

Muskogee Public Schools
Safety Program

“Safety First”

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POLICY STATEMENT

To All Employees:

Your safety and health are one of the most vital aspects of Muskogee Public Schools operations. No operation or procedure is so critical that it needs to be done in an unsafe or unhealthy manner. Muskogee Public Schools will provide and maintain a safe and healthy work environment by establishing procedures and training for safe working methods and practices at all times.

Every Site Administrator, Director or Supervisor is responsible for the safety of those who work for them. They will provide or make available, safe equipment, necessary tools, and personal protective equipment, and cooperate in all efforts to make a safe working environment for all employees.

All staff members are expected to cooperate fully in protecting himself/herself and those around them. Participation in safety meetings, following safety rules, and contributing ideas for creating and maintaining a safe and healthy workplace are important activities for all employees.

Through team work and mutual responsibility, we can all contribute to a safe, healthy work environment for students and employees.

Goals:

1. TO INCREASE THE AWARENESS OF SAFETY THROUGH A TEAM EFFORT
2. TO PROVIDE THE SAFEST WORKING ENVIRONMENT FOR ALL EMPLOYEES
3. TO REDUCE WORK RELATED INJURIES THROUGHOUT THE DISTRICT

Program Information:

Muskogee Public Schools makes available all safety programs online for convenience. Programs are kept up to date with the latest products provided to school sites.
(SITE <http://www2.mpsi20.org/safety/default.htm>)

- * Asbestos Management Plan
- * Hazardous Communication Program
- * Bloodborne Pathogen Program
- * Integrated Pest Control Plan
- * General Safety
- * Fire Safety
- * Ergonomics
- * Emergency Planning
- * Tornado Safety

ASSIGNMENT OF RESPONSIBILITY

SAFETY ORGANIZATION

SAFETY/TRAINING COORDINATOR:

The Safety and Training Coordinator interpret, applies, and enforces Occupational Safety and Health Standards (OSHA) for all district personnel under authorization from the Superintendent of Muskogee Public Schools and the Board of Education for Muskogee Public Schools. The Safety Coordinator acts in a supervisory capacity to help administer policy, to provide technical information, to help train and to supply program material to Site Administrators, Directors, Supervisors and Employees. In addition, responsibilities include making regular inspections of all facilities and provide documentation to Site Administrators, Directors, and Supervisors applicable to assure compliance to District, State, and Federal Mandates and Programs.

All safety violations, unsafe equipment, unsafe conditions and conditions of housekeeping are recorded and made available to the Safety Coordinator who in turn reviews existing violations with Site Administrators, Directors and Departmental Supervisors to expedite the prompt correction of the unsafe condition.

SAFETY COMMITTEE:

The Safety Committee includes the Safety Coordinator, and designated staff personnel from each department. The Safety Committee meets monthly to review all accident reports with the employees involved. The Committee makes recommendations to the employee, based on analysis of information received and accident investigation, to reduce similar occurrence. Recommendations are proposed to appropriate Site Administrators or Directors for possible implementation on equipment or procedure changes. Agendas are filed for reference and copies distributed to applicable department heads.

DEPARTMENTAL ADMINISTRATORS:

Each Site Administrator, Director and Supervisor is responsible for the safety of his/her department. Their responsibility requires that they continuously observe their department or site since conditions change and unsafe conditions can arise at any time. The Site Administrator, Director and Supervisor are responsible for good housekeeping and the enforcing of safety rules and regulations.

FIRST LINE SUPERVISORS:

Department Heads and/or Lead Personnel are First Line Supervisors. Because they spend practically all their time working with the employees, they can be one of the most important individuals to discover or identify unsafe conditions, equipment, or practices before they cause an accident to an employee. They are responsible for reporting such conditions to their Site Administrator, Director or Supervisor as soon as possible.

STAFF PERSONNEL:

Alert employees can help prevent accidents. The safety conscious employee will always, look for conditions that may cause an injury to themselves or others. Each employee should inspect his/her workplace each day and report any hazardous conditions to their Site Administrator, Director, or Supervisor.

When an individual becomes an employee of Muskogee Public Schools, his or her safety is paramount. Safety will take precedence over expediency and short cuts. The individual has a right to expect that he or she will be provided a safe environment so they can devote his or her energies to their work without possible harm to his or her life and health. Only under such circumstances can the relationship between employer and employee be mutually profitable and harmonious. It is Muskogee Public Schools desire to provide:

- a. a safe workplace, safe equipment, proper materials, and;
- b. to establish and insist upon safe methods and practices at all times.

TRAINING AND EDUCATION:

Muskogee Public Schools is committed to assuring a safe and healthy environment. Researching and implementing the latest developments and most effective techniques in safety education will be a priority. In addition to quarterly and annual training, employees will receive periodical training on safety issues.

1. Training for employees will include:
2. Developing and maintaining employee awareness and motivation.
3. Departmental Safety meetings.

Procedures outlined under “Identifying and Controlling Hazards,” and other safety procedures that are applicable to each job classification.

HAZARD ANALYSIS :

All accidents and injuries are to be investigated.

Supervisors are responsible for the primary investigation of all accidents and injuries occurring in their departments.

The Safety Coordinator will make follow-up investigations or assist the Supervisor with primary investigations at their request.

All investigations will be reviewed by the Safety Committee with recommendations forwarded to appropriate departments after approval of upper management.

Accidents and injuries will be periodically analyzed to identify trends or specific areas of concern.

IDENTIFYING AND CONTROLLING HAZARDS

PERSONAL PROTECTIVE EQUIPMENT:

There are three (3) basic considerations in the area of protective equipment.

1. Determine the need
2. Proper selection of equipment
3. Proper care and use of equipment

Items 1 and 2 are to be determined by Federal and State Regulations and Standards, Safety Committee recommendation and approval of Departmental Directors. Item 3 is both supervisor and employee responsibility.

Personal protection is required where administrative controls cannot be used or where and when engineering controls are not feasible.

Whenever it is necessary by reason of hazards, protective equipment shall be provided or made available. It will be used and maintained in a sanitary and reliable condition.

Each employee is responsible for their personal protective equipment. Where any personal protective equipment is lost, misplaced, or willfully damaged or abused by the employee, it will be the responsibility of the employee to compensate the district for the loss of the personal protective equipment.

Visitors or any personnel entering areas that could expose them to risk will be provided and required to wear protective equipment while in these areas. All visitors and unauthorized personnel must seek permission from the Site Administrator, Director, Supervisor, and/or Department Head prior to entering the areas.

EYE PROTECTION:

Safety glasses or safety goggles will be provided and used by all employees in the following areas.

1. The mixing of any hazardous chemicals or substances.
2. All work duties that have any possibility of debris or substances coming in contact with the eyes. (Examples: changing ceiling tiles, weed eating, mowing)
3. All persons performing light gas welding operations such as solder or torch brazing, are required to wear goggles or spectacles with suitable filter lenses.
4. Any employee performing welding operation out of their work station must position the portable work screen to protect other employees from arc. The electric weld arc flash can burn the eyes or cause great discomfort.
5. Safety face shields are provided where eye and face protection are required. A face shield is required when performing grinding operations or working with chemicals that are eye/skin irritants.
6. Impact goggles should be worn under helmets to protect welders from flying particles when the hood is raised.
7. All filter lenses and plates shall meet compliance to ANSI Z87.1-1989 Practice For Occupational and Educational Eye and Face Protection.

HEAD PROTECTION:

1. Safety helmets or bump hats are required where a person's head is menaced by falling or flying objects or by bumps. Safety helmets will be provided and required for employees and all visitors when in these areas.
2. American National Standard Z89.1 1986, gives specifications that protective headgear must meet.
3. Welding helmets protect the eyes and face against the splashes of molten metal and the radiation produced by arc welding. Helmets should have the proper filter glass to keep ultra violet rays from harming the eyes.

FOOT PROTECTION:

General: Employees will wear appropriate foot wear determined by their job description analysis. It will be the responsibility of the employee to have proper footwear when reporting to work.

Specific: Safety toe footwear shall meet the requirements and specifications (American National Standards Safety Toe Footwear, ANSI Z41.1)

HAND, FINGER, ARM PROTECTION:

Protective equipment for arms, hands, and fingers are generally gloves, wristlets, and arm protectors made of various materials designed to protect these extremities against cuts, scratches, bruises and burns. Supervisors should know which type of glove is best suited for a particular hazard. Gloves should be kept clean and inspected frequently.

- * Metal mesh gloves: Protect against cuts or blows from sharp or rough objects.
- * Rubber gloves: Used by electricians. They must be tested regularly for dielectric strength.
- * Rubber, nitrile, vinyl, neoprene gloves: Are worn when working with chemicals and petroleum products.

RESPIRATORY EQUIPMENT:

Each department, site, and/or area where respirators are utilized, are required to have a written respiratory program. The respiratory program must include explanation on why it is essential to wear the respiratory equipment and how it works, proper fitting, usage, and maintenance procedures. The respiratory program will be provided by the Safety Coordinator to each department. Department heads will be required to advise the Safety Coordinator when circumstances arise that require alterations, deletions or additions to the respiratory program.

Only respirators and filters approved by the National Institute for Occupational Safety and Health (NIOSH) and the Mine Safety and Health Administration (MSHA) are acceptable. A NIOSH-MSHA approved respirator is assigned an approval number prefixed by the letter TC, indicating that it has been tested and certified for the air contaminant at the concentration stated.

PROCEDURES GOVERNING THE SELECTION AND USE OF RESPIRATORS:

Supervisors and workers shall be instructed in the proper selection, use and maintenance of respirators.

Fitting Respirator:

Position respirator on face, fitting wide portion under chin and narrow portion over nose, wearing as low as possible. (Beards or mustaches inhibit proper fitting)

1. Place the bottom strap around the head just below the ears. Untwist the strap.
2. Place the top strap around the head above the ears. Untwist the strap.
3. Position the face-piece low on the face and tighten each strap. Next grab buckle with left hand, hold away from hair, and pull strap through buckle with right hand.
4. Adjust tension without removing the respirator by grasping buckle in right hand and pushing out on flat surface of buckle. Pull strap back through the buckle with left hand.
5. The seal of the rubber face-piece must be tested prior to using.
 - 5.1 Cover the front of the respirator with the hand, a piece of paper, etc. without disturbing the position of the face-piece.
 - 5.2 Exhale sharply. A positive pressure should be felt inside the face-piece. If leakage is detectible, adjust face-piece and/or tension in the straps and retest the seal. Repeat this procedure until face-piece is sealed properly.

Cleaning and Sanitizing the Respirator:

1. Disassemble respirator, removing cartridges, filter, and headbands.
2. Cleanse and sanitize mask and parts (except filters and cartridges) by scrubbing with soap and water and wiping with isopropyl alcohol or other designated sanitizer.
3. Rinse in fresh warm water and air dry.
4. Inspect inhalation valve and seat to be sure both are clean, smooth, and free of grit or other foreign particles.

Keep respirator in box or bag when not in use. Inspect before using for worn, distorted or damaged parts.

MATERIALS HANDLING AND STORAGE:

1. Manual handling and lifting of materials:

Accidents that occur while manually handling materials are primarily the result of one of the following:

- a. Unsafe working habits
- b. Improper lifting
- c. Lifting and/or carrying too heavy a load
- d. Improper grasping
- e. Bad housekeeping

2. To prevent injuries to the fingers and hands:

- a. Inspect materials for sharp edges or slippery surfaces
- b. Get a firm grip on the object
- c. Keep fingers away from pinch points
- d. Wear proper gloves as needed

3. Lifting and Carrying:

- a. Never attempt to lift more than your capacity
- b. Always seek assistance when needed
- c. Stand close to the load, feet spread for good balance
- d. Squat down. Keep head and back in line (supports spine, takes pressure off stomach)
- e. Grip load with whole hand, not just finger tips. Now lift with legs. Let arms and body just support the load
- f. Load should be held closely to body and centered over legs
- g. Avoid bending back, reaching too far, lifting from one side, or twisting with the load

4. Back safety support belts have proven very successful in the reduction of back injuries in certain job classifications. Each department that utilized the belts is to have specific guidelines on when and how to wear them and employees will adhere to the respective guidelines stated.

5. Non-powered Hand Trucks:

- a. Keep the center of gravity of the load as low as possible. Place heavier below lighter ones.
- b. Place the load well forward so the weight will be carried on the axle, not by the handles.

- c. Position the load so that it will not slip, shift, or fall. Load only to a height that will allow a clear view ahead.
- d. Let the truck carry the load. The operator should only balance and push.
- e. When going down an incline, keep the truck in front of you. When going up an incline, keep the truck behind you.
- f. Move the truck at a safe speed. Do not run. Keep the truck under control.

6. Powered Hand Trucks:

- a. Face the direction of travel.
- b. Never operate the truck faster than normal walking pace.
- c. Never permit others to ride on truck.
- d. Always give pedestrians the right of way.
- e. Be certain that truck is put on charger as required.
- f. Do not indulge in horse play.

7. Fork Lifts:

- a. Operators are to be thoroughly trained before using forklifts. This must include documentation.
- b. Battery charging installations must be in special areas with adequate precautions for handling spilled electrolyte and dealing with fire hazards.
- c. A forklift should not be used to elevate employees for stacking materials or servicing light fixtures unless a safety platform meeting OSHA requirements with standard railing and toe-boards is fastened securely to the forks.
- d. Equipment is to be inspected prior to use. Do not operate unless equipment is in safe condition. Report any unsafe conditions to supervisor immediately.

8. Hand Tools and Portable Power Tools:

The misuse of hand tools is a major source of injury to employees. These tools include cutting, torsion, shock, and spark-resistant equipment. Supervisors must make certain that employees are trained in the proper selection and use of these tools and that they follow all safety guidelines and procedures.

- a. Cutting tools include metal and wood equipment such as chisels, tap and die work, hack saws, files, tin snips, punches, saws, axes, knives and miscellaneous tools. All edged tools should be used so that the direction of force is away from the body, and cuts should be made with the grain when possible. Edged cutting tools are to be kept sharp and ground to the proper angle. Saws must be oiled and sharpened regularly to reduce possibility of sticking in cut.

- b. Torsion tools are used to grip or fasten materials and include various types of wrenches, tongs, pliers, screwdrivers, allen wrenches, clamps, vises, etc. These tools must fit the job precisely to prevent slippage. Pressure should be applied away from the body, and applicable protective equipment for face, hands, and arms is to be used.
- c. Shock tools include regular hammers, sledge hammers, riveting hammers, and claw hammers. All hammers are to have secure handles and properly dressed heads. Employees must be sure to select the proper weight and size hammer to perform their work safely.
- d. Portable power tools are divided into four groups according to the power source: electric, pneumatic, internal combustion, and explosive. The tools must be carefully handled and stored so that they cannot be activated accidentally. Employees are to be thoroughly trained in proper use as well as the hazards associated with the tool itself. All employees are to wear hearing protection and eye or face protection when operating power portable tools or when working in close proximity to them.
- e. Important requirements for safe operation of portable power tools are proper use, frequent inspection, and a rigid maintenance schedule. The manufacturers' recommendation for operation and maintenance must be followed strictly.
- f. When employees purchase their own tools, supervisors must ensure that such tools meet appropriate standards, are regularly inspected and are repaired or replaced as needed.

9. Power Equipment:

- a. Do not operate any power equipment unless trained to do so. This includes auto scrubbers, buffers, vacuums and grounds equipment such as mowers, weed eaters, edgers, blowers, etc. Always inspect unit before using and do not operate if unit is in unsafe condition. Report such conditions to appropriate supervisors immediately.
- b. Important requirements for safe operation of power equipment are proper use, frequent inspection, and a rigid maintenance schedule. The manufacturers' recommendation for operation and maintenance must be followed strictly.
- c. Personal protective equipment must be worn where required by District, Federal or State Regulations and Programs.

10. Motor Vehicles:

- a. Personnel operating any company owned vehicles, tractors, and/or other motor equipment are to have current and applicable license in their possession.
- b. State and District laws and/or policies pertaining to motor vehicles are to be strictly followed.

ELECTRICAL SAFETY

The four basic rules of electrical action are:

1. Electricity isn't "live" until current flows;
2. Current won't flow until there is a complete loop out from and back to the power source;
3. Current always returns to its source, and
4. When current flows, work measured in watts is performed.

Knowing these four rules helps analyze and prevent electrical hazards at both home and in the work environment.

The keys to preventing electrical shock hazards are:

1. Train employees thoroughly in safe work practices;
2. Wire, insulate, and ground all electrical equipment properly so there are no ground loops between an electrical tool or machine and the worker;
3. Routinely inspect, maintain and replace defective equipment, along with cords, outlets, plugs, attachments and power sources.

ELECTRICAL SAFETY POLICY:

1. Plug power equipment into wall receptacles with power switches in the "OFF" position.
2. Unplug electrical equipment by grasping the plug and pulling. Do not pull or jerk the plug to unplug the equipment.
3. Do not drape power cords over hot pipes, radiators, or sharp objects.
4. Check the receptacle for missing or damaged parts. Do not plug equipment into defective receptacles.
5. Check for frayed, cracked, or exposed wiring. Also check for defective cord at locations where the power cord enters the equipment or the attachment plug.

6. Extension cord use will be limited to maintenance personnel, unless authorization received from direct supervisor.
7. “Cheater Plugs,” extension cords with junction box receptacle ends, or other jury rigged equipment should not be used.
8. Electrical equipment is not to be used unless properly grounded.
9. Personnel should know the location of electrical circuit breaker panels that control equipment and lighting in their respective areas. Circuits and equipment disconnects must be identified.
10. Temporary or permanent storage must not be allowed within three feet of any electrical panel or electrical equipment.
11. When defective electrical equipment is identified by personnel, it should be tagged immediately and removed from service for repair or replacement.
12. Any electrical equipment causing shocks or with leakage potential must be tagged with a **“DANGER: DO NOT USE”** label or equivalent.

MACHINE SAFE GUARDING

Safeguards are of primary importance in eliminating machine accidents, but they are not enough. Employees who work around mechanical equipment or operate machinery must have both respect and knowledge for safeguards. Before being permitted to run a piece of equipment, operators should be instructed in the practices required for safe operation of the machine. Refresher training on hazards and precautions to be taken should be given. Employees who do not themselves operate machinery, but who work in machine areas, should also receive training in basic safety practices. Positive safety procedures should be established to prevent employees from misunderstanding instructions.

The following rules apply:

1. No guard, barrier, or enclosure should be adjusted or removed for any reason by anyone without authorized permission.
2. Before safeguards or other guarding devices are removed for adjustments or service, the power for the equipment must be turned off and the main switch locked out and tagged.
3. No machine should be started unless the safeguards are in place and in good condition.
4. Defective or missing safeguards are to be reported immediately.

LOCKOUT/TAGOUT PROCEDURES

Lockout/Tagout procedures are designed to isolate or shut off machines and equipment from their power source prior to employees performing any servicing or maintenance work.

OSHA has put into effect a rule for installation of locks to guarantee that power to machinery is cut off during maintenance and repair. It also requires training and annual retraining for all workers, plus annual training for workers exposed to moving machinery. The Director of Maintenance shall implement and update the written Lockout/Tagout program.

A typical lockout routine for maintenance and repair is:

1. Notify the operator that repair or service work is to be done on a machine or piece of equipment.
2. Make sure the machine cannot be set in motion or operation.
3. Place your lock on the power disconnect, even if another lock is already on it and blocks the mechanism.
4. Place a “**MACHINE UNDER REPAIR**” sign at the control and block the mechanism. Make sure that neither the sign nor the block can be removed easily.
5. When the job is complete or the shift has finished, remove your own lock and blocking. Never let another person remove it for you. Make sure that you will not expose others to danger by removing your block or sign.
6. If the key to a lock is lost, it must be reported to your immediate supervisor at once, and a new one should be issued.

FIRE SAFETY

The primary requirements for a successful fire prevention program include continuous training in fire-safe work practices, regular inspection of facilities and close supervision of employee performance.

The main cause of fires includes faulty electrical equipment, friction, flammable gasses, flammable liquids, explosive dusts, plastics, and ordinary combustibles such as paper or wood. Electrical equipment should be properly grounded, insulated, and maintained. All flammable or combustible materials are to be properly stored, ventilated and contained.

Other causes of fires include operations such as welding, grinding, cutting, and open flames, spontaneous combustion, and static electricity. Stringent safe work practices and housekeeping measures can reduce the possibility of fire from these causes.

Fire Fighting Procedures: Remember the Acronym: **R.A.C.E.**

1. **R**escue any victims.
2. **A**larm the fire department and Site Administrator, Director or Supervisor.
3. **C**ontain the fire to a small area that is not spreading beyond the immediate area.
4. **E**vacuate the building. (Always be certain you have an unobstructed escape route to which the fire will not spread.)

Fire Extinguisher: Make sure you have read the instructions and that you know how to use the fire extinguisher. It is reckless to fight a fire under any other circumstances, instead, leave immediately and close off the area.

Fire Extinguisher Types:

- | | |
|--------|----------------------------------------------------------------------------|
| Type A | Ordinary combustibles such as wood, cloth, paper, rubber and plastics. |
| Type B | Flammable liquids for use on oil, grease, oil-based paint, tar, etc. |
| Type C | Electrical equipment such as wiring, fuse boxes, circuit breakers, etc. |
| Type D | For fires that occur in combustible metals such as magnesium, sodium, etc. |

Type “ABC” and **Type “BC”** are multi purpose fire extinguishers that can be used for more than one type of fire.

Fire extinguishers must meet the following requirements:

1. Be kept fully charged and in their designated places.
2. Not be obstructed or obscured from view.
3. Not be mounted higher than 5 ft. to the top of the extinguisher if they 40 lbs or less, and not higher than 3.5 ft. if 40 lbs or more. There must be at least four (4) inches from the bottom of the fire extinguisher to the floor.
4. Be located along normal paths of travel where practical.

5. Be inspected, at least monthly, to make sure they are in their designed places, have not been tampered with or actuated, and do not have corrosion or other impairments.
6. Be examined at least annually, and/or recharged or repaired to ensure operability and safety. A tag must be attached to show the maintenance or recharge date and the initials of the person performing the service.
7. Be hydrostatically tested. Extinguisher service agencies are to be contacted to perform this service at appropriate intervals.
8. Be selected on the basis of type of hazard, degree of hazard, and area to be protected.

Fire Extinguisher Operations

Remember the acronym: P.A.S.S.

1. **P**ULL the pin: This allows you to unlock the operating lever and discharge the extinguisher.
2. **A**im: Point the extinguisher nozzle (horn or hose) at the **base** of the fire.
3. **S**queeze: Squeeze or press the handle. This discharges the extinguisher contents. Releasing the lever will stop the discharge.
4. **S**weep: Sweep from side to side at the base of the fire. Watch for re-flash. Discharge the contents of the fire extinguisher.

EMERGENCY SITUATIONS

1. All principals and/or site directors are to have a written plan for emergency situations in their respective facility/site. There are to include:
 - A. Fire:
 1. Evacuation routes and training:
 - a. Plat maps with evacuation routes shown are to be posted in conspicuous locations in each building.
 - b. Employees are to be trained in evacuation procedures.

2. Notification Procedures:

Phone listings are to be posted in conspicuous locations for the following:

- a. Building Principal
- b. Fire Department
- c. Maintenance Department
- d. Superintendent

B. Tornados or Natural Disasters:

1. When a tornado warning is received, post a lookout. Employees should move quickly to the section of the facility offering the greatest protection, in accordance with advanced plans. Refer to **“Disaster Drills and Safety Procedures”** Administrators Procedures Handbook **I-28 NSBA:EBC**

- a. Whenever possible, go to an interior hallway on the lowest floor.
- b. Stay away from windows.
- c. Avoid auditoriums and gymnasiums or other structures with wide, free-span roofs.
- d. If a building is not of reinforced construction, go quickly to a nearby reinforced building or to a ravine or open ditch and lay flat.

***Remember:** A tornado watch means tornadoes are expected to develop. A Tornado warning means a tornado has actually been sighted.

2. Lightning:

- a. When thunderstorms threaten, seek shelter immediately.
- b. Do not use the telephone except for emergencies.
- c. If in the open, get away from open water, metal equipment, wire fences, metal pipes, etc. Seek ravines or low areas.
- d. If caught in the open far from shelter, and if you feel your hair stand on end, lightning may be about to strike you. Drop to your knees and bend forward, putting your hands on your knees.

3. Bomb Threat:

- a. Refer to “Emergency Action Plan” Administrative Procedures School Board Policy Manual **EBCC**

4. Workplace Violence:

Violence in the workplace is unfortunately expanding throughout school districts nation wide. Muskogee Public Schools will consistently research methods to assure a safe work environment. Examples of what facilities may include are one or more of the following:

- a. Threat Assessment Team made up of top management, directors, local civil authorities and councilors.
- b. Threat Notification Policy.
- c. Training for supervisors to recognize the signs of troubled employees, vendors, and visitors.
- d. Set up of crisis and escape procedures dealing with violent incidence.
- e. Develop a media communications policy and train on its use.
- f. Utilize critical incident stress debriefings to diffuse and debrief.
- g. Provide access to personal counseling through Employee Assistance programs or outside counselors.

5. Employee Assistance Programs

Muskogee Public Schools will provide or make available listings where employees can seek assistance on matters such as family, marital, legal, emotional, alcohol, drug abuse, or other personal and emotional problems.

FIRST-AID / EMERGENCY

1. All facilities are to have first-aid supplies readily available for all employees.
 - a. Maps of facility and/or written location of first-aid stations/supplies must be given to all employees.
2. The contents of first-aid kits are to be replenished as needed and all contents must be approved by a consulting physician.
3. The telephone numbers of Police, Fire Department, Ambulances and appropriate management is to be conspicuously posted.

4. Emergency Procedures Checklist:

- a. Call ambulance: Give clear, accurate directions; assign a competent person to meet ambulance at entrance.
- b. Notify appropriate management.
- c. Call Police and/or Fire Department.
- d. Call utilities when applicable (Electric, Water, Gas)
- e. Restrict the immediate area of the accident scene to Authorized Personnel Only.
- f. Clear the area if further danger exists.

5. First-aid Procedures:

Providing care to an ill or injured person can put you at risk of acquiring an infectious disease such as AIDS, Hepatitis, or meningitis. Protective measures must be taken to avoid coming in contact with any of the victim's body fluids (blood, sputum, urine, secretions, etc.) Always call/send for medical assistance prior to administering aid*. First-aid should always be administered by qualified people. Untrained, well meaning assistance could very easily cause more harm than good.

*The following are suggestions to take until Trained Medical Assistance arrives:

- a. Never move a victim unless it is life threatening as doing so could cause spinal injury or death.
- b. Choking: (adults unable to cough/speak)
 1. Stand behind the victim, put both arms around his/her waist leaning them forward.
 2. Make a fist with one hand and grab with your other hand placing the thumb side of the fisted hand against their abdomen in the midline slightly above the naval.
 3. Thrust fists sharply inward and upward. Repeat until object has been dislodged.
 4. Even when dislodged, always seek medical attention.

- c. Severe bleeding:
 - 1. Firmly but gently apply direct pressure with clean cloth or bandage.
 - 2. If bleeding soaks through bandages, do not remove the bandages. Apply more bandages and pressure. Repeat as needed!

- d. Electric Shock:
 - 1. Do not touch the victim if they are still in contact with the power source.
 - 2. If you cannot turn off the power at its source and it's not a high-voltage utility wire, disconnect victim from source of shock with a long non-conductive object such as a broom or fiber glass pole. A rope can also be used.
 - 3. If a high-voltage wire is involved, call the utility company. Do not attempt to remove it yourself.

- e. Burns:
 - 1. Chemical burns in eyes: The flow of water should be from inner area of nose to outer area so as to avoid contamination of the other eye.
 - 2. Chemical burns to body require removal of contaminated clothing and flushing of exposed area with warm water until chemical is washed away completely.
 - 3. Heat burns (caused by flame/heat)
 - a. Remove any clothing that could continue to burn/smolder.
 - b. Remove any jewelry where later swelling could cut off circulation.
 - 4. Treatment of Burns:
 - a. **First-Degree:** (redness of skin, mild swelling, pain) Immerse in cool water or apply wet compresses.
 - b. **Second-Degree:** (deep redness of skin, skin loss, and/or blistering) Immerse in cool water or apply wet compresses. Do not break blisters. Professional medical treatment is necessary.

- c. **Third-Degree:** (deep burning all skin layers, possible charring and/or nerve damage) Cover burn lightly with sterile non-adhesive dressing. If possible, keep burned area higher than heart. Keep victim warm and comfortable. Medical attention required immediately.

BLOODBORNE PATHOGENS

Personal protective equipment is to be worn and procedures followed as outlined in the Muskogee Public Schools Bloodborne Pathogens Program. Copies of the Program are available from the Human Resources Department or at each building site.

Employee training will be done prior to job assignment and at least annually thereafter. Documentation of training will be kept on field and updated as needed.

HAZARD COMMUNICATION PROGRAM

Refer to the Hazardous Communication Program. It shall include, but not be limited to the nature of the hazards, appropriate work practices, protective measures, and emergency procedures. Such information shall be consistent with that contained in the Material Safety Data Sheets (MSDS), which shall be used as a basis for the training and education program.

Additional instruction shall be provided whenever the employees may be routinely exposed to additional hazardous substances, substances that require special precautions, or whenever the employee's potential exposure is increased due to changes in work practices, or through introduction to new hazardous or toxic substances or equipment.

AHERA (Asbestos Hazard Emergency Response Act)

The law requires the Environmental Protection Agency (EPA) to issue regulations requiring all private and public elementary and secondary schools to be inspected for asbestos, to take action in the event that any asbestos-containing material is determined to be a possible hazard, and to develop a management plan for each school which will be publicly available and which contain detailed results of the inspection and records of any actions taken by the school with respect to asbestos.

AHERA regulations include the following:

1. All Schools must be inspected for both friable (easily crumbled) and non-friable asbestos containing building materials (ACBM)
2. All schools must develop and have available Asbestos Management Plans.

3. All asbestos related work in schools (including inspections, development of management plans, and designing and carrying out of abatement projects) must be performed by accredited persons. The only exception is that small scale maintenance and repair projects may be performed by a school's maintenance staff provided they are properly trained.
4. All maintenance/custodial staff in schools must receive training.
5. Schools are required to take action if friable ACM is found anywhere in the school. The regulation dictates what response actions are appropriate for different kinds of ACM according to the severity of the damage or the potential for damage.
6. School districts must designate one person to be in charge of the asbestos program and must ensure that the person is properly trained to carry out the required duties.
7. Muskogee Public Schools has chosen not to establish its own Operations and Maintenance Program. The school system has chosen to have all asbestos-related work performed by independent contractors.

ERGONOMICS

Ergonomics is the study of interactions between people and their total working environment, plus stresses related to such environmental elements as atmosphere, light, and sound, as well as all tools and equipment of the workplace.

1. Ergonomic Problems:

Physical stress may arise when workstations, equipment or tools do not fit the worker well. These stresses can cause immediate or long-term damage to muscles, nerves and joints. Most illnesses due to ergonomic causes occur because of forceful or repetitive work activities, or because the workers are required to assume awkward postures over a period of time.

Back, shoulder and neck strains and sprains can all be the result of exposure to ergonomic stresses. These, as well as hand, wrist and other arm symptoms are often referred to as cumulative trauma disorders (CTDs). They are also known as "repetitive strain injuries".

2. Ergonomic Solutions:

- a. According to ergonomic principles, work tasks should be designed to match the employee's physical capacity for the job.

- b. Ergonomic principals can be applied to materials handling to eliminate or reduce stress-related injuries. Employees should be taught the correct ways to lift, push, or pull objects, to use mechanical means whenever feasible and to ask assistance when needed.
- c. Work stations should be flexible to allow for varying body characteristics. Furnishings and equipment should keep the body in a neutral position as much as possible.

SAFETY RULES AND REGULATIONS

1. All procedures as outlined in “Identifying and Controlling Hazards” of this Safety and Health program will be strictly adhered to. These include, but are not limited to those listed under:
 - a. Personal Protective Equipment
 - b. Eye Protection
 - c. Head Protection
 - d. Foot Protection
 - e. Hand, Finger, Arm Protection
 - f. Respiratory Equipment
 - g. Materials Handling and Storage
 - h. Forklifts
 - i. Hand Tools and Portable Power Tools
 - j. Power Equipment
 - k. Motor Vehicles
 - l. Electrical Safety
 - m. Machine Safeguarding
 - n. Lockout/Tagout
 - o. Fire Safety
 - p. Emergency Situations
 - q. Bloodborne Pathogens
 - r. Hazard Communication
 - s. AHERA Management
 - t. Ergonomics
2. All injuries, regardless of severity, must be reported.
3. Proper housekeeping is essential and must be maintained at all times.
4. All employees are required to know the location of emergency equipment and emergency exits for all of the facilities in which they may be assigned.

5. Operation of any machinery or equipment is strictly prohibited unless proper training has been received and proper authorization given.
6. Employees whose work requires them to go to other departments must familiarize and follow safety rules governing those departments.
7. Visiting and/or wandering around unauthorized areas is prohibited.
8. Climbing or standing on machinery is prohibited unless permission is obtained.
9. All safety guards must be in place prior to machine being operated unless specific authorization is received.
10. Unauthorized changing or removal of safety guards is prohibited.
11. Operation of any equipment having “Danger Do No Operate” tags is prohibited.
12. All safety signs, including traffic signs, are for the employees’ protection. Employees will be expected to be governed by the directions given.
13. As per OSHA mandate, (Section 5(b) General Duty Clause), each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to the Occupational Safety and Health Act which are applicable to their own actions or conduct.