitations imposed by the prescribing physician.
5. Standing on chairs, desks, boxes, or any object other than a ladder or step stool is prohibited.
6. When using chemicals, all appropriate safety equipment must be used. If the appropriate safety equipment is not available; the absence of safety equipment should be reported to your supervisor immediately.
7. If your duties require you to drive, the use of a seatbelt is mandatory. The use of a cell phone for phone calls or texting is prohibited in a moving vehicle.
8. The use of employer provided safety devices is mandatory.

By signing, I acknowledge that I have read and understand all of the General Safety Requirements.

I further acknowledge that I understand that these requirements are not all inclusive. Additions can be made by the location I am working at, the supervisor I am working under, the specific job I am working on, and/or local, state or federal law. Failure to comply with one or more of these requirements will result in disciplinary action.

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