

SAN JUAN BOCES SAFETY MANUAL

2010-2011

SAFETY RULES, POLICIES AND PROCEDURES

The safety rules contained in this section have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties. The safety rules in this section are general in nature and apply to all employees. More specific safety rules may exist for various buildings or departments. Employees must be aware of all safety rules that apply to their employment.

ALL EMPLOYEES

- Being impaired by or under the influence of alcohol or illegal drugs while at work is strictly prohibited. If taking prescription drugs, please follow physician recommendations and notify management if medications make you drowsy, etc.
- Fighting, horseplay, practical jokes or other disorderly conduct is strictly prohibited.
- Threatening, intimidating or using abusive language to other employees is strictly prohibited.
- All driving employees and/or passengers in a motor vehicle during the course and scope of employment, shall wear seat belts.
- Employees must immediately report all injuries no matter how minor to their supervisor.
- Employees shall report in writing any safety hazards/conditions immediately to management.
- Report all safety problems immediately.
- Do not attempt to repair any office equipment or systems.
- Maintain a neat and sanitary office environment.

PREVENT SLIPS & FALLS

- Wear appropriate footwear for slippery surfaces. If necessary bring a change of shoes for inside the building.
- Report slippery surfaces to management immediately. If at the BOCES offices, please report information to Facilities located on ground level north of the gym or to an administrator in 3rd floor BOCES offices.
- Clean up spills immediately. If immediate cleanup is not possible, use traffic cones or other warning signs to mark spills or slippery surfaces.
- Do not take short cuts. Only walk on sidewalks that have been cleared of snow and ice.
- Use handrails on stairways.
- Use extra caution when carrying objects on slippery surfaces.

LIFTING PROCEDURES

- Plan the move before lifting; ensure that you have an unobstructed pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts or get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
- Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- Face the load. Bend at the knees, not the back.
- Keep your back straight.
- Get a firm grip on the object using your hands and fingers. Use handles when they are present.
- Hold the object as close to your body as possible.
- While keeping the weight of the load on your legs stand to an erect position.

LIFTING PROCEDURES (continued)

- Perform lifting movements smoothly and gradually; do not jerk the load.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. **Do not twist at the waist.**
- Set down objects in the opposite manner as you picked them up, smoothly and gradually; do not drop.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects that have sharp corners or jagged edges.
- Avoid trying to catch falling objects. Let them fall. Move out of the way to avoid being struck by the object.

HOUSEKEEPING

Good housekeeping is an important element of accident prevention in offices. Poor housekeeping may lead to fires, injuries to personnel, or unhealthy working conditions. Mishaps caused by dropping heavy cartons and other related office equipment and supplies could also be a source of serious injuries to personnel.

- Passageways in offices should be free and clear of obstructions. Proper layout, spacing, and arrangement of equipment, furniture, and machinery are essential.
- All aisles within the office should be clearly defined and kept free of obstructions.
- Chairs, files, bookcases and desks must be replaced or repaired if they become damaged. Damaged chairs can be especially hazardous. Filing cabinet drawers should always be kept closed when not in use. Heavy files should be placed in the bottom file drawers.
- Materials stored within supply rooms must be neatly stacked and readily reached by adequate aisles. Care should be taken to stack materials so they will not topple over. Under no circumstances will materials be stacked within 18 inches of ceiling fire sprinkler heads or Halon nozzles. Materials shall not be stored so that they project into aisles or passageways in a manner that could cause persons to trip or could hinder an emergency evacuation.

BLOOD & BODILY FLUID PRECAUTIONS

- Always wear protective gloves when cleaning blood spills or stains.
- Liquid blood should be picked up with an absorbent material. Paper towels and/or special absorbent powder are best.
- Before and immediately after providing patient care, wash exposed areas with antibacterial soap.
- Any suspected exposure to HIV/HAV/HBV by human body fluid contact via broken skin, human bites, needle sticks, etc., should be reported to the San Juan BOCES Risk Manager immediately.

LADDERS & STEP-LADDERS

- Read and follow the manufacturer's instruction label affixed to the ladder.
- Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged, if it wobbles or leans to the left, right or center.
- Keep ladder rungs clean. Remove build-up of material such as dirt.
- Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
- Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
- Only one person on the ladder at a time.
- Face the ladder when climbing up or down it.
- Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.

LADDERS & STEP-LADDERS (continued)

- When performing work from a ladder face the ladder and do not lean backward or sideways from the ladder.
- Do not stand on the top two rungs of any ladder.
- When using a straight or extension ladder extend the top of the ladder at least 3 feet above the edge of the landing.
- Have another employee hold your ladder if it cannot be tied to the structure.
- Do not move a rolling ladder while someone is on it.
- Do not place ladders on barrels, boxes, pails, concrete blocks or other unstable bases.
- Do not carry items in your hands while climbing up or down a ladder.
- Do not try to "walk" a ladder by rocking it. Climb down the ladder and then move it.
- Do not use a ladder as a horizontal platform.

ELECTRICAL

- Do not use frayed, cut or cracked electrical cords.
- Do not plug multiple electrical cords into a single outlet.
- Do not use extension or power cords that have the ground prong removed or broken off.
- Use a cord cover when running electrical cords across aisles, between desks or across entrances or exits.
- Unplug office machines before adjusting, lubricating or cleaning them.
- Do not pull cords to unplug from receptacle.

STAIRS

- Use handrails when ascending or descending stairs or ramps.
- Do not store or leave items on stairways.
- Do not run on stairs or take more than one step at a time.

OFFICE SAFETY

GENERAL RULES

- Do not stand on furniture to reach high places. Use the ladder or step stool to retrieve or store items that are located above your head.
- Do not jump from ladders or step stools.
- Do not block your view by carrying large or bulky items; use the dolly or hand truck or get assistance from a fellow employee.
- Do not tilt the chair you are sitting in. Keep all chair legs on the floor.
- Open doors slowly when entering and exiting a room.
- Do not use electrical office machines if your hands are wet.
- Do not over-fill waste receptacles or compact waste
- Mount pencil sharpeners so they don't protrude beyond the edges of desks or tables.

FILES

- Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.
- Put heavy files in the bottom drawers of file cabinets.
- Use the handle when closing desk and filing cabinet drawers. Close slowly to prevent finger injuries.

SHARP OBJECTS

- Store sharp objects such as pens, pencils, letter openers or scissors in drawers or with the tips pointing down in a container.
- Carry pencils, scissors and other sharp objects with the tips pointing down.

PAPER CUTTER / SHREDDER

- Position hands and fingers on the handle of the paper cutter before pressing down on the blade.
- Keep the paper cutter handle in the closed and locked position when it is not being used.
- Do not use paper-cutting devices if the finger guard is missing.
- Do not place your fingers in or near the feed of a paper shredder.
- Students are not allowed to use paper cutters or shredders.

DRIVING VEHICLES & VEHICLE SAFETY

FUELING

- Turn the vehicle off before fueling it.
- Do not smoke while fueling a vehicle.
- Wash your hands using soap and water if you spill gasoline on them.
- All personnel must be off the bus before refueling.

STARTING VEHICLE

- Turn key in ignition.
- Do NOT put foot on gas pedal.
- If vehicle does not start immediately, turn off ignition.
- Wait approximately 1 minute.
- Turn key in ignition.
- Allow vehicle to idle for approximately 1 to 2 minutes before driving.

DRIVING RULES

- You may not use a cell phone (personal or SJBoces-issued) while driving a San Juan BOCES vehicle. This applies to phone calls, texting, checking calendar or contacts, accessing the internet, etc. The only exception to this policy is if you need to use your phone in an emergency. If you need to use your phone for any reason in a non-emergency situation while driving a San Juan BOCES vehicle, you must pull off the road in a safe location to do so.
- Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.
- Do not mount or dismount a moving vehicle.
- Shut your door and fasten your seatbelt before moving the vehicle.
- Obey all traffic patterns and signs at all times.
- Do not coast with the clutch disengaged or with the automatic transmission in neutral.
- Do not tailgate other vehicles. Maintain a safe following distance.
- Always shut the motor off, remove the key and set the parking brake before leaving the vehicle.

RAILROAD CROSSINGS

- Bring the vehicle to a complete stop and look both ways before crossing any railroad crossing. (Exception: Durango Train (D&SNGR) @14th & Camino del Rio intersection).
- Do not shift gears when crossing railroad tracks.

- Do not drive through, around or under any crossing gate or barrier at a railroad crossing while such gate or barrier is closed or is being opened or closed.
- Before crossing, be sure there is adequate room on the opposite side of the tracks for the vehicle to completely clear the tracks.

SAFETY

- Only BOCES authorized personnel may operate any company vehicle.
- Do not operate a vehicle if you are ill or fatigued.
- Do not operate a vehicle if you are taking medication whose container label indicates that the medication may cause drowsiness or other side effects.
- Shut all doors and fasten seat belt before moving the vehicle.
- Obey all traffic patterns and signs at all times.
- Do not drive on the road shoulder.
- Use side and rearview mirrors before making lane changes, turns and sudden stops.
- Do not smoke while fueling a vehicle.
- Wash hands with soap and water if you spill gasoline on your hands.

MEDICAL TREATMENT AND FIRST AID PROCEDURES

NON-EMERGENCY MEDICAL TREATMENT

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor immediately.
- Your supervisor may assist with transportation to authorized medical facility if necessary.
- Provide all details for the completion of the accident investigation report.

The following are authorized locations for work-related medical treatment:

Durango Area

- **Mercy Occupational Medicine** (970) 382-1118 or 1119
1010 Three Springs Blvd.
- **Animas Emergency Physicians & Surgical Hospital** (970) 385-2396
575 Rivergate Lane

Cortez Area

- **Blair W. Pyle, MD** (970) 565-0876
1011 N. Mildred Road
- **Carolyn Johnson, MD** (970) 565-4436
1413 N. Mildred Road

Pagosa Area

- **Pagosa Springs Family Medicine (Dr. Pruitt)** (970) 731-4131
75 S. Pagosa Highway

EMERGENCY MEDICAL TREATMENT

If you sustain a severe on-the-job injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Call 911 or have someone call 911 for you.
- Inform your supervisor as soon as possible.
- Provide all details for the completion of the accident investigation report.
- In the event of a life or limb-threatening emergency, the insured employee will be sent to the nearest emergency facility. Follow-up care must be provided by the primary medical providers designated above.
- Your immediate supervisor should be notified as soon as possible.

For severe work-related injuries and illnesses go to:

Durango Area

Mercy Medical Emergency Room (970) 382-1140
1010 Three Springs Blvd.

Cortez Area

Southwest Memorial Hospital (970) 565-6666
1311 N. Mildred Rd.

Pagosa Area

Pagosa Mountain Hospital (970) 731-3700
95 S. Pagosa Blvd.

*Emergencies occurring in Pagosa are transported to Mercy.

MINOR FIRST AID TREATMENT

First aid supplies are available in the BOCES break rooms. First aid supplies are available at all district school sites.

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide all details for the completion of the accident investigation report.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call or have a co-worker call to request emergency medical assistance.

WOUNDS

Minor cuts, lacerations, abrasions or punctures

- Wash the wound using soap and water, rinse well.
- Cover the wound using a clean dressing.

Major cuts which are large, deep and bleeding

- Stop the bleeding by pressing directly on the wound using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

NECK & SPINE INJURY

If the victim appears to have injured neck or spine or is unable to move an arm or leg:

DO NOT ATTEMPT TO MOVE THE VICTIM UNLESS IT IS ABSOLUTELY NECESSARY!

**SAN JUAN BOCES
2010-2011**

VERIFICATION OF SAFETY MANUAL REVIEW

The safety rules contained in this Safety Manual have been prepared to protect you in your daily work. Employees are to follow these rules, review them often, and use good common sense in carrying out assigned duties. The safety rules in this section are general in nature and apply to all employees. More specific safety rules may exist for various buildings or departments. Employees must be aware of all safety rules that apply to their employment.

I have read and understand the San Juan BOCES Safety Manual with all the rules, policies and procedures.

Printed Employee Name

Employee Signature

Date