



## GENERAL SAFE WORK PRACTICES

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When a person is injured on the job, everyone suffers. The injured person may feel pain, embarrassment, and fear, and generally has his/her whole routine disturbed. Co-workers must fill in to try to make up for the absence, and the district loses the talent of a person who probably knows how to do that particular job better than anyone else.

Throughout the district, we have many mechanical guards, safety rails, items of personal protective equipment, etc., but the fact remains that **most accidents are caused by unsafe acts - not faulty equipment.** To help you avoid being hurt, it is important that you follow these rules:

1. Even if you are not a supervisor, **you have a duty to stop any unsafe act.** Another person's carelessness may injure you. Tell him/her what s/he is doing wrong.
2. **Take a special interest in new staff and students.** Warn them of hazards.
3. **Keep floors clean** by picking up liquids or objects immediately after spills. Some very serious injuries occur as a result of slips and falls.



4. **Never put yourself in a position where you must use all your body strength.** When you push or pull too hard on anything, you are likely to slip or injure yourself in some other way.
5. **Report every injury immediately** even if you don't feel that you need to see a doctor. Let your supervisor know.
6. **Don't burn down your place of employment! This is a BIGGIE, folks. If you walk into a room and smell gas,** open a door or window and **do not** turn on lights, appliances, cell phones, etc. **Do not place combustible items near flames or in unventilated areas. Do not stack items within 18" of a ceiling – sprinklers don't do any good if they are covered up!**
7. **Know where your fire extinguisher is located and find out how to use it. Do not block fire extinguishers with furniture or cover them with paper.** Check the extinguisher once a month to make sure it is charged (look at the gauge) and in its place. **Report missing or broken extinguishers** to your site maintenance coordinator or administrative staff immediately.
8. **DO NOT TOUCH** downed utility lines even if you think they are harmless.
9. Don't run **electrical cords** across aisles, walkways, or wet floors. Have cords repaired when they become frayed, and **DON'T OVERLOAD WALL SOCKETS.**
10. **Don't pull out more than one file cabinet drawer at a time. Close drawers of desks and file cabinets before you walk away.** You or someone else could walk into them or trip over them. Put heavy items in bottom drawers.



11. **Don't try to catch heavy or sharp falling objects.** Step back and let them hit the ground. Your well-being is much more important than any object.
12. **Don't place yourself off balance** in order to reach something. Ask for assistance, get a ladder or step stool, or put down what you are already holding in order to maintain proper balance.
13. **Climb on proper ladders or stepstools only,** not on chairs or shelves.
14. **Stacked materials must be stable.** Keep in mind the constant possibility of earthquakes. **Keep heavy items on lower shelves.**
15. **When you must lift,** get close to the load, spread your feet slightly, get a firm grip on the load (hold at opposite corners), keep your back straight and lift with bent knees. When possible, use a cart, dolly, or helper to move heavy items.
16. **When working with a helper,** tell him/her how the operation is supposed to go before you start to do it so you both have the same idea in mind. If you are the helper, don't be afraid to ask questions before beginning the task. **If anyone else in the area is going to be affected by your work,** tell him or her you are going to do so that adjustments can be made if necessary.
17. **Don't lock or block building exits.** The law requires that exits are easily accessible in the event of an emergency.
18. Respect and **keep your distance** from compressed gas cylinders and air tanks. They can cause serious injury if damaged or used improperly.
19. **Unplug power equipment** before making adjustments or when not in use. It only takes a little more time and guarantees safety.
20. **When operating power equipment on school grounds,** make sure people are kept away from the area of operation. If necessary, have a co-worker walk outside the vehicle to ensure others stay clear. If the equipment has a locking device use it and always remove the key if it is necessary to leave the equipment unattended.
21. **Don't get caught between a piece of moving equipment and a stationary object.** Be especially careful in parking lots and when crossing driveways.
22. **Wear appropriate safety equipment/clothing when necessary.** This is important for science and art teachers and students as well as for grounds, maintenance, and custodial staff.

**EVERYONE STAY SAFE OUT THERE!!**

Complies with CalOSHA Title 8, Section 3203, Injury and Illness Prevention Program General Safety Training requirements. For more information, contact the Santa Clara County Schools' Insurance Group (408) 558-0600

# General Safety Rules

**I have read and understand the Safety Rules.**

PRINT EMPLOYEE NAME

EMPLOYEE SIGNATURE DATE

This acknowledgement page will be added to your personnel file to document that you are aware of and understand our rules in regard to safety and that the District has complied with Administrative Code CalOSHA Title 8, Section 3203. Injury and Illness Prevention Program.