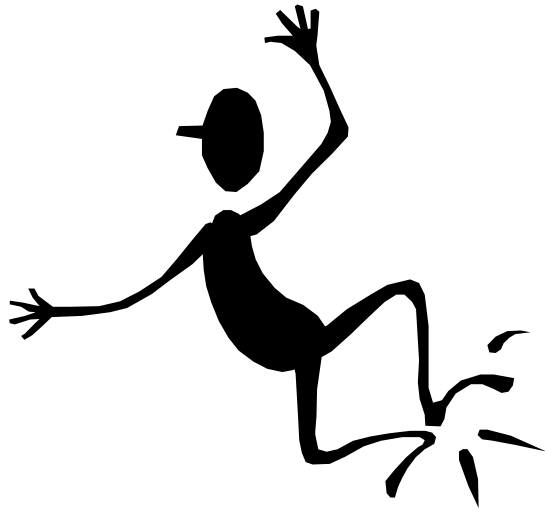


*San Marcos Unified
School District*



Safety Manual

For All

Employees

THE IMPORTANCE OF SAFETY

San Marcos Unified School District (SMUSD) attempts to maintain a safe work place for its employees consistent with Federal, State, and Local safety codes and regulations.

HOWEVER, THIS DOES NOT GUARANTEE FREEDOM FROM INJURY. The most important preventative measure lies in the ability of every employee to perform his or her job in the safest possible manner.



It is important that not only employers but also employees recognize their legal as well as moral 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 and policies of SMUSD. 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.

Specialized programs, such as industrial arts and science labs, require special precautions. The District Safety Officer, in conjunction with the Joint Powers Authority (JPA) Loss Control Department, will provide materials for these programs as needed.

WHEN AN ACCIDENT OCCURS

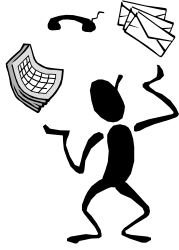
1. Report all injuries, no matter how minor they may be, to your department supervisor or principal without delay.
2. The department supervisor/principal will then fill out the "Supervisor's Accident Report of Accident," and give you an "Employee Claim for Workers' Compensation Benefits" form. The department supervisor/principal will then submit these forms to the District Benefits Coordinator immediately.
3. If the injury is serious, notify your department supervisor and the District Benefits Coordinator immediately.

SAFETY COMMITTEE

Each site has its own safety committee that reports to the District Safety Committee. Get to know the members of your safety committee.

Safety recommendations or safety problems should be brought to the attention of your department supervisor/principal first, then to the safety committee for follow-up action.

GENERAL CLASSROOM SAFETY



1. Report ALL injuries immediately.
2. Keep all debris from the floor which could cause slipping or tripping.
3. Never use chairs for climbing. Use only proper ladders.
4. Have all broken or cracked glass, including containers and windowpanes, replaced immediately.
5. Store all heavy items on lower shelves.
6. Follow 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.
7. Never store flammable or other hazardous materials in the classroom.
8. Maintain adequate walkways between desks, work tables, etc.
9. Keep all storage areas clean, neat, and free of discarded material.
10. Stay alert for all unusual hazards, which could cause injury to staff, students, and visitors. Report them immediately to your department supervisor/principal.
11. Inspect all electrical apparatus in use in each room to insure good operating condition. Look for frayed cords, broken plugs, exposed wires and broken or cracked housings.

GENERAL OFFICE SAFETY

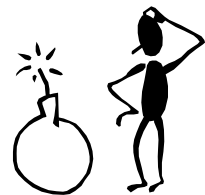
1. Report ALL injuries immediately.
2. Maintain adequate walkways between desks, work tables, etc.
3. Keep cords (electrical, phone, etc.) out of walkways.
4. Keep file cabinet drawers completely closed when not in use.
5. Do not overload upper file cabinet drawers. Store heavy items in lower drawers.
6. Keep all storage areas clean, neat, and free of discarded material.
7. Do not overload electrical circuits. Use only one plug per outlet.
8. Do not use any electrical equipment with frayed cords, exposed wires or broken or cracked housings.
9. Do not use chairs for climbing.
10. Follow 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.
11. Never store flammable or other hazardous materials in any office area.
12. Stay alert for all unusual hazards that could cause injury to staff, students, and visitors. Report hazards immediately to your department supervisor/principal.

MAINTENANCE AND GROUNDS

1. Report ALL injuries immediately.
2. Wear face shields or eye goggles whenever engaged in eye hazardous operations, i.e. chipping, grinding, trimming, etc.
3. Wear proper earplugs or muffs while engaged in high noise level operations, i.e. chipping, grinding, trimming, etc.



4. Avoid storing flammable or hazardous liquids on school premises whenever possible. When necessary, store only in UL approved safety cans and cabinets. Keep storage area locked when not in use.
5. Replace all broken and cracked glass immediately.
6. Wipe up all spills immediately. Remove all accumulations of water from walkways caused by rain, sprinkler systems, etc., by draining, mopping or sweeping.
7. Repair all damaged walkways and driving surfaces immediately.
8. Follow 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.
9. Do not use any ladders with broken or cracked steps or side rails.
10. Only use ladders with nonskid safety feet.
11. Do not use metal ladders while conducting electrical repairs.
12. Whenever using pesticides and other hazardous materials, carefully read all label directions first. Use approved respiratory protection whenever required or when there is any doubt.
13. Before using any power equipment, tools, etc., insure that all belt-drive guards, point of operation guards, and all other safety features are properly in place.
14. Stay alert for all unusual hazards, in all areas, which may expose staff, students and visitors to injury.



CHILD NUTRITION WORKERS

1. Report ALL injuries immediately.
2. Wipe up all spills and water accumulations immediately.
3. Store all heavy items on lower shelves. Break down cases to individual to individual units prior to storage whenever possible.

4. Never use chairs for climbing. Only use ladders provided for that purpose.
5. Keep all machinery guards in place whenever in use.
6. Wash sharp utensils individually; never drop them into the dishwasher.
7. Wash glassware and dishes separately. Never stack glassware in the sink. Drain sinks prior to attempting to remove broken glasses or dishes.
8. Follow 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.

FIRE PREVENTION



1. Fire extinguishers shall be available in all work areas. ALL extinguishers must be mounted and visible with location identification.
2. Passageways and work areas around fire-fighting equipment must be kept unobstructed at all times.
3. Care should be exercised in the proper location and selection of a fire extinguisher. Learn the location of and the proper use of fire extinguishers.
4. Extinguishers that appear to be in doubtful condition should be reported immediately. Report any used fire extinguishers for recharging.
5. Fire extinguishers of the CO₂ or dry-chemical type shall be provided in all areas used for dispensing, mixing, or handling of flammable liquids. In the event that circumstances require that the use of CO₂ fire extinguishers in enclosed spaces, extreme caution shall be exercised so that no one enters the enclosed space until the CO₂ has been expelled by ventilation.
6. No open flames or smoking shall be permitted in areas where flammable gas or liquids are stored or used.
7. Oil and paint-soaked rags shall be stored in approved safety containers. Disposal of such rags shall be only in safe receptacles placed outside the building daily, or in approved safety containers.

8. The dispensing of flammable liquids shall be done in the open and well away from open flames and other sources of ignition, and all containers shall be grounded or bonded.
9. Exit doors must be unlocked when buildings are occupied, and free passage to and through these exits must be maintained at all times. Know the points of exit from the building in which you work.
10. Flammable liquids, such as duplicating fluid, solvents or gasoline, shall be stored in metal cans with tightly fitted caps. Storage is as follows:
 - Duplicating Fluid:
 - ⇒ Containers not to exceed 5 gallons
 - ⇒ 10 gallons or less, place in metal or wood cabinet with tight-fitting door.
 - ⇒ 11 to 50 gallons, place in a steel or 1 inch plywood cabinet, fire retardant finish, 2-inch liquid tight door sill, self-closing, latching door.
 - Solvent:
 - ⇒ One-gallon container.
 - ⇒ Not more than 5 gallons stored in any room.
 - Gasoline:
 - ⇒ Container not to exceed 5 gallons.
 - ⇒ Not more than 5 gallons stored in any building.
11. Report fires promptly to the Fire Department and Site Office and do not risk your life trying to extinguish a fire that may get out of control.
12. Remember that a clean work area seldom has a fire. For any assistance in recognizing fire hazards, or fire prevention procedures, contact your supervisor or administrator.



DISTRICT VEHICLES

1. Do not operate a District vehicle unless authorized by your supervisor or administrator. All operators must have a legal operators permit or license.
2. It is the operator's responsibility to be familiar with operation of assigned vehicle. An acknowledgement of Vehicle Operating Rules shall be signed following instruction on the assigned vehicle(s).
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 Police and do not discuss accident causes other than with immediate supervisor, Highway Patrol or Police.

4. Drive with caution at all times.
5. Seat belts will be used at all times while riding in or operating a district vehicle.