

# Brownsville ISD



PSRMC

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## SAFETY GUIDELINES FOR CUSTODIAL SERVICES



"The illustrations, instructions and principles outlined in this material are general in scope and, to the best of our knowledge, current at the time of publication. No attempt has been made to interpret any referenced codes, standards or regulatory requirements. Please refer to the appropriate code, standard, or regulatory authority for interpretation or clarification."

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## **Acknowledgement:**

By my signature below, I acknowledge that I have received a copy of the handbook containing the Brownsville Independent School District Custodial Department Safety Guidelines as part of the department orientation program. I have reviewed the guidelines and have been given an opportunity to ask questions and get answers to my satisfaction.

I understand that while employed by Brownsville ISD, I will be expected to abide by all District and Department safety guidelines as they pertain to my job. I have been instructed to contact my supervisor for assistance if I have questions or if I am unsure of how to perform a job task in a safe manner.

I understand that safety is as important as all other duties and I will be evaluated on the safe performance of my job.

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# Fire Safety

## Fire Prevention

- Store flammable liquids only in approved containers and in authorized areas.
- No open flames near flammable material.
- Do not overload electrical circuits.
- Properly maintain and operate gas fired equipment.
- Practice good housekeeping – don't let trash accumulate.
- Turn off personal electric heaters during non-working hours.
- Follow Hot Work procedures.
- Smoking is prohibited by District personnel in all school enclosed facilities, parking areas, school vehicles (including buses), and all other enclosed locations used for school sponsored activities.

## During an emergency:

The District Emergency Operations Plan (EOP) provides emergency action procedures. Each facility and Department has a plan outlining location responsibilities & assignments. Employees should familiarize themselves with the plan and exit locations at their respective locations.

- A. Make sure that local authorities have been notified.
- B. Confirm that all persons have left or are leaving the building.
- C. Do not use the fire extinguisher unless you have received training and/or are knowledgeable on the proper use.
- D. If you decide to use the extinguisher, make certain that you have an unobstructed path to safety.
- E. The extinguisher must be in the affected area and in working order, and fully charged.
- F. Be certain that the extinguisher is the proper type and size for the fire being fought.
- G. If unable to extinguish the blaze, immediately leave the area.

## Using a Fire Extinguisher

1. Fire Extinguishers are for small fires in the early stages.
2. Use an extinguisher ONLY if you've been trained to use it properly.
3. Use the "P-A-S-S" technique.
4. Stand 6 to 8 feet away from the fire.
5. All fire extinguishers should have an inspection tag, a trigger seal and a pin.
6. After use, do not put a fire extinguishers back on its mounting – it must be refilled before being returned to its location.

### "P-A-S-S"

- P**ull the pin
- A**im at base of fire
- S**queeze the handle
- S**weep from side to side



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The topics presented are intended to provide general guidelines only. They should not be considered comprehensive as individual work areas may differ. For further clarification, explanation or discussion about these and other safety guidelines, consult your supervisor or refer to the District Policy & Procedure Manual.

# District Safety Policyowns-

The Administration of Brownsville Independent School District is committed to providing a safe and healthful work environment for all employees, students, and others that may work, visit, or enter one of our facilities.

It is our intent to manage and conduct educational operations and business affairs in a manner that offers protection from injury to employees, our students, and others that may be affected by our operations. We will make every reasonable effort to provide a working environment that is free from recognized hazards.

The success of a safety and health program is not only dependent upon support from me, the Superintendent, but from the committed involvement of all employees of the District.

The Administration of the District is committed to allocating and providing resources to promote safety and reduce the frequency and severity of injuries. To accomplish this task, every administrator, every supervisor, and every employee is responsible for performing their job in a safe manner.

In addition, the District shall comply with all federal, state, and local safety and health regulations.

The administration, principals, directors, and other supervisory personnel should take every opportunity to speak out for safety and should strive to set an example of commitment to safety and health in this District.

As Superintendent, I accept the ultimate responsibility for the effectiveness of the safety and health program by the authorization and support of operational standards and directives, the allotment of resources to achieve those standards, and the recognition of individual and team achievement to reach District safety goals.

All employees are expected to do their part to make BISD a safe place for the educational process to be accomplished with excellence.

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Superintendent



## Hand Tools



### GENERAL

1. Use the right tool for the job. Screwdrivers are not pry bars, and wrenches are not hammers.
2. Appropriate personal protective equipment, e.g., safety goggles, gloves, etc., should be worn that is reflective of the hazards that may be encountered. If you have questions regarding this requirement, consult with your supervisor prior to using the equipment.
3. Tools should never be thrown, left in a high place where they may fall, or left where they may cause a tripping hazard.
4. Tools should be used for the purpose for which they were designed.
5. Knives or other sharp-edged tools should not be pulled toward the body while in use.
6. Hardened steel tools should not be struck together. When striking metal against metal, eye protection must be worn.
7. When filing sharp-edged tools, the file should be held in a manner that the employee's hand will not be cut by the sharp edge of the tool or file.
8. Tools, when not in use, should be stored in a safe place. Tools will be stored with the sharp edges protected.
9. Sparks produced by iron and steel hand tools can be an ignition source for flammable substances. Where this hazard exists, only spark-resistant tools should be used.

### HAMMERS

1. Appropriate hammers should be selected for each job. Undersized hammers pose just as great a threat as oversized hammers.
2. Hammers should be inspected regularly. Disfigured hammers, hammers with rounded heads, or hammers with broken, split, or distorted handles will not be used.

### WRENCHES

1. Wrenches should be selected according to the job.
2. Wrenches should be periodically inspected for wear and defects. Defective equipment should be replaced.
3. Home made extensions, or "cheater bars," should not be used. Only approved wrench extensions are allowed.

### CUTTERS

1. The correct size cutters will be used to cut bands, wires, rods, bolts and other objects.
2. When possible, material will be cut straight across.
3. Safety glasses will be worn when using cutters.
4. Hammers or pry bars will not be used to snap metal bands. Hand protection should be used at all times when cutting bands.

# Power Tool Safety

Power used by tools to do work can possess a tremendous amount of energy that must be controlled by the worker using the tool. Hazards from tool power sources affect not only the person using it, but also to those working close by. The following general safety guidelines are provided regarding power tool use:



1. Do not attempt to repair defective wiring or other electrical equipment. Do so only if properly authorized and qualified.
2. In cases of overheating, sparking, smoking motors, wiring, or other unsafe conditions of electrical equipment, turn off the power and report the condition to your supervisor.
3. Do not use electrical equipment or activate circuits if hands are wet or if standing on wet ground.
4. When turning on a light at the socket or switch, never take hold of equipment with the other hand.
5. When using extension cords, be certain these cords and fixtures are in good condition.
6. All power tools must be either grounded or double insulated. If the equipment is to be grounded, ensure that the plug has all three prongs on it.
7. Extension cords must never be run across aisles or through oil or water.
8. Cords must be inspected for nicks, worn insulation, and exposed strands or wire before use. These repairs should be made before continued use of this equipment.
9. Keep electrical equipment properly maintained and free of grease and dirt.
10. If a fire breaks out in live electrical equipment, immediately shut off the power source. Fire fighting must be performed by trained personnel using proper extinguishers and equipment.
11. To free a person from contact with electrical current, (preferably turn the current off) use a stick, pole or rope. Don't touch the victim until the contact is broken.

# General Custodial Safety

1. Check walkways, steps and entrances for any possible hazards that may pose a threat to employee's or user's health and safety.
2. Unlock only doors assigned. Never open a door and leave it open. Open doors lower the security level of the building and the occupants. At end of day carefully relock all doors and check any open windows, sliding glass doors, etc.
3. Don't walk in the dark. Turn on lights as necessary.
4. Clearly identify hazardous conditions on any floors, steps, ramps and route people around if possible.
5. Keep all storage rooms clean and unobstructed.
6. Maintain a six-foot clear area around all circuit boxes.
7. Wear slip resistant footwear that is in good condition. Wear protective footwear if instructed.
8. Properly maintain all equipment and tools.
9. Use correct storage procedures and practices for stacked goods, goods on shelves, or bags, boxes, cans, etc.
10. Use caution in handling chemicals. Review the MSDS if you are not sure of the potential physical and/or health hazards associated with its use, storage, or cleanup.
11. Be aware of the location of the MSDS and the District Hazard Communication program.
12. Keep all restrooms clean, orderly, and dry. Maintain stock as necessary.
13. Familiarize yourself with your responsibilities under the District Bloodborne Pathogens - Exposure Control Plan. If you are designated as a first responder for clean up or disposal of potentially infected waste, practice "Universal Precautions."



# General Custodial Safety

14. Personal protective equipment (PPE) should be worn where dictated by company rules and/or work hazards or exposures. Examples of hazards where protective eyewear is required includes work involving flying particles, chemical splash, glass breakage, sparks, or harmful welding rays.
15. Check fire extinguishers on a regular basis. Look for proper markings, clear and unobstructed accessibility, proper pressure, and proper mounting.
16. Do not make extensions or modification to any electrical cord or system.
17. Sweeping, mopping or waxing should not be conducted during the normal school day (when possible) or any other time when traffic might be expected over any of the affected floors and other areas. Spilled materials and/or water which may have leaked onto floors must be removed immediately. The wet or slick area of floors must be marked and traffic routed around such an area. "Wet Floor" signs must be located in the area. Dry mop to prevent excess water on the floor.
18. Use only approved non-skid wax on facility floors.
19. Floors in shops should be kept clean and an absorbent material can be used to maintain safe and dry flooring. The used, grease-soaked material must be disposed of properly.
20. Report any unusual and or imminently hazardous conditions to your supervisor immediately.



# Hazard Communication & Chemical Safety

The Texas Hazard Communication Act of the Texas Health & Safety Code requires public sector employers to provide employees with information on the hazards of chemicals to which they may be exposed in the workplace.

The following information provides general safety guidelines for employees that periodically handle chemicals that have hazardous properties that could contribute to an accident and/or injury.

- A. Protect yourself! Know the chemical hazards, properties, and safety precautions for materials used in performance of your job. Refer to the MSDS if you are unsure or need more information.
- B. **DO NOT MIX INCOMPATIBLE CHEMICALS.** Mixing two incompatible chemicals with each other may produce a hazardous mixture. (i.e., Mixing household bleach with an acid such as vinegar.)
- C. **READ PRODUCT LABELS.** Mix product in recommended solutions. Ask your supervisor how to mix a solution (i.e., 4 to 1, 10 to 1), etc. if you are uncertain. More is not necessarily better.
- D. Wash your hands after using any chemical.
- E. **NEVER** transfer chemicals from one container to another unless the secondary container is approved for that purpose. Always label the secondary container. Limit the volume of chemicals to be used to one day's supply whenever possible.
- F. Always wear the personal protective equipment that is recommended on the product label and/or MSDS.
- G. Don't bring chemicals from home unless prior approval is obtained from the Department Director and/or the District Risk Management Department. Use only products that are purchased by the district and only for the purpose intended.
- H. Material Safety Data Sheets (MSDS) should be available for each chemical used. This includes (but is not limited to) chemicals used in offices, shops, and department storage areas.
- I. The MSDS should be readily available to all personnel. Employees should always be aware of where MSDS are maintained for the chemicals that they use.
- J. Food and chemicals should not be stored in the same area. Use a separate storage area.
- K. Do not eat, drink or smoke in areas where hazardous chemicals are mixed or stored.
- L. Unlabeled containers should not be used if you are not 100% certain of the contents and hazard control(s).
- M. Never attempt to identify an unknown chemical by smelling the contents of an unlabeled container.



# Floor Care Equipment Safety

## Electric Vacuums & Buffers

15. Do not pick up anything that is burning or smoking, such as cigarettes, matches, or hot ashes.
16. Do not use without dust bag in place.
17. Bell pulleys can become hot during normal use. To prevent burns, avoid touching the bell pulley when servicing the drive belt.
18. Use extra care when cleaning on stairs.
19. Do not use to pick up flammable or combustible liquids such as gasoline, or use in areas where they may be present.
20. Store your cleaner indoors in a cool, dry area. Keep your work area well lighted.
21. Unplug-electrical appliances before vacuuming them.

### Buffers (Rotos)

1. Give complete and undivided attention to the job at hand.
2. Never operate a roto with a damaged power cord.
3. When learning to operate the roto, choose an open area where there are no people close by.
4. Never use the Disc Driving Assembly without a maintenance disc.
5. Attach the Disc Driving Assembly by hand. Never "Jump Load."
6. If the roto should start vibrating, stop the roto immediately and check for damage or loose parts.
7. Never leave a roto unattended without first unplugging the wall plug.
8. Do not operate the roto when moisture is suspected to have entered the motor, the switches or the electro valve.
9. Never break the grounding prong off the wall plug.
10. Test tighten all screws, nuts and bolts at frequent intervals to prevent damage or lost parts.



## Lifting & Material Handling

- A. Evaluate the load to be lifted. Determine the safest way to handle the task, such as using a mechanical device or asking another employee for assistance if the load is heavy or bulky. Do not attempt to lift it alone if it cannot be done safely.
- B. Never carry a load of such size that it reduces your visibility, especially when going up or down stairs.
- C. Use dollies on heavy objects such as trash cans.
- D. Use two people to carry bulky or awkward loads.
- E. Push, rather than pull a load where possible. Pushing naturally places your legs in position to do the work whereas pulling places your back in a forward bent position.
- F. Use the eight step lifting technique:
  1. Plan the job. Use a clear route.
  2. Size up the load. Get help if needed.
  3. Establish a base of support. Keep firm footing.
  4. Bend your knees to get a good grip on the load.
  5. Get a good firm grip.
  6. Keep the load close to your body if possible.
  7. Lift with your legs, not your back.
  8. If you make a turn while carrying a load, pivot with your feet and don't twist. Twisting places more strain on your back.



# Lifting & Handling of Cafeteria Tables



## General

1. Removal and/or operation of tables is only permitted by employees that are knowledgeable of the correct procedures. Do not allow children or inexperienced employees to remove or operate tables.
2. Plan to move tables when children are not present. If this is unavoidable, notify teachers, aides, or any other adult present that tables will be moved and instruct them to maintain the children at a safe distance.
3. Before moving, engage the molded plastic stabilizer bar on cross tube to prevent tipping.
4. Keep folded tables secured. If a secure separate storage area is not available, place the tables where they are away from children or access is blocked by other open tables.
5. Inspect tables periodically and do not store them folded if the stabilizer bar is not functioning properly. If the stabilizer is damaged, submit a work order immediately to have it repaired.
6. Report tables that do not have the yellow warning stickers attached to the frame on each side, positioned so they are readable when tables are in the folded position.

## To Open Tables

- Release stabilizer bar. Grasp middle stools (or grasp table tops low for bench type), force outward.
- As table starts to open, push stools (or tops) downward toward floor.
- Retain grip on stools, ease table down. Align in position before table legs reach floor.
- Rotate benches down (where applicable).

## To Fold Tables

- Fold benches flat for bench type tables.
- Raise center lock arm and hold against table top. Grasp a stool (or table top for bench type) and lift table slightly.
- Grasp two stools (or tops for bench type) at center of table. Lifting w/your legs, raise table w/continuous upward motion.
- To close, grasp edges of stools & pull toward center or tops low & push together for bench type. Make sure lock on stabilizer bar is engaged.

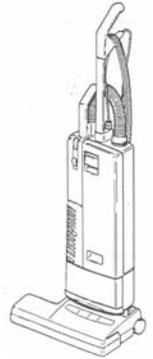
# Floor Care Equipment Safety Electric Vacuums & Buffers

Refer to the operator's manual or consult with your supervisor for additional or specific guidance prior to using this equipment if you have not been instructed on safe operation.

When using an electrical appliance, basic precautions should always be followed, including the following:

## Vacuum Cleaners

1. Do not use outdoors or on wet surfaces.
2. Do not leave vacuum cleaner when plugged in. Turn off the switch and unplug the electrical cord when not in use & before servicing.
3. Do not allow to be used as a toy. Close attention is necessary when used by or near children.
4. Use only as described in this manual. Use only manufacturer's recommended attachments.
5. Do not use with damaged cord or plug.
6. Do not pull or carry by cord, use cord as a handle, close door on cord, or pull cord around sharp edges or corners. Do not run vacuum cleaner over cord. Keep cord away from heated surfaces.
7. Connect to a properly grounded outlet only.
8. Do not use extension cords or outlets with inadequate current carrying capacity.
9. Turn off all controls before unplugging.
10. To unplug, grasp the plug, not the cord.
11. Do not handle plug or vacuum cleaner with wet hands.
12. Do not put any object into openings. Do not use with any opening blocked.
13. Vacuum cleaners create suction and contain revolving brush rollers. Keep hair, loose clothing, fingers, and all parts of body away from openings and moving parts.



# Floor Care Equipment Safety

## Battery Sweepers

**General Safety Precautions.** Refer to the operator's manual or consult with your supervisor for additional or specific guidance.



- To facilitate transport, the side brush, the handlebar and the upper casing have not been assembled in their actual work position. Therefore before using the machine, assemble them as shown in this handbook.
- Do not use the machine to soak up liquid.
- The machine must be used by authorized personnel only.
- Before cleaning or servicing the machine, always turn it off
- Pay attention when you are using it on sloping surfaces. The machine is not provided with a parking brake or service brake.
- Do not leave the machine unattended on sloping surfaces.
- The machine must be used only by qualified and authorized personnel.
- Never use the machine to transport people.
- Never touch the moving parts of the machine.
- Never remove the machine's guards when it is running.
- Do not leave the operating machine unattended.
- Always wear clothing suited to the kind of work you are carrying out.
- If you are working in a particularly dusty environment, it is recommended to wear a mask.

**WARNING:** Batteries emit hydrogen gas. Explosion or fire can result. Keep sparks and open flame away from the equipment. Keep battery compartment open when charging.



# Hand Truck Operations



Custodial Department personnel may be periodically involved in the movement of products, equipment, and materials. This must be accomplished in a safe manner.

While loading or unloading and moving materials on hand trucks, the following safety tips will be observed:

- When loading hand trucks, keep your feet clear of the wheels.
- Do not exceed the manufacturer's load capacity rate. (The capacity plate is located on the hand truck.)
- Place the load so that it will not slip, shift or fall, and secure it with straps if they are provided.
- For extremely bulky or pressurized items, such as gas cylinders, strap or chain the items to the hand truck.
- Tip the load slightly forward so that the tongue of the hand truck goes under the load, and then push the tongue of the hand truck all the way under the load.
- If your view is obstructed, ask a spotter to assist.
- Keep the centre of gravity as low as possible by placing heavier objects below the lighter ones.
- Push the load so that the weight will be carried by the axle and not the handles.
- Do not walk backward with the hand truck, unless going up stairs or ramps.
- When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
- Move hand trucks at a walking pace.
- Store hand trucks with the tongue under a pallet, shelf, or table.

# Fall Prevention

According to recent National Safety Council statistics, falls account for about 25 percent of all accidents and injuries. To prevent fall type accidents, employees are expected to:

1. Watch where they are stepping/walking.
2. Maintain a clean work place - free of hazards.
3. Report hazards they cannot correct to their supervisor for correction.
4. Be particularly alert on stairs. Look for hazardous conditions such as obstacles or spills. Use the handrails if at all possible.
5. Be alert for the type of traction available. (Traction can be increased by providing slip resistant floors, and adding skid strips on steps and slip resistant floor paints.)
6. Watch for spills liquids and solid. Alert other employees immediately to hazards identified and clean up as soon as possible. Place signs when possible.
7. Repair or report loose carpeting or damaged flooring inside buildings.
8. Repair or report obstructed or damaged outdoor walkways and stairs (including excessive vegetation growth) and potholes observed in parking lot areas.
9. Put function before fashion. Wear stable shoes with non-slip soles and/or shoes that are appropriate for your work environment.
10. Repair (or report) blown out bulbs or damaged lighting (indoors and outside parking and walkway areas).
11. Do not carry objects that obstruct line of movement view.
12. Do not use ladders unless you have been trained to do so.
13. Do not use desk tops and chairs in lieu of ladders.
14. Never jump from a platform, loading dock, vehicle, etc.



# Floor Care Equipment Automatic Scrubbers



The following information signals potentially dangerous conditions to the operator or equipment. Refer to the operator's manual or consult with your supervisor for additional or specific guidance.

1. Do not operate machine:
  - Unless trained and authorized.
  - Unless operation manual is read and understood.
  - In flammable or explosive areas unless designed for use in those areas.
2. Before starting machine make sure all safety devices are in place and operate properly.
3. When using machine:
  - Go slow on inclines and slippery surfaces.
  - Use care when reversing machine.
  - Always follow safety and traffic rules.
  - Report machine damage or faulty operation immediately.
4. Before leaving or servicing machine, stop on a level surface and turn off the machine.
5. When servicing machine:
  - Avoid moving parts. Do not wear loose jackets, shirts, or sleeves.
  - Block machine tires before jacking machine up.
  - Use hoist or jack of adequate capacity to lift machine.
  - Disconnect battery connections before working on machine.
  - Wear protective gloves when handling batteries or battery cables.
  - Avoid contact with battery acid.
  - Use only manufacturer supplied or approved replacement parts.

**WARNING:** Batteries emit hydrogen gas. Explosion or fire can result. Keep sparks and open flame away from the equipment. Keep battery compartment open when charging.

**WARNING:** Flammable materials can cause an explosion or fire. Do not use flammable materials in tank(s).

**WARNING.** Flammable materials or reactive metals can cause explosion or fire. Do not pick up.

# Lockout/Tagout



Lockout/tagout procedures have been developed and implemented to protect employees from contact with energized circuits, or sudden releases of stored energy. Energy sources may include electrical, pneumatic, hydraulic, or mechanical. It is important to locate and neutralize all sources of energy before repairing or maintaining equipment.

The following minimum safety guidelines are provided:

1. Plan. Employees and/or supervisors should plan the entire procedure. Identify all parts of any systems that need to be shut down. Determine what switches, equipment, and people will be involved and how restarting will take place.
2. Communicate. Notify all employees that need to know when the lockout/tagout procedures are in effect.
3. Identify all appropriate power sources. All appropriate power sources should be identified whether near or far from the job site. This includes electrical circuits, hydraulic and pneumatic systems, spring energy, and gravity systems.
4. Neutralize all appropriate power at the source. Disconnect electricity. Block moveable parts. Release or block spring energy. Drain or bleed hydraulic and pneumatic lines(s). Lower suspended parts to position and block.
5. Lockout all power sources. Each lock should have personal lock, labelled with his or her name, and department. Clips, chains and lockout boxes may also be used.
6. Tagout all power sources and machines. Tags must explain the reason for the lockout. The name of the person who install them, how to reach them and the date and time of tagging. Machines controls, pressure lines, starter switches, and suspended parts should be tagged.
7. Complete test. All items above will be double checked. This includes start buttons, test circuits and valves to test the system.
8. After the job is completed, the safety procedures should be followed to restart. Power will not be restored until all workers are safe and equipment ready.

# Ladder Safety Guidelines



- Pick the ladder type for the job you are doing... make sure it is not too short or too tall.
  - Step-ladders must be fully opened for safe use.
  - Inspect the feet, hinge points and all ladder rungs and treads. Also check all side rails and locking points for damage or wear.
  - Check for oil or dirt buildup that can cause you to lose your footing.
  - Ladder treads or rungs should have a *Non-Skid* surface... check that this surface is not worn smooth.
- Extension ladders should extend at least three feet above any step-off surface such as a roof or other platform.
  - Don't use a ladder with any broken, loose or missing parts. If you find a ladder like this, tag it with a "DANGER - DO NOT USE" label until it can be repaired or discarded.
  - Read the label on the ladder to make sure you know the specific safety information the manufacturer has provided.
  - Don't use ladders with metal side rails if there is any possibility of coming in contact with live electrical circuits.
  - Never exceed the ladder maximum load or weight rating.
  - Only one person on a ladder at a time.
  - Never setup a ladder in a doorway unless you can ensure it remains locked.
  - Always face the ladder.
  - Remember "**The Belt Buckle Rule.**" Do not overextend yourself above the top rung or sideways when using a ladder. Make sure your belt buckle remains positioned between the side rails of the ladder at all times. This will help to maintain your center of gravity.
  - Ladders have limited use as working surface. If you can't safely reach what you are working on, get down and reposition the ladder.
  - Don't carry anything up ladders, use a carrier, tool belt, hoist or have someone hand you the material after you are in position.
  - Maintain a 3-point contact with the ladder at all times – two feet and one hand or two hands and one foot.
  - Don't stand on the top step of a step-ladder.

# Bloodborne Pathogens

The Texas Department of State Health services (TDSHS) requires school districts to have a program for employees with a potential “*occupational exposure*” to Bloodborne Pathogens. The program is required to include employee training guidelines as well as control measures that school districts implement to prevent potential “exposure incidents.”

**Bloodborne Pathogens (BBP)** are defined as microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people (i.e., Hepatitis B & C, HIV).

**Occupational Exposure** refers to reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials (OPIM) that may result from the employee’s normal job duties.

**The Exposure Control Plan (ECP)** is maintained by the **Risk Management Department** at the **District Administration Building**. Contact that **Office** if you have questions, need additional information, or would like to discuss guidelines in the **ECP**.

## General BBP Information

Bloodborne Pathogens are not transmitted through casual contact with infected persons since intact skin generally provides a protective barrier. *Occupational Exposure can be caused by:*

- Accidental puncture from contaminated needles, broken glass, or other sharps.
- Contact between broken or damaged skin (i.e., Open sores, cuts, abrasions, acne, sunburn, blisters, etc.) and infected body fluids.
- Contact between mucous membranes and infected body fluids.

Work related situations that potentially increase risk of exposure to infection include during the provision of first aid treatment, cleaning up spills of blood or other body fluids, or in other medical situations involving care and treatment. The ECP provides specific safety guidelines for each of these areas.

Brownsville ISD’s policy requires that all employees follow “Universal Precautions.” in dealing with potential exposure situations. That means treat all bodily fluids **as if they are infected**.

**If you suspect that you may have come in contact with blood, body fluids or OPIM, report it to your supervisor immediately.**

# Electrical Safety

120 volts can kill. Do not attempt to repair defective wiring or other electrical equipment while equipment is energized.

All equipment should be repaired and/or maintained in accordance with the District Lockout/Tagout procedures when necessary.

Only trained and qualified employees are permitted to work on or repair electrical circuits and equipment. If you are not trained to repair the equipment, report the defective equipment to your supervisor.



The following general electrical safety rules are provided:

- Assume all circuits are "hot" until you have locked, tagged and checked them with a volt-meter.
- Use insulated tools.
- Discharge all capacitors before starting work on equipment.
- When using a voltmeter, check it for damage, then check it against a known "live" source of the same voltage before you use it to check the work area de-energized.
- **Don't work on energized equipment** unless you can meet all these precautions:
  - Specific approval each time
  - Electrically rated PPE
  - Remove all metal - glasses, belt buckle, jewelry
  - Safety attendant standing by
  - No standing water
  - Work area is roped off
- Never reach "blindly" into an energized work area
- **Immediately report** all electrical hazards to your supervisor.
- Never use a power cord if the ground plug is broken.
- Electricity & water make a bad combination.
- Never use electrical equipment if you suspect flammable or explosive vapors are in the area.