

OCEAN VIEW SCHOOL DISTRICT

GENERAL SAFETY RULES

1. Never put yourself in a position in which you must use all your body strength. If you can barely lift a box up to a shelf, you have filled it too full. If you have to push with all your might to open a gate, something is wrong with the gate.
2. Keep floors clean by removing liquids or objects immediately after spills. Some very serious injuries occur as a result of slips and falls.
3. Even if you are not a supervisor, you have a duty to stop any unsafe act. Another person's carelessness may injure you. Tell them what they are doing is wrong.
4. When you leave at the end of the day, unplug coffee pots and appliances which might cause a fire.
5. Spontaneous combustion does cause fires; rags, grass clippings, even charcoal should be placed in metal containers.
6. If you enter a room and smell gas, open some windows before you turn on lights.
7. Know where your fire extinguisher is located and learn how to use it. Extinguishers should be checked regularly to be sure they are charged.
8. Report every injury immediately even if you don't feel that you need to see a doctor. Let your supervisor know.
9. Keep loose sleeves, ties, gloves, jewelry, and long hair away from moving machinery.
10. Safety instructions specific to the job should be given to new employees, and to existing employees operating equipment for the first time.
11. Climb on proper ladders or stepstools only, not on chairs or shelves or countertops. Metal ladders are not to be used for electrical repairs.
12. Don't run electrical cords across aisleways and walkways unless absolutely necessary, and never on wet floors. Have cords repaired when they become frayed, and don't overload wall sockets.
13. Don't try to catch heavy or sharp falling objects
14. Don't get caught between a piece of moving equipment and a stationary object.
15. Unplug power equipment before making adjustments or when not in use.
16. When working outdoors, keep well hydrated, take breaks in the shade to cool off, and be aware of signs of heat stroke, heat stress in yourself and your co-workers.

17. Never pull out more than one file cabinet drawer at a time, as the whole cabinet may fall. Close drawers of desks and file cabinets before you walk away, even if just for a minute, to avoid tripping on them. Put heavy items in bottom drawers.
18. Don't lock or block building exits. They are required by law and needed in an emergency.
19. Stacked materials must be stable. Keep in mind the constant possibility of earthquakes. Keep heavy items on lower shelves.
20. Respect and keep your distance from compressed springs, compressed gas cylinders/ air tanks, and television tubes.
21. Don't place yourself off balance in order to reach something which is slightly out of your grasp. Ask someone to hand it to you, walk about the obstacle, or get a ladder or another mechanical extender.
22. When you must lift, get close to the load, spread your feet slightly, get a firm grip on the load (hold at opposite corners), keep your back straight, and lift with bent knees. When possible, use a cart, dolly, or helper to help move heavy items.
23. When working with a helper, tell him/her how the operation is suppose to go before you start to do it so you both have the same idea in mind. If there is something you or your helper does not understand, ask before you start lifting, pulling or pushing.
24. No flip-flops - wear appropriate footwear at all times.
25. Wear all protective gear provided by employer.
26. Use equipment as designed. Do not modify or bypass protective dress.
27. Unauthorized personnel are not to be in work areas that are posted "Off Limits."
28. Avoid running outside the buildings when sidewalks are wet.
29. ALWAYS REMEMBER CORRECT LIFTING PROCEDURES:
 - Size up load to be lifted, can it be done alone or do you need help, are there any sharp edges, slivers, or slippery spots
 - Stand close to the load with your feet apart for good balance, bend your knees, squat down and get a good grip on whatever it is you're lifting
 - Straighten your knees gradually until you are in a standing position. Lift steadily and smoothly with your legs – **not your back**. Your legs are much stronger.
 - Lift with leg and arm muscles rather than back muscles
 - Always carry the load close to the body
 - Always have a clear vision over the load
 - If the load interferes with normal walking, get help
 - Never be afraid to ask for help in handling a load
 - When you put a load down, keep your back comfortably straight and let your legs and hips lower you down.
 - Keep work areas cleared, tripping hazards can cause serious injury
 - Suggest use of mechanical equipment that will do a better job