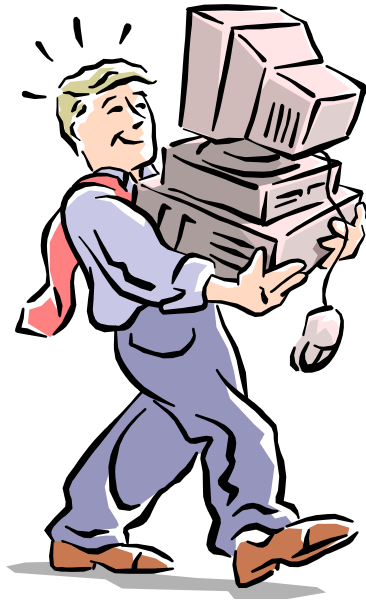


Chula Vista Elementary School District

**DISTRICT SAFETY MANUAL**



**Prepared by:  
Risk Management**

**TABLE OF CONTENTS**

	<b><u>Page</u></b>
Policy Statement	1
Introduction	2
To All Staff Members	2
When an Accident Occurs	3
Disciplinary Procedures	3
Hazard Communication Safety Rules	4
Emergency Response	5
Fire Extinguishers	5
General Safety Rules	
Classroom	6
Office	9
Food Services	10
Maintenance, Grounds, & Publications	11
District Vehicle	12
Universal Precautions for Communicable Diseases	13
Proper Lifting Procedures	15

**CHULA VISTA ELEMENTARY SCHOOL DISTRICT**

**POLICY STATEMENT: SAFETY**

The prevention of injuries and losses from accidents is very important to Chula Vista Elementary School District.

It is our desire to provide not only a safe work environment, and comply with all Federal and State safety regulations, but also to create an atmosphere that promotes safety. We want each employee to know that every reasonable step is being taken to reduce the potential for an accident. We expect every employee to support and participate in this program.

Please join your fellow employees in achieving our ultimate goal of an injury-free work place.

The Illness and Injury Prevention Program was approved by the Board of Education on June 25, 1991.

**CHULA VISTA ELEMENTARY SCHOOL DISTRICT**

**DISTRICT SAFETY MANUAL**

INTRODUCTION

The District attempts to maintain a safe work place for its employees consistent with Federal, State, and Local safety codes/regulations. However, this does not guarantee freedom from injury. The most important preventative measure lies in the ability of every employee to perform his/her job in the safest possible manner.

It is important that all employees recognize their obligation to comply with occupational safety and health standards and all rules, regulations, and orders that apply to their own actions and conduct in the performance of their specific job assignments.

The purpose of this pamphlet is to acquaint you with the general safety rules of the District. Every employee is responsible for knowing and following these measures on a daily basis.

**TO ALL STAFF MEMBERS**

This pamphlet contains some suggestions on how to work safely in your everyday work environment.

Accident prevention is everyone's job. All staff members should study these tips in order to help provide a safer and healthier place to work and study.

Horseplay or other acts which tend to have an adverse influence on the safety of employees and students are prohibited and may result in termination.

Some positions require specialized training. This training will be conducted by the supervisor.

## **WHEN AN ACCIDENT OCCURS**

1. Report all work-related injuries or occupational illnesses, no matter how minor they may be, to your supervisor or principal without delay.
2. The supervisor/principal will complete a "Supervisor's Report of Employee Accident" and should you require medical attention, give you an "Employee's Claim for Workers' Compensation Benefits." Within 24 hours the forms should be submitted to the Risk Management Department.
3. If necessary, the supervisor/principal will arrange with the Risk Management Department for a doctor's appointment at Sharp Rees-Stealy Medical Group.
4. If the injury is serious, notify your supervisor/principal and the Risk Management Department immediately.



## **DISCIPLINARY PROCEDURES**

Employees who fail to comply with safety rules may be subject to disciplinary actions up to and including termination. Supervisors/principals will follow the normal disciplinary procedures for documenting violations.

## **HAZARD COMMUNICATION SAFETY RULES (EMPLOYEE RIGHT TO KNOW)**

The District provides information about hazardous materials to all employees who use or who could be exposed to such materials. The data includes information on chemical labeling, material safety data sheets, and employee training on the safe use and handling of materials.



Please refer to the separate brochure entitled "Right To Know – Working With Chemicals/Hazardous Substances" provided to all new employees.

### All employees should:

1. Know where the written hazard communication program is kept at each site/department for employee access. Read it. The written program clearly outlines the purpose and intent of the hazard communication policy.
2. Use warning labels to identify hazardous materials and the hazards associated with them.
3. Read all labels carefully to determine the recommended safety precautions.
4. Know where the material safety data sheets (MSDS) are located. Read and use the MSDSs to understand, determine, and apply the safety precautions, personal protective equipment, and the type of hazards associated with the use and storage of the materials.
5. Wear all required personal protective equipment when working with hazardous materials.

6. Know how to fit, clean, and store the personal protective equipment.
7. Follow all safe work practices when using or handling hazardous chemicals. If in doubt, ask supervisors for help.
8. Refer to the Flinn Scientific Chemical Catalog Reference Manual distributed to each site principal for further questions regarding specific chemicals.

### **EMERGENCY RESPONSE**

Emergency response and evacuation procedures are important in that they provide information to employees in the event of an emergency. Examples of emergencies could be any one of a number of events such as fire, earthquake, or an event that is created outside of the normal course of business such as a hazardous material spill next to a school. Each school/department has an emergency plan which includes the following:

1. In the event of an emergency, employees and students know where the nearest exit is.
2. Employees and students know the evacuation plan and the designated areas to meet following an evacuation.
3. Procedures are in place to deal with search and rescue if necessary.
4. Employees have been trained in the District's Emergency Preparedness Plan procedures.

### **FIRE EXTINGUISHERS**

Employees should know where to locate fire extinguishers within their work area. These extinguishers are located in various areas within each building and work locations.

In order to use a fire extinguisher effectively, employees should know what type of fire is present as all fire extinguishers will not work on all types of fires. The following guide should enable employees to identify the proper type of fire extinguisher to use:

- Class A: This designation is for normal types of fires; such as, wood, paper, and cotton.
- Class B: This designation is for flammable liquids; such as gasoline.
- Class C: These extinguishers are for electrical fires.
- Class D: These are special type extinguishers for flammable metals.

Some extinguishers are designated as multi-type extinguishers; such as ABC or BC.

To use a fire extinguisher effectively, you should obtain the proper type of extinguisher, pull the safety pin and aim the nozzle at the base of the fire and squeeze the handle. When doing this, you should spray the contents back and forth until the fire has gone out.

**Fire extinguishers are for small fires only. Do not try to extinguish a large fire. REMEMBER, it's always a good idea to call 9-1-1 for emergency help in dealing with any fire.**

### **GENERAL SAFETY RULES**

#### **CLASSROOM SAFETY**

1. Report **ALL** injuries immediately to site administrator.

2. Never use chairs or desks for climbing or standing. Use ladders only.



3. Report to the principal all broken or cracked glass, including containers and window panes.

4. Wipe up all spills and water accumulations immediately. Remove all debris which could cause slipping or tripping.

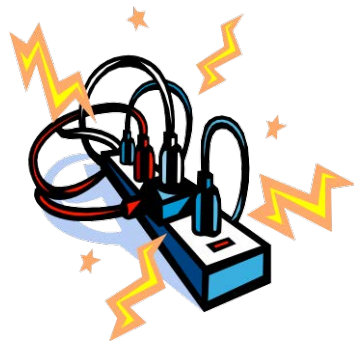
5. Keep all storage areas clean, neat, and free of unused materials. All heavy items should be kept on lower shelves. The following should never be stored in classrooms:

- Flammable or other hazardous materials.
- Paper cutters
- Laminating machines.

6. Maintain adequate walkways between desks, work tables, etc.

7. Keep cords (electrical, phone, etc.) out of walkways.

8. Inspect all electrical apparatus in use in each room to ensure good operating condition. Look for frayed cords, broken plugs, exposed wires, and broken or cracked housings.



9. Stay alert for all unusual hazards which could cause injury to students, staff, and visitors. Report them immediately.

10. Science materials, specifically chemicals, should be those purchased by the District. Shelf life dated chemicals should be disposed of properly. Please refer to the Flinn Scientific Chemical Catalog Reference Manual which has been distributed to each site principal.

11. Employees should use only District-purchased hazardous materials approved for use. The District has all Material Safety Data Sheets (MSDS) on file for each product used. MSDSs are required for any product which contains a hazardous material warning or caution on the label. (Refer to Hazard Communication Safety Rules on page 4.)

• Specific items **not allowed** in classrooms include:

- bleach
- any aerosols (lacquer, paint, etc.)
- any cleaning products which contain a label warning regarding hazardous materials or potentially harmful results if used
- custodial or cleaning supplies
- art and craft supplies other than District-purchased materials
- rubber cement
- insecticides and pesticides

• Some exceptions to the above guidelines may be made by site principals if certain precautions are followed, including:

- All containers must be labeled as to contents.
- Manufacturer's MSDS on file in room where product is used or stored, and user is trained on how to interpret information contained in the MSDS.
- Materials are to be used in accordance with manufacturer's guidelines as directed on label.
- Exercise good judgment in the use of these materials.
- Materials are brought on campus only when needed and then removed following use.
- Materials are stored in a locked cabinet or custodian's room when not in use.
- Materials are handled only by adults.
- MATERIALS MUST NOT BE HANDLED BY STUDENTS AT ANY TIME.
- Materials should not be used in classrooms when students are present.

12. No insecticides or pesticides of any kind (such as ant spray, ant or roach bait, fly spray, etc.) are to be purchased or used in the classroom. These products will be handled by District maintenance staff who have received specialized training for their use.
13. Follow proper lifting procedures (see page 15).

### **OFFICE SAFETY**

1. Report **ALL** injuries immediately to site administrator.
2. Maintain adequate walkways between desks, work tables, etc.
3. Keep cords (electrical, phone, etc.) out of walkways.
4. Keep file cabinet drawers completely closed when not in use.
5. Do not overload upper file cabinet drawers. Store heavy items in lower drawers.
6. Keep all storage areas clean, neat, and free of trash.
7. Do not overload electrical circuits.
8. Do not use any electrical equipment with frayed cords, exposed wires, or broken or cracked housings.
9. Do not use chairs or desks for climbing or standing. Use ladders only. (Ladders are available at each site.)



10. Never store unnecessary hazardous materials in any office area.
11. Use care in operating electrical office equipment – follow manufacturer’s instructions and precautions.
12. Follow proper lifting procedures (see page 15.).
13. Stay alert for all unusual hazards which could cause injury to staff, students, and visitors. Report them immediately.

### **FOOD SERVICES SAFETY**

1. Report **ALL** injuries immediately to site administrator.
2. Wipe up all spills and water accumulations immediately.
3. Store all heavy items on lower shelves. Break down cases to individual units prior to storage whenever possible.
4. Never use chairs for climbing. Only ladders provided for that purpose.
5. Keep all machinery guards in place whenever in use.
6. Follow proper lifting procedures (see page 15).
7. Wash sharp utensils individually -- never drop them into the dishwasher.
8. Wash glassware and dishes separately. Never stack glassware in the sink. Drain sinks prior to attempting to remove broken glasses or dishes.



9. Never store unnecessary hazardous materials in any food service area. Only use chemicals for which you have been properly trained.
10. Stay alert for all unusual hazards which may expose students, staff, and visitors to injury.

### **MAINTENANCE, GROUNDS, & PUBLICATIONS SAFETY**

1. Report **ALL** injuries immediately.
2. Wear face shield or eye goggles whenever engaged in eye hazardous operations (chipping, grinding, trimming, etc.).

3. Wear proper ear plugs while engaged in high noise level operations (mowing lawns, trimming, machinery, etc.).



4. Replace all broken and cracked glass immediately.
5. Wipe up all spills immediately. Remove all accumulations of water from walkways caused by rain, sprinkler systems, etc., by draining, mopping, or sweeping.
6. Do not use any ladders with broken or cracked steps or side rails. Only use ladders with non-skid safety feet.
7. Do not use metal ladders while conducting electrical repairs.
8. Follow proper lifting procedures (see page 15).
9. Only properly trained employees can use pesticides and other hazardous materials. Carefully read all label directions first. Use approved respiratory protection when required.

10. Before using any power equipment, tools, etc., ensure that all belt-drive guards, point-of-operation guards, and all other safety features are properly in place.



11. Stay alert for all unusual hazards, in all areas, which may expose students, staff, and visitors to injury.

### **DISTRICT VEHICLE SAFETY**

1. Report **ALL** injuries immediately to site administrator.
2. Do not operate a District vehicle unless authorized by your supervisor/principal. All operators must have a legal operators permit or license.
3. Every vehicle operator must obey all traffic laws. All accidents must be reported. If you are involved in an accident call the Highway Patrol or local police department and do not discuss accident causes other than with immediate supervisor, Risk Management staff, Highway Patrol or police.
4. Drive with caution at all times.
5. Seat belts are required at all times while riding in or operating a District vehicle.
6. Vehicles shall not be refueled with the motor running.
7. Refrain from placing articles on the dashboard of the vehicle – hair brushes, books, personal items, etc.



8. Follow proper lifting procedures (see page 15).
9. Stay alert for all unusual hazards, in all areas, which may expose students, staff, and visitors to injury.

### **UNIVERSAL PRECAUTIONS FOR COMMUNICABLE DISEASES**

As employees in a school setting, you may be exposed to communicable diseases. This information on universal precautions is to help you protect yourself against these diseases. Universal precautions are precautions used in all situations and not limited to use with individuals known to be carrying a specific virus such as HIV or the virus causing Hepatitis B. In the school setting, those precautions should include hand washing, using gloves, careful trash disposal, and using disinfectants.

**HAND WASHING:** Hand washing is the single most important technique for preventing the spread of infectious disease.

Hand washing must be done:

1. Before drinking, eating, or smoking.
2. Before handling clean equipment or utensils.
3. Before and after assisting with feeding.
4. After assisting with toileting or diapering.
5. After contact with any body secretions.
6. After handling soiled diapers, garments, or equipment.
7. After removing disposable gloves.
8. After using the restroom.

Technique for washing hands:

1. Hand washing facilities should include soap, running water, and paper towels.
2. Wet hands with running water.
3. Apply liquid soap and lather well.
4. Wash hands, using a circular motion and friction for at least 10 seconds. Include front and back surfaces of hands,

between fingers and knuckles, around nails, and entire wrist.

5. Rinse hands well under running water.
6. Dry hands well with paper towels, turn off water faucet with paper towel, and discard towel.

**USING GLOVES:** All staff members who may be required to administer first aid involving blood or to handle body fluids that may contain blood should have access to latex gloves in the areas where the gloves might be required to be used.

Technique for using gloves:

1. Use a clean pair of gloves for each pupil contact or cleaning task.
2. Remove gloves by grasping the cuff and then stripping it off by turning it inside out.
3. Dispose of gloves in plastic bags.
4. Wash hands after removing gloves.

**TRASH DISPOSAL:** Trash cans lined with plastic are recommended for disposal of trash containing blood or any other body fluids. Trash can liners, with trash enclosed, should be securely tied, removed, and new liner inserted on a daily basis. Needles, syringes, or lancets are not to be used in the school setting.

**FIRST AID INVOLVING BLOOD:** Individuals with responsibility for administering first aid in school, on the playground, in the cafeterias, or on school buses should have current training which can be provided by certificated school nurses employed by school districts or by local agencies, such as the American Red Cross and the American Heart Associations. Gloves should be standard components of first aid supplies in the schools so that they are readily accessible for emergencies and regular care given in school health offices, cafeterias, and playgrounds.

**USING DISINFECTANTS:** At each school site, appropriate and Environmental Protection Agency (EPA) approved disinfectants should be supplied and used. Regular household



chlorine bleach diluted 1:10 and mixed daily (or as needed so that the solution is fresh) is an effective disinfectant for destroying the AIDS and Hepatitis B viruses as well as most other disease causing organisms. The custodian or other trained personnel are to be called upon to clean contaminated areas.

### **PROPER LIFTING PROCEDURES**

- Squat from the knees, never bend from the waist.
- Keep spine straight, tuck your chin.
- Keep feet comfortably spread – about shoulder width.
- Keep load close to your body.
- Never twist while carrying any load – no matter how light.
- Seek assistance in moving any heavy or bulky item.

## **BOARD OF EDUCATION**

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Lucy Ugarte  
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Francisco Tamayo

## **SUPERINTENDENT**

Francisco Escobedo, Ed.D.



The Chula Vista Elementary School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying. The District prohibits discrimination , harassment, intimidation and bullying based on race, color, ancestry , national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, genetic information; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics in any program, practice or activity it conducts. For inquiries or complaints related to employee-to-employee , student-to-employee , or work/ employment related discrimination or harassment, contact: Human Resources Service and Support Department, Jeffrey Thiel, Ed.D., Assistant Superintendent/ Title IX Coordinator, 84 East J Street Chula Vista, CA 91910, Jeffrey.Thiel@cvesd .org, (619) 425-9600 , Ext. 1340.