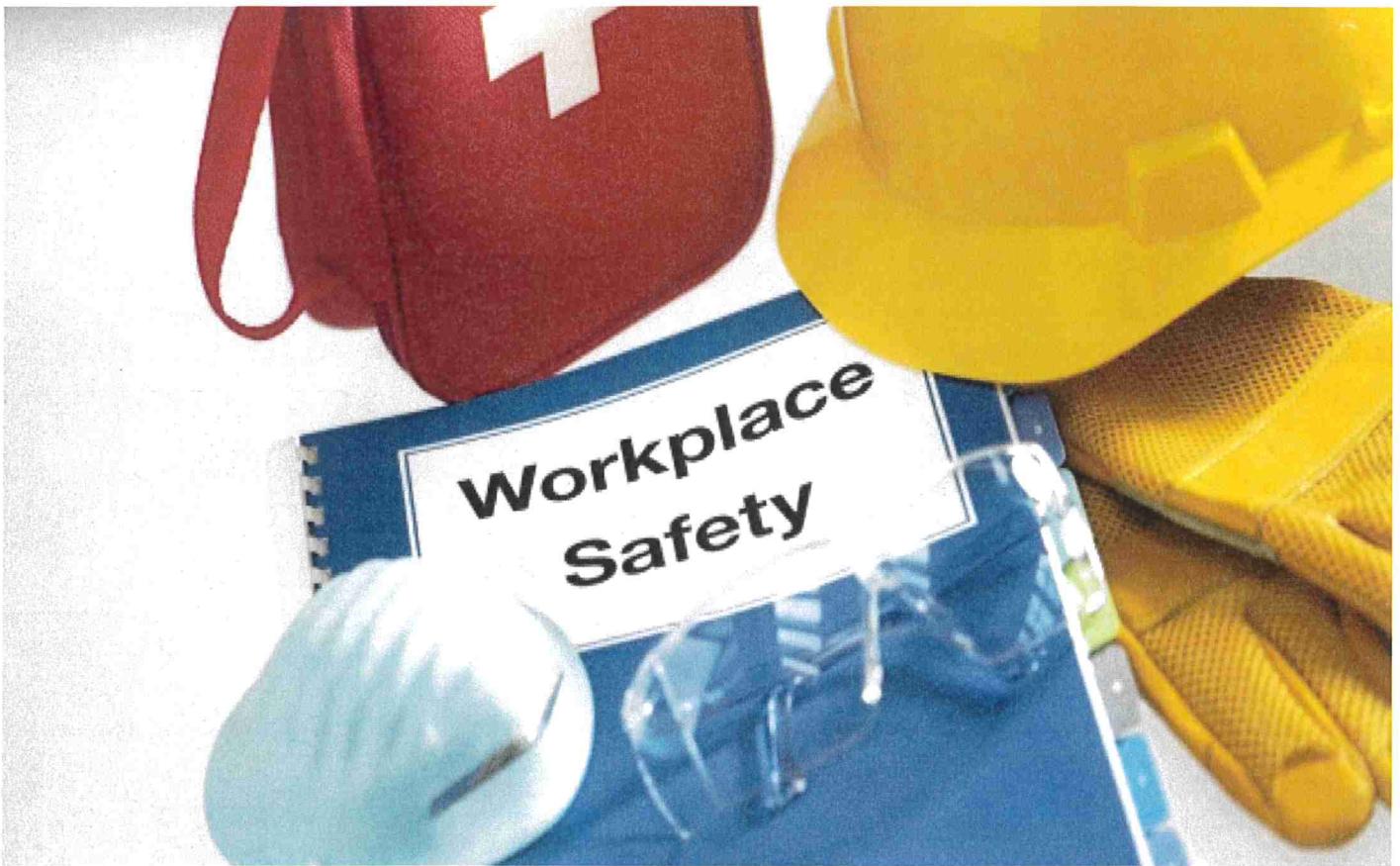


EMPLOYEE SAFETY MANUAL

EAST STROUDSBURG AREA SCHOOL DISTRICT



**An Employee Guide to Safety Policies & Procedures
to Support a Safety-Conscious Work Environment**

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COMMITMENT TO SAFETY

East Stroudsburg Area School District recognizes that our people drive the institution. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by East Stroudsburg Area School District's employees will take into account the intent of this manual. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

East Stroudsburg Area School District is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our staff not only as employees but also as human beings critical to the success of their family, the local community and East Stroudsburg Area School District.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to their immediate supervisor.

A key factor in implementing this manual will be the strict compliance to all applicable federal, state, local and East Stroudsburg Area School District policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, East Stroudsburg Area School District will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, East Stroudsburg Area School District subscribes to these principles:

1. All accidents are preventable through implementation of Safety and Health Control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering and promotes better working conditions for everyone. This is why we will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of East Stroudsburg Area School District is committed to allocating and providing all of the resources needed to promote and effectively implement this safety manual.
5. Employees are responsible for following safe work practices and rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of East Stroudsburg Area School District will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor institution safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this institution. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at East Stroudsburg Area School District must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.



Superintendent

05/18/20



School Board President
05/18/20

Chief Financial Officer

05/18/20

Purpose

The purpose of the East Stroudsburg Area School District Workplace Safety Committee is to provide an avenue for all East Stroudsburg Area School District employees to contribute to workplace safety in hope of achieving and maintaining a safe, healthful working environment.

Goal

The goal of the East Stroudsburg Area School District Workplace Safety Committee is to eliminate workplace incidents and illnesses by involving employees and managers in identifying hazards and suggesting ways to eliminate and prevent them from occurring. This can be facilitated by reviewing incidents, identifying root causes of incidents and suggesting ways to prevent future incidents.

Objectives

The East Stroudsburg Area School District Workplace Safety Committee has five objectives:

1. Provide measures for employee involvement in achieving a safe, healthful working environment.
2. Promptly review all safety-related incidents, injuries, accidents, illnesses and deaths.
3. Conduct quarterly, or as needed, workplace inspections, identify hazards and recommend methods for eliminating or controlling hazards. Establish procedures to ensure follow-up and closure for all reported hazards by the appropriate person or authority.
4. Annually evaluate the East Stroudsburg Area School District Safety Committee workplace safety and health program and recommend improvements to management.
5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.

Accident and Illness Prevention Program Coordinator

Department Administrators and the Safety Committee shall report questions/concerns to the Accident and Illness Prevention Program Coordinator.

The East Stroudsburg Area School District's Chief Financial Officer shall serve as the Accident and Illness Prevention Program Coordinator.

The AIPP Coordinator will work with the district's Qualified Safety Professional to conduct regular reviews of the program to ensure it is developed, implemented and effective.

Workplace Safety/Hazard Correction Reporting Tool

The East Stroudsburg Area School District has established an anonymous workplace safety/hazard correction reporting tool. This tool can be found on the district's website at www.esasd.net. Click on the following links: Staff Dashboard>Safety Committee>Workplace Safety/Hazard Correction Tip.

EMPLOYEE SAFETY RESPONSIBILITIES

The primary responsibility of the employees of East Stroudsburg Area School District is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **MUST** become familiar with, observe and obey East Stroudsburg Area School District's rules and established policies for health, safety and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with his or her immediate supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Administrator responsible for his or her department.

General Safety Rules

Conduct

Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol on this property or on East Stroudsburg Area School District time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

Housekeeping

You are responsible to keep your work area clean and safe:

1. Clean up several times throughout the day
2. Dispose of trash and waste in approved containers
3. Wipe up any drips/spills immediately
4. Put equipment and tools away as you are finished with them

The following areas must remain clear of obstructions:

1. Aisles/exits
2. Fire extinguishers and emergency equipment
3. All electrical breakers, controls, and switches
4. Transformers
5. Boilers
6. Hot water heaters
7. Sprinkler equipment (pumps & risers)
8. Air handling units and unit ventilators

Injury Reporting

All work-related injuries must be reported as per the steps listed in the Incident Reporting Process (pg. 6) as soon as practicable, **but no later than twenty-four (24) hours after the incident**. Failure to report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

When possible, the East Stroudsburg Area School District provides Transitional Return-to-Work jobs for persons injured at work until they are able to return to their normal duties. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release by their medical practitioner.

SAFETY ORIENTATION TRAINING

East Stroudsburg Area School District is committed to providing safety and health-related orientation and training for all employees at all levels of the institution. The institution will maintain and support a program to educate and familiarize employees with safety and health procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data. The training may include, but not be limited to the following:

1. Institution-specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Employee accident reporting requirements
8. Transitional Return-to-work program

Off-Site Safety

1. Employees of East Stroudsburg Area School District are required to follow all safety and security procedures during off-site visits.
2. If the contact person at the site you are visiting does not advise you regarding safety hazards, consider the following:
 - a. Emergency exit location(s);
 - b. Keep your eyes on the path you are walking and avoid any tripping/slipping hazards. When on stairs, maintain three-point contact (hand on rail and feet on steps);
 - c. Wear shoes that support your feet and are slip-resistant. Shoes must have a back or heel strap.
 - d. If teaching/supervising/visiting a tech ed/shop class, etc., avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.

These rules are established to help you stay safe and injury-free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When working at different locations, employees are required to follow the above rules, as well as all location rules and procedures, and work in a manner that reflects positively on the institution. Before operating any equipment at a location, permission must first be secured.

Periodic Inspections

It is the policy of East Stroudsburg Area School District that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, contractors and vendors.

The Workplace Safety Inspection Committee will conduct quarterly safety inspections on rotating basis of each District building. A report is prepared and submitted to the building principal and District Administration for corrective action on identified hazards.

All employees are responsible for cooperating during these inspections and building principals and supervisors are responsible for initiating corrective actions by submitting work orders to improve items discovered during the walk-through inspection.

Incident Reporting Process

1. Any work-related injury or suspected injury must be reported to your immediate supervisor and to the Workers Compensation Clerk (570) 424-8500 ext. 10102 no later than 24-hours after the incident. An Online Claim form must be completed either by the School Nurse or the employee's immediate supervisor. Failure to promptly report an injury may result in a loss of workers' compensation benefits or disciplinary action.
2. The School Nurse or the supervisor will provide a Work – Activity Status form for the injured employee to take to the treating medical practitioner. The employee must return this form to the Workers Compensation Clerk by the next business day.
3. After each practitioner appointment, the employee must report to his/her supervisor and Workers Compensation Clerk to review his/her progress.
4. The employee will also be provided with a copy of the District's current Physician Panel, a notice of Employees Rights & Responsibilities, a Medical or Hospital Authorization form, and a Prescription Benefit Claim form.
5. An incident investigation will be conducted to determine the root cause of the incident. The injured employee will be asked to participate in the investigation.

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both East Stroudsburg Area School District and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

East Stroudsburg Area School District has a workers' compensation program available for employees who have suffered work-related injuries. The program's third party administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

East Stroudsburg Area School District may provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment as a result of a workers' compensation claim. Thus, the District may elect to implement a Transitional Return-to-Work Program (Policy 347) which includes transitional work. The Transitional Return-to-Work Program is temporary and will be reviewed every thirty (30) days to determine if the assignment is in the best interests of the District, and is fulfilling the restrictions identified by the medical practitioner.

Employee Procedures

1. All work-related injuries should always be reported as soon as practicable, but no later than twenty-four (24) hours after the incident to your supervisor.
2. If there seems to be a connection between the incident and the use of drugs or alcohol, the employee will be asked to provide a urine and breath sample as soon as possible following the accident. If possible, urine and breath tests will be performed in conjunction with the necessary medical treatment.
3. You must complete and sign a Report of Injury or Illness form.
4. When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Work – Activity Status form. Regardless of the choice of physicians, the Work – Activity Status form must be completed for each practitioner visit. East Stroudsburg Area School District will not accept a general note stating only that you are to be off work.
5. Under this program, transitional duty work assignments are reviewed every thirty (30) days while you are temporarily unable to work in your regular job capacity. The District may terminate an employee's participation in the Transitional Return-to-Work Program at any time when the employee fails to meet the program requirements or when, in the opinion of the District, continued participation is not practical.
6. If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in not being eligible for full disability benefits under the workers' compensation program and may result in disqualification for certain employee benefits, and, in some cases, be a basis for termination.
7. Employees who are unable to work and whose absences East Stroudsburg Area School District approves must keep the District informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
8. If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, **you need to complete a Family Medical Leave Request form** and submit it to the Human Resources Department. You must also have your medical practitioner complete both the Return-to-Work Evaluation form and Return-to-Work Request / Physician's Authorization form.
9. Employees must provide a Work – Activity Status form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
10. Employees must cooperate with the District's third party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your supervisor and the Workers Compensation Clerk.

General Emergency Guidelines

1. Stay calm and think through your actions
2. Know the emergency numbers:
 - Fire/Police/Ambulance **911**
 - School Police 24hr Emergency Number **(570) 424-7833**
 - Human Resources **(570) 424-8500 extension 10301**
3. Know where the exits are located.
4. In the event of any emergency, do not take elevators; use the stairs.
5. Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not "get in trouble."
6. First aid supplies, AED and emergency equipment are located in each building for use by those who are authorized and properly trained. When entering a building, you should familiarize yourself with their locations

Evacuation

1. Employees will be notified of a fire alarm either by the fire alarm system and/or by a paged announcement.
2. Upon becoming aware of a fire alarm, employees should shelter in place until told to evacuate the building. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. *(Note: never use elevators during fire alarm situations.)*
3. Supervisors should be the last persons to leave the area. Check the building to be sure that all personnel have evacuated.
4. Any employee having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
5. Upon exiting the building, all personnel should report to their supervisor for a head count.
6. If any employee is missing, an immediate report should be made to the incident commander, who will in turn report to the first available fire department officer.
7. Employees should stay together in a group so that periodic updates on the situation can be issued.
8. The order to re-occupy an area or building will be issued by the incident commander.
9. In the event of inclement weather, the Superintendent and/or his designee will make arrangements for all personnel to move to shelter.

Medical Emergency

1. Upon discovering a medical emergency, call 911.
2. Report the situation to the nearest School Nurse, Security or School Police Officer, if one is on duty.
3. Notify the supervisor and report the nature of the medical emergency and location.
4. Stay with the person involved, being careful not to come in contact with any bodily fluids.
5. Send two persons (greeters) to the entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire department personnel to the scene.
6. Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
7. An Act 93 Administrator will make any necessary notifications to family members of the person suffering the medical emergency.

Severe Weather

1. The Superintendent or her/his designee will monitor a weather alert radio. If a severe weather report is issued, she/he will immediately notify the staff
2. Employees will shut down all equipment and will be instructed where to go for safety. The Supervisor or her/his designee will take the weather radio with her/him. When the severe weather warning is cancelled, she/he will advise the staff that it is safe to return to work areas. A general announcement may also be made.

Fire Safety

1. Alert other persons in the immediate hazard area.
2. Activate a fire alarm and call the main office to page an emergency announcement.
3. If you have been trained, you can decide to use a fire extinguisher following these instructions:
 - P**=Pull the safety pin.
 - A**=Aim the nozzle at the base of the fire.
 - S**=Squeeze the operating lever.
 - S**=Sweep side to side covering the base of the fire.
 - * When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*
 - * Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*
4. Have someone notify the incident commander of where the emergency is located. He/she will relay this information to the fire department.

Workplace Violence

1. Any employee who feels that she/he has been threatened should immediately report their concern to the School Police, their supervisor and to Human Resources.
2. If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify School Police (570) 424-7833 and stay away from the person exhibiting threatening behavior.
3. Depending upon the level of concern, the police department (911) should be called immediately.
4. Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

NONDISCRIMINATION/DISCRIMINATORY HARASSMENT POLICY

East Stroudsburg Area School District does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, students or persons doing business with us. Any form of harassment related to an employee's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy, handicap/disability, sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, graphic or physical conduct of a sexual nature is a violation of this policy and will be treated as a disciplinary matter.

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's work performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy, handicap/disability. For the purposes of this policy, sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, graphic or physical conduct of a sexual nature. (Policy #104.)

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

If you believe that you are being subjected to workplace harassment, you should:

1. If you feel comfortable enough to do so, tell the harasser that his or her actions are not welcome and he/she must stop.
2. Report the incident immediately to your supervisor and/or the Compliance Officer following the steps outlined in Policy #104).
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given East Stroudsburg Area School District's obligation to investigate and act upon reports of such harassment. Retaliation of any kind against an employee who reports a suspected incident of harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS

Employees and former employees, who are, have been or will be exposed to toxic substances or harmful physical agents, such as noise, can have access to their medical records maintained by East Stroudsburg Area School District upon request. (Policy #324)

SCHOOL BUS/SCHOOL VEHICLE AND SCHOOL COMMERCIAL MOTOR VEHICLE DRIVER POLICY

To: All Covered Drivers of East Stroudsburg Area School District (Policy 810.1)
Effective: 08/20/18

Policy #810.1 applies to:

A covered driver shall include any district employee who drives, operates or is in the actual physical control or movement of a school bus, school vehicle, or a commercial motor vehicle owned, leased or operated by the school district. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the district or who operate a school bus, school vehicle, or commercial motor vehicle owned or leased by the district.

Covered drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school bus, school vehicle, and commercial motor vehicle operation.

The Board prohibits covered drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school bus, school vehicle, or commercial motor vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.

Prior to employment by the district as a covered driver or transfer to a covered driver position, the district shall obtain detailed information as outlined in Policy 810.1 and in accordance with federal and state laws and regulations.

All covered drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policies 303/304/304.1/304.2/304.3 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.

The Chief of School Police or designee shall maintain a list of all School District authorized employees who are eligible to drive School District-owned vehicles.

By July 1st and December 31st of each year, the Chief of School Police or designee will obtain a list of all District authorized employees whose employment requires them to operate a District-owned vehicle. A Department of Transportation consent form (DL-503 Request for Driver Information) shall be provided to the District administration by the employee on an annual basis, and also anytime an employee is involved in a "reportable accident."

As defined by Section 3746 of the Pennsylvania Vehicle Code, a "reportable accident" is an accident that results in personal injury, a death or damage to any vehicle such that the vehicle cannot be driven safely under its own power.

In the event of an accident:

1. Take necessary steps to protect the lives of yourself and others.
2. Comply with police instructions.
3. Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
4. Report the accident to East Stroudsburg Area School District School Police as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

Employee's Signature

Date

An authorized employee shall lose eligibility to drive motor vehicles owned by the School District for any of the following four reasons:

1. Three (3) or more reportable accidents within the last three (3) years.
2. Conviction/Guilty plea for one (1) Type A violation within the last three (3) years.
3. A combined total of four (4) reportable accidents or conviction/guilty plea for Type B violations within the last three (3) years.
4. A driving record over the last three (3) years that provides a reasonable basis to believe the employee's operation of a District-owned vehicle may present a material risk to District property or to human health and safety (loss of eligibility solely for this reason must be approved by the Superintendent).

Designation of Type A and Type B violations are based on a survey of state point systems. Violations receiving the higher number of points are classed as Type A.

Type A Violations

1. Driving under influence of alcohol or controlled substance.
2. Homicide by vehicle.
3. Using a motor vehicle for the commission of a felony.
4. Aggravated assault with a motor vehicle.
5. Knowingly permitting an unlicensed person to drive.
6. Reckless driving.
7. Racing on highways.
8. Hit and run driving relating to accidents involving death or personal injury.

Type B Violations










1. All moving violations not listed as Type A violations

The Chief of School Police or designee shall provide this policy to authorized employees who operate or request permission to operate a School District-owned motor vehicle.

Employees whose job duties include operating motor vehicles owned by the School District shall be responsible to report promptly to the Chief of School Police or designee their involvement in any reportable accident or any Type A or B moving violation. Failure to report will result in an immediate loss of eligibility to drive motor vehicles owned by the School District and possible disciplinary action up to and including termination of employment.

Hazard Communication

1. All East Stroudsburg Area School District employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDSs detail the chemical contents, associated hazards and general safe handling guidelines. At East Stroudsburg Area School District, the SDS collection is located in the main office of each building. Employees are free to utilize the SDSs as needed.
3. General rules for handling chemicals in an office environment are:
 - a. Read all label warnings and instructions.
 - b. Follow instructions for quantity. More is not better.
 - c. Minimize contact with chemicals. Use double layer cloths or gloves to protect skin and keep face clear of the area to reduce inhalation.
 - d. Always wash hands after handling chemicals.
 - e. If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - f. Any questions or concerns regarding chemicals should be reported to your supervisor and Human Resources.
4. All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international.

Health Hazard  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity 	Flame  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides 	Exclamation Mark  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin sensitizer • Acute toxicity (harmful) • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer 	Gas Cylinder  <ul style="list-style-type: none"> • Gases under pressure 	Corrosion  <ul style="list-style-type: none"> • Skin corrosion/burns • Eye damage • Corrosive to metals 	Exploding Bomb  <ul style="list-style-type: none"> • Explosives • Self-reactives • Organic peroxides
			Flame Over Circle  <ul style="list-style-type: none"> • Oxidizers 	Environment*  <ul style="list-style-type: none"> • Aquatic toxicity <p><i>*under EPA jurisdiction</i></p>	Skull & Crossbones  <ul style="list-style-type: none"> • Acute toxicity (fatal or toxic)

Blood borne Pathogens (Policy #314.1)

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis.
2. Because we cannot tell by looking at a person if he/she is infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call the Facilities Department immediately for instructions (570) 424-8500 ext. 10401.

Personal Protective Equipment (PPE)

When exposure to a hazard cannot be eliminated, an employee may need to wear Personal Protective Equipment such as eye, ear, face, hand or foot protection. Department managers shall ensure that protective equipment is worn when an employee is performing any hazardous task exposing them to injury. Employees shall inspect PPE prior to each use and should never use damaged PPE. Employees are required to maintain and keep PPE clean. The District maintains a Personal Protective Equipment procedure to identify tasks that require the use of PPE.

Lockout/Tagout

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means "Keep your hands off!"

1. Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the institution's lockout/tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have a personal padlock with your name on it and personal key on your person at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or approaching its unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.
4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
5. Replace all guards before removing personal padlocks from the control.
6. Do not use or remove another employee's protective lock. Do not remove a lock from equipment unless you placed it there.
7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement or sound a warning to fellow employees.
8. ESASD Maintenance/Facility employees will be trained and authorized to perform work that involves lockout/tagout of energy sources. Other ESASD employees could be affected by this lockout and should stay clear of any work where equipment has been locked out.

Fire Prevention

1. Smoking is prohibited on District property.
2. No candles or open flames are allowed.
3. Contractors performing hot work must contact the Director of Facilities for approval.
4. Only space heaters approved by administration shall be used within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
5. No flammable chemicals are allowed inside the building at any time, except in certain circumstances (science classes, etc.). If you feel that there is a work-related need to use a flammable chemical, contact the supervisor for guidance on Hazard Communication and fire safety.

Electrical Safety

1. With the exception of independently fused multi-tap cords for computers, extension cords are not allowed except for maintenance or construction work.
2. Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:
 - a. Exit doors;
 - b. Aisles;
 - c. Electrical panels;
 - d. Transformers
 - e. Boilers;
 - f. Hot water heaters;
 - g. Sprinkler equipment (pumps & risers);
 - h. Air handler units and unit ventilators; and
 - i. Fire extinguishers.

Lifting

1. Plan the move before lifting; ensure that you have appropriately stretched and have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. 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.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep back straight.
9. Get a firm grip on the object using hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot feet and turn entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. 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.
16. Never lift anything if hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. 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.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. 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. Maintain center of gravity.
9. When performing work from a ladder, face the ladder and do not lean backward, sideways, or overextend from the ladder. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use a ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.

Housekeeping

1. Do not place materials such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.
3. Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
6. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
7. Straighten or remove rugs and mats that do not lie flat on the floor.
8. Remove protruding nails or bend them down into the lumber by using a claw hammer.
9. Return tools to their storage places after using them.
10. Do not use gasoline for cleaning purposes.
11. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Aggression Control Procedures

1. If you perceive no immediate physical threat:
 - a. Notify other staff members and have a standby to render assistance.
 - b. State clearly who you are, what you can do to help and what your time limits are as a staff member.
2. If you perceive the possibility of severe physical injury:
 - a. Assume a non-threatening physical posture and voice tone.
 - b. State in clear concise terms what you want the individual to do.
 - c. State what you can do to help.
 - d. Speak with authority.
 - e. Make direct commands.
 - f. Set a time limit. At the end of set time, seek assistance from a staff member.
3. If you are assaulted:
 - a. Leave the area.
 - b. Report the assault to your supervisor.
 - c. Do not return alone. Bring assistance with you.
4. Breaking up an altercation:
 - a. Do not attempt to break it up alone.
 - b. Call for help from staff members or call security.
 - c. Stay out of the immediate area.
 - d. Wait for help from at least one other person. Do not intervene alone.

Office Safety

1. Do not work on any computer, typewriter or other electrical office machines if hands are wet, nor while standing on damp floors.
2. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.
3. Do not stand on a swivel chair.
4. Do not raise the seats on swivel chairs beyond the point where feet can touch the floor.
5. Do not compact material in the waste basket with hands or feet.
6. Do not use cardboard boxes as waste receptacles
7. Do not leave file drawers open; always use the handles to close them.
8. Do not stack file cabinets on top of one another.
9. Open one file cabinet drawer at a time.
10. Put heavy files in the bottom drawers of file cabinets.

Lab Safety

1. Do not store reagents on the lab bench.
2. Do not eat or drink, or chew gum or tobacco in a science laboratory or storage area. Do not store food or beverages in the refrigerator located in the laboratory.
3. Safety goggles/glasses must be worn when working in the lab area.
4. Wash hands before and after working in the lab, and after spill cleanups.
5. Wear a lab smock when you are working in the lab.
6. Using tape, cover the opening of the Dewar flasks that have test samples in them for storage.
7. Never leave gas burners, hot plates, heating mantles or other heat sources unattended when they are "on".
8. Do not lean into the fume hood when the hood is "on", or open containers of chemicals have been placed under the hood.
9. Do not use the fume hood as a storage area.
10. Obtain and read the Safety Data Sheets (SDSs) for each chemical you will be using before beginning any experiment. Read and follow the safety instructions and use the stated required personal protective equipment (PPE).
11. Do not mix chemicals in the sink drain.
12. Do not block the access to the laboratory eye wash, safety shower, fire alarm pull box or fire extinguishers.
13. Wear shoes or boots that cover feet completely; do not wear open-toed shoes or sandals.
14. Do not block any escape routes in the lab.
15. Never block a fire door "open."
16. Never store materials in lab or storage area aisles.

Food Service Safety

1. Unplug electrical appliances, such as blenders, grinders and coffee pots from their power source before cleaning them.
2. Wear closed-toe, low heel, non-slip shoes that have rubber soles while you are at work.
3. Do not store cleaning products along with food products.
4. Turn the power switch of the exhaust hood fans to "on" when the ranges are in operation. Use the spray can labeled "Degreaser" to clean the grease off of the hood filters.
5. Store cleaning equipment such as brooms, mops, carts and pails in the utility closet.
6. When handling knife blades and other sharp cutting tools, direct sharp points and edges away from you.
7. Cut in the direction away from your body when using knives.
8. Store knives in knife blocks or in sheaths after using the knives.
9. Always use sharp knives and never ones with dull blades.
10. Do not use honing steels that do not have disc guards.
11. Do not attempt to catch a falling knife.
12. Use knives for the operation for which they are named.
13. When opening cartons, use the safety box cutters. Do not cut with the blade extended beyond the guard.
14. Do not use knives that have broken or loose handles.
15. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
16. Do not leave knives in sinks full of water.
17. Do not pick up knives by their blades.
18. Carry knives with their tips pointed towards the floor.

Electrical Safety

1. When using an extension cord:
 - a. Look to see that the wattage labeled on the tool, appliance or equipment does not exceed the wattage limit labeled on the cord;
 - b. Do not run the cord through doorways, holes in ceilings, walls or floors;
 - c. Never remove, bend or modify any metal prongs on the plug of the cord;
 - d. Do not use the cord under wet conditions;
 - e. Do not plug one extension cord into another;
 - f. Never drive over, drag, step on or place objects on a cord, or walk on it;
 - g. Always unplug the cord when you have finished using it;
 - h. Do not use the cord as a permanent power source.
2. When working on live circuits, use tools that have the insulated handgrips and that have the UL approval label on the tool; these tools are insulated.
3. Do not use a metal ladder during electrical work.
4. Never connect a heating unit that has a wattage label reading in excess of 1500 watts into a utility 15-amp outlet.
5. Use the fuse handling equipment when removing or installing fuses where fuse terminals are energized.
6. Post the "Electrical Hazard" safety signs or symbols, or the accident prevention tags, to warn personnel of electrical hazards.
7. Wear protective gloves and aprons, as well as face protection, when you are working in the battery service rooms.
8. Unplug the electrical cord before making any mechanical or electrical adjustments to the machine it is connected to.
9. Visually inspect light poles, stadium poles and court poles for decay before climbing them. Do not climb any poles that are decayed.
10. Use a safety harness when climbing poles.
11. When working in an area that has signs posted "High Voltage Area", wear insulated gloves. If the gloves have cracks or "pin pricks", do not use the gloves.

Custodian Safety

1. Wear safety gloves when emptying trash containers.
2. Do not compact the trash using hands or feet; use the "trash-mashing" tool for this purpose.
3. When handling trash, do not sling the bag over your shoulder or hang it by your side.
4. When stripping the floor:
 - a. Move slowly.
 - b. "Strip" small amounts of the area at a time.
 - c. Avoid standing on slippery areas.
5. Read and follow the appropriate Safety Data Sheet before mixing any chemicals.
6. Wear protective goggles and gloves when mixing or using cleaning chemicals.
7. Do not handle any lab chemicals while working in the school lab.

Machine Shop Safety

1. After making adjustments or repairs, replace the guards before starting machines.
2. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
3. Do not wear loose clothing or jewelry in the machine shop. Wear protective eyewear to protect from flying debris and ear protection as needed to protect from excessive noise.
4. Contain long hair under a hat or hair net, regardless of gender.
5. Read and obey safety warnings posted on or near any machinery.
6. Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam in accordance with lockout/tagout procedures (page 16).

Pesticide and Fertilizer Safety (Licensed Personnel Only)

1. Read and follow the Safety Data Sheet (SDS) for the pesticide or fertilizer you are going to use before applying.
2. Cover open cuts and scratches by using the fluid impervious bandages before handling or applying pesticides.
3. Do not transfer pesticide or fertilizers into a container that is unmarked or does not have a label.
4. Do not store pesticides near hot lamps, in direct sunlight nor in or near other sources of heat.
5. Do not transport pesticide containers in the inside of your vehicle.
6. Do not smoke or use matches or lighters while handling or spraying pesticides or fertilizers.
7. Take a shower immediately after you have completed work applying pesticides or fertilizers.
8. Immediately remove clothing that has become saturated with pesticides and dispose of these clothing items by placing them in the metal container labeled "PESTICIDE CLOTHING".
9. Store pesticides on the metal shelves in the area posted "PESTICIDE STORAGE".
10. Only mix chemicals in the area posted "CHEMICAL MIXING AREA". Rinse containers three times with water after using them.
11. Wear eye and face protection where the potential for splashing exists. Protect from skin contact with the use of gloves.

Hydraulic Lifts

1. Follow the operating instructions provided by the lift's manufacturer.
2. Wear eye protection when working under vehicles to block dirt, debris and other particles from entering the eyes.
3. Use, and never bypass, the safety latches on the hydraulic lift contact pads.
4. Do not stand in front of vehicles that are being driven onto the lift.
5. Do not raise the lift with anyone inside the vehicle.
6. Remove all tools, cords, hoses, trash and any other debris from the lift area and wipe up all grease and oil spills before driving a vehicle into the service bay.
7. Do not use any lift that has cracked contact pads, cracked lift arms or any other visible damage.
8. Do not leave the controls unattended while the lift is in motion.
9. Do not block or "tie open" the lift's control while the lift is in motion.
10. Do not use the engine or transmission supports or stands as a substitute for jack stands.
11. If the vehicle begins to slip off of the lift, run in the opposite direction of the fall, but not toward a wall or work bench that might trap you between the object and the vehicle.
12. Before you lower the vehicle, remove tool trays, stands and any other obstruction from under the vehicle.

Chain Saw Safety

1. When transporting a chain saw in a vehicle, keep the chain and the bar covered with a guard and secure the saw to prevent fuel spillage.
2. When transporting a chain saw by hand, stop the engine, grip the saw handle, place the muffler at the side away from your body and position the guide bar to the rear.
3. Do not remove the chain brake or alter handles, chain brakes, chains or covers.
4. Always start a chain saw with a 10-inch or larger bar, on the ground. Engage the chain brake, place one foot through the bottom handle, hold the top handle and pull the starter rope.
5. Do not place a chain saw on your knee when starting it.
6. Always use both hands to maintain control of the chain saw.
7. When moving from tree to tree or cut to cut, activate the chain brake, remove finger from the trigger and keep the bar away from your body.
8. Do not operate a chain saw above shoulder height.
9. Keep the nose of the bar clear of other nearby objects during cutting to prevent kickback.
10. Do not set a saw down while the blade is engaged.
11. Stop the engine and turn the switch to "OFF" when the chain saw is to be left unattended.
12. Always wear safety glasses and ear protection when operating a chain saw. General purpose work gloves are also recommended. Long pants and chaps should be worn when operating a chain saw.

Welding/Cutting/Brazing

1. Obey all signs posted in the welding area.
2. Do not leave oily rags, paper such as blueprints or other combustible materials in the welding, cutting or brazing area.
3. Do not perform "hot work," such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
4. Use the red hose for gas fuel and the green hose for oxygen.
5. Do not use worn, burned or cracked hoses.
6. Do not use oil, grease or other lubricants on the regulator.
7. "Blow Out" hoses before attaching the torch.
8. Ignite torches with friction lighters only. Do not use a cigarette lighter.
9. Do not change electrodes with bare hands; use dry rubber gloves.
10. Bleed oxygen and fuel lines at the end of the work-shift.
11. Do not wear contact lenses when welding.
12. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants and an apron.
13. Wear clothing made of cotton, wool or non-synthetic fibers. Wear long sleeve shirts, long pants, boots and gloves.
14. Use the welding screen to shield other employees from flying slag and intense light.
15. Before welding place the floor fan behind you to keep welding fumes away from face.
16. Do not use a torch on any container that is labeled "Flammable" or "Combustible."

Hazardous Materials Safety

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in the workplace.
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled "Flammable," "Corrosive," "Caustic" or "Poisonous."
3. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears or other signs of visible damage.
4. Each time you use gloves, wash gloves before removing them using cold tap water and normal hand washing motion. Always wash hands after removing the gloves.
5. Before pouring, dispensing or transferring any liquid from a bulk container labeled "Flammable", observe the following safety procedure:
 - a. Only use red color-coded, metal containers for transferring the liquid.
 - b. Electrically ground and bond the containers as follows:
 - Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground driven steel stake.
 - Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
 - You are now ready to dispense the liquid from the bulk container into the opened receiving container.Upon completion, replace the lid on the receiving container and remove the bonding wire.
6. Do not use chemicals from unlabeled containers and unmarked cylinders.
7. Do not perform "hot work", such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
8. Do not drag containers labeled "Flammable."
9. Use a rubber cradle when transporting unpackaged, glass bottles of chemicals.
10. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
11. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

Machine Safety

1. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press, or when bending or forming materials.
2. Replace guards, before starting the machine, after making adjustments or repairing the machine.
3. Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam in accordance with lockout/tagout procedure (page 17).
4. Do not wear loose clothing, jewelry or ties in the machine shop.
5. Read and obey safety warnings posted on or near any machinery.
6. Long hair must be contained under a hat or hair net, regardless of gender.

Heavy Equipment Safety

1. Wear hard hats, hearing protection and safety goggles while operating heavy equipment.
2. Wear seat belts when operating scrapers, loaders, dozers, tractors and graders.
3. No passengers are permitted on heavy equipment.
4. Keep windows and windshield clean.
5. Do not use heavy equipment if its horn and backup alarm do not sound.
6. Do not crawl under the raised dump body during inspection of a dump truck.
7. Turn off the engine before leaving heavy equipment unattended.
8. Do not jump "off" or "on" to any heavy equipment.
9. Do not stay in the cab of haulage vehicles while the payload is being loaded or unloaded by cranes or loaders.
10. When finished using bulldozers or loaders, land the blade on the ground, set the brakes, turn off the power and shift the gear lever into neutral.
11. Keep heavy equipment in gear when going down grade. Do not use neutral.
12. Do not enter the bucket swing radius while the equipment is in operation.
13. Display the "Slow Moving Vehicle" sign when operating heavy equipment on roads.

Grinders & Grinding Wheels

1. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a "ring" test. Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
2. Do not use a grinding wheel that has chips, cracks or grooves.
3. Do not use the grinding wheel if it wobbles. Tag it "Out of Service".
4. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
5. Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.
6. Do not use a bench grinder if it is not firmly anchored to the work bench or other secure platform.
7. Do not install a grinding wheel whose labeled RPM is lower than the rated speed of the grinder.
8. Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
9. Grind on the side of the wheel only when it is made for side grinding.
10. Turn the grinder "off" when you have finished working with it and remain at the machine until it has completely stopped turning.
11. Wear safety glasses when operating a pedestal grinder. If using a hand held grinder, also wear an impact rated face shield.

Hand Tool Safety

1. Do not continue to work if safety glasses become fogged.
2. Tag worn, damaged or defective tools "Out of Service" and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform "makeshift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in tool boxes or tool belts. Do not carry tools in hand or clothing when climbing.

Compressed Gas Cylinders – Storage & Handling

1. Do not handle oxygen cylinders if gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive."
6. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
7. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
8. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

Forklift Safety

1. Only employee certified personnel may operate forklifts.
2. Do not exceed the forklift lift capacity (Refer to the lift capacity plate on the forklift).
3. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
4. Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
5. Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.
6. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
7. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
8. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
9. Approach railroad tracks at a 45-degree angle.
10. Do not drive over objects in your pathway.
11. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
12. Steer wide when making turns.
13. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
14. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
15. Obey all traffic rules and signs.
16. Sound the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
17. Do not exceed a working speed of five miles per hour and slow down in congested areas.
18. Stay a minimum distance of three fork truck lengths from other operating mobile equipment.
19. Drive in reverse and use a signal person when vision is blocked by the load.
20. Look in the direction that you are driving; proceed when you have a clear path.
21. Do not use bare forks as a man-lift platform.
22. Do not load pallets of wood that are not banded on to the forklift.
23. Do not drive the forklift while people are on an attached aerial lift platform.
24. Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.
25. Drive unloaded forklifts in reverse when going up a ramp & forward when going down a ramp.
26. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
27. Do not attempt to turn around on a ramp.
28. Do not use "Reverse" to brake.
29. Lower the forks completely, turn off the engine and set the parking brake before leaving the forklift.

Hand Truck Safety

1. When loading hand trucks, keep feet clear of the wheels.
2. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.
3. Place the load so that it will not slip, shift or fall. Use the straps, if they are provided, to secure the load.
4. For extremely bulky or pressurized items, such as gas cylinders, strap or chain the items to the hand truck.
5. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
6. Push the tongue of the hand truck all the way under the load that is to be moved.
7. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
8. Push the load so that the weight will be carried by the axle and not the handles.
9. If your view is obstructed, ask a spotter to assist in guiding the load.
10. Do not walk backward with the hand truck, unless going up ramps.
11. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
12. Move hand trucks at a walking pace.
13. Store hand trucks with the tongue under a pallet, shelf or table.

Painter Safety

1. Store rags that have oil or paint on them in closed metal containers labeled "oily rags."
2. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
3. Do not eat, drink, smoke or apply cosmetics where spray painting is taking place.
4. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable " or in an explosive atmosphere such as paint spray booths or rooms.
5. Perform all spray painting operations in the spray booth or room.
6. Do not point the spray gun toward any part of your body or at anyone else.
7. Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.
8. When mixing paint and thinner, wear a face shield.
9. Use a safety line (lanyard) to haul paint up to a job.
10. Wear a face shield and safety gloves when using airless spray guns.
11. Do not use window jacks when painting windows; use a bucket instead.
12. Wear a protective gown, read and follow the SDS sheet for the paint that you are using and follow the label on the paint can while mixing paint.
13. When using a pressure washer on a swing station, secure yourself by using the safety line. Do not use a ladder for pressure wash work.
14. Wear the respirator issued to you when applicable.

EMPLOYEE ACKNOWLEDGEMENT FORM

East Stroudsburg Area School District is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for all of our employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community and East Stroudsburg Area School District. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this manual will be a strict compliance with all applicable federal, state, local and East Stroudsburg Area School District policies and procedures. Failure to comply with these policies may result in disciplinary action. Respecting this, East Stroudsburg Area School District will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, East Stroudsburg Area School District subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds East Stroudsburg Area School District in higher regard with customers and increases productivity. This is why East Stroudsburg Area School District will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of East Stroudsburg Area School District is committed to allocating and providing all of the resources needed to promote and effectively implement this safety manual.
5. Employees are responsible for following safe work practices, company rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of East Stroudsburg Area School District will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. The employee safety manual applies to all employees and persons affected or associated in any way with East Stroudsburg Area School District operations. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at East Stroudsburg Area School District must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.

By signing this document, I confirm the receipt of East Stroudsburg Area School District's employee safety manual. I have read and understood all policies, programs and actions as described, and agree to comply with these set policies.

Employee Signature

Date