

Clarksville-Montgomery County School System

DEPARTMENTAL SAFETY PROGRAM

As an employee of CMCSS, you perform a variety of tasks each day. All of these tasks can be completed in a manner that will make your job a safer one. It is very important to CMCSS that your workplace be one in which you feel comfortable safely performing your daily tasks. The following are a list of simple safety rules. By following these safety rules, and using caution and good judgment, most accidents that are suffered by employees can be prevented. Failure to follow any of these safety rules is considered a violation of our Safety Policy and will be treated as such. Any injury resulting from failure to follow safety rules may be considered a non-compensable claim.

Custodial Department

NOTICE: All required personal protective equipment can be acquired through the custodial supervisor. Submit work request to Custodial Foreman at the Operations Complex.

- An employee should never attempt to perform a task that he has not been instructed how to perform safely.
- All accidents, no matter how minor, must be immediately reported to your supervisor. The supervisor should then immediately report the accident to the Safety and Health Department.
- CMCSS issued uniforms are considered part of your Personal Protective Equipment (PPE). Shorts are not to be worn by custodial staff due to the protection provided by wearing long pants. If failure to use the CMCSS provided PPE results in an On-The-Job Injury, the claim will not be covered.
- Never attempt to lift objects that are too heavy for you; always ask for help. When lifting items, always wear your back support belt.
- Always keep your work area clean and orderly; good housekeeping keeps workplace hazards to a minimum.
- When performing maintenance on electrical equipment, always cut off the power source before performing these tasks. Do not perform any work in which you are not trained and licensed to do.
- When dealing with sharp objects such as wire, metal, glass, etc., gloves must be worn.
- Many injuries occur each year to custodial employees that can be prevented by wearing safety gloves.
- Before using any chemical or other materials, closely read instructions and warnings.
- All horseplay and practical jokes are prohibited.
- Anytime there is a potential for flying debris, safety glasses must be worn. This includes sawing, drilling, mowing, weed eating, using chemicals or other materials including paints, and many other maintenance tasks.
- Always flag off work areas to keep unauthorized persons from entering a potentially dangerous area.
- When mowing or using other high noise equipment, always wear earplugs or authorized hearing protective devices.
- When mopping floors, cleaning up spills, or anytime the floor becomes wet for whatever reason, always put the wet floor signs out until the area is completely dry.

- Custodial closets and supply rooms must be kept reasonably clean. Many hazards are presented by bad housekeeping in these areas.
- Unqualified employees shall be prohibited from working on or near exposed energized parts.
- All written regulations, training, instruction, and written safety programs must be adhered to.

Food Service Department

NOTICE: All personal protective equipment can be acquired by requesting in writing to the Director of Child Nutrition at Central Office.

- **General Safety Precautions**
 - An employee should never attempt to perform any task that he has not been instructed to perform safely.
 - Electrical appliances must be turned off when not in use.
 - Electrical appliances must be turned off and, if possible, disconnected from the power source before cleaning.
 - Unqualified employees shall be prohibited from working on or near exposed energized parts.
 - Use extreme caution when dealing with glass containers.
 - Use extreme caution when opening metal containers.
 - Keep all aisles clean and free of obstructions.
 - Do not overload pushcarts or dollies.
 - Never attempt to lift objects that are too heavy for you; always ask for help. While lifting items always wear your back support belt.
 - All accidents, no matter how minor, must be immediately reported to your supervisor. The supervisor should then immediately report the accident to the Safety Department.
 - First aid kit shall be accessible to all workers.
 - All cleaning products should be labeled as to their contents.
 - All horseplay and practical jokes are prohibited.
 - While in the kitchen area, always wear slip resistant footwear. Never remove until you have exited the kitchen area.
 - When handling chemicals, always wear gloves and safety goggles.
- **Storage Area**
 - Heavy items must be stored on lower shelves.
 - Use a step stool or stepladder to retrieve items from top shelves.
 - Never store cleaning materials (chemicals) in the food storage area.
 - Put all food items on shelves as soon as possible.
- **Food Preparation Area**
 - Floors should be kept clean and free of spills. (Employees should immediately clean up spilled items.)

- Before using any piece of equipment, employees must be instructed as to its proper and safe use.
- All guards and other protective devices must be left in place and used at all times when operating equipment.
- Machines not working properly shall be tagged and put out of service.
- **Food Preparation Machines**
 - Before starting any machine, be sure that all guards are in place and the machine is properly set to operate.
 - Make sure that the immediate area around the piece of equipment is clear from any obstruction which may come in contact with the machine's moving parts.
 - If a machine jams, shut off power and unplug if possible; then try to free up the machine from whatever is causing the jam.
 - Never attempt to clean machinery unless you are positive that the machine is turned off and disconnected from its power source.
 - If a machine is not functioning properly, stop operation and notify the manager immediately.
 - Pay close attention when operating machinery; any distraction could cause an accident.
 - Never leave a machine running unattended. Shut off power even if you must leave for only a moment.
- **Knives**
 - When not in use, knives and other sharp instruments should be placed in the kitchen's knife storage area.
 - Always select the correct knife for the job.
 - Always wear cut resistant gloves when using knives.
 - Pay close attention when cutting. Distractions cause accidents.
 - Knives should only be sharpened by persons who have been trained to do so safely and properly.
 - When washing knives, wash them separately and use extreme caution.
- **Dishwashing Equipment**
 - Floors around dishwashers shall be mopped frequently to prevent slips and falls.
 - Only authorized workers shall make adjustments on automatic equipment.
 - If a machine jams, shut off the power and the hot water immediately.
 - Do not overload the dishwashing machines.
 - When moving carts, trays or utensils, consider your fellow workers in the area.
- **Floor Cleaning Precautions**
 - Wet floors should always be posted with "Wet Floor" signs.
 - Use extreme caution when walking or working on wet floors to prevent slip and fall accidents.
 - Always wear slip resistant footwear.

- If at all possible, detour unnecessary traffic from the kitchen and cafeteria areas especially when mopping is taking place.
- All written regulations, training, instruction, and written safety programs must be adhered to.

Maintenance Department

- An employee should never attempt to perform any task that he has not been instructed to perform safely.
- All accidents, no matter how minor, must be reported to your supervisor immediately. The supervisor should then immediately report the accident to the Safety Department.
- Never attempt to lift objects that are too heavy for you; always ask for help.
- Always keep your work area clean and orderly; good housekeeping keeps workplace hazards to a minimum.
- When performing maintenance on electrical equipment, always cut off the power source first. Follow lock out/tag out process. Verify 7.0 pt d.
- When dealing with sharp objects such as wire, metal, glass, etc., gloves must be worn.
- Many injuries occur each year to maintenance employees that could be prevented by wearing gloves.
- Before using any chemicals or other materials, closely read instructions and warnings.
- All horseplay and practical jokes are prohibited.
- Anytime there is a potential for flying debris, safety glasses must be worn. This includes sawing, drilling, mowing, weed eating, using chemicals or other materials including paints, and many other maintenance tasks.
- Do not use or help in the use of any maintenance lift apparatus unless you have completed the appropriate manufacturer training.
- Always wear your seat belt while operating a CMCSS vehicle.
- Always flag off work areas to keep unauthorized persons from entering a potentially dangerous area.
- When working overhead or when there is potential for falling objects, always wear a hardhat.
- When mowing or using other high noise equipment, always wear earplugs.
- Unqualified employees shall be prohibited from working on or near exposed energized parts.
- All written regulations, training, instruction, and written safety programs must be adhered to.

Professional Staff

NOTICE: All required personal protective equipment can be acquired through their principal or supervisor.

- Always pay close attention to wet floor signs or wet floor conditions to avoid slips and falls.

- Do not use the cafeteria or kitchen as a short cut to get from one part of the building to another.
- If you see wet floor conditions or any type of spill, immediately report this so that it can be taken care of quickly.
- Do not attempt to lift something that is too heavy for you; always get help.
- Do not use a chair or a table as a ladder.
- Do not sit on tables or any other items that are not intended for that use.
- Always make sure that your classroom or work area is clear of any debris or items that may cause you or someone else to fall.
- Report any hazardous work conditions to a supervisor immediately.
- Unqualified employees shall be prohibited from working on or near exposed energized parts.
- Never perform any task that you have not been trained to do.
- Report any injury to your supervisor immediately.
- If at any time for any reason, you use a CMCSS vehicle, you will be subject to our drug and alcohol-testing program, regardless of your status.
- All written regulations, training, instruction, and written safety programs must be adhered to.
- The On-the-Job Injury program excludes coverage for injuries while participating in physical fitness, athletic, or recreational activities UNLESS the activity is a part of an organized program approved by the Department Head AND the employee's participation is made mandatory by the Department Head. Voluntary participation in such activities is not covered either during work hours or during off-duty hours under the On-The-Job Injury Program. Injuries resulting from participation in Employee Wellness activities are also an exclusion of the On-the-Job Injury program.

Transportation Department

- An employee should never attempt to perform any task in which they have not been instructed in safety procedures.
- All accidents, no matter how minor, must be immediately reported to your supervisor. The supervisor should then immediately report the accident to the Safety Department.
- Never attempt to lift objects that are too heavy for you; always ask for help. When lifting items, always wear your back support belt.
- Always keep your work area clean and orderly; good housekeeping keeps workplace hazards to a minimum.
- With close contact with the students daily, it is important to protect yourself and other staff and students from possible blood borne pathogens. Treat all blood and bodily fluids as though they are infected with some pathogen.
- Always use barrier protection, such as gloves, when you anticipate coming in contact with blood or bodily fluids, or contaminated surfaces.
- Use extreme caution when walking on wet floors and steps to prevent slips and falls.
- Always wear slip resistant footwear to further prevent slips and falls.
- Inspect the vehicle for cleanliness and safety daily prior to operation on public roadway.
- Before using any chemical or other materials, closely read instructions and warnings.

- Unqualified employees shall be prohibited from working on or near exposed energized parts.
- All horseplay and practical jokes are prohibited.
- Always wear seat belts while operating a school system vehicle.
- Never climb or stand on any shelving.
- All public roadway laws should be adhered to while operating a CMCSS vehicle.
- Alcohol and drugs have no place in the workplace. Just one alcoholic drink can reduce your coordination and impair your judgment. Some medications (prescription and over the counter) can cause significant side effects, such as sleepiness, that can be a potential safety hazard. Check all labels on medications to ensure it is safe to drive while taking the medication and never drive after taking a medication until you know the effect it will have. Talk with your supervisor if you are taking any medication that may impair your judgment.
- When your safety and the safety of the students is at stake, being alert and aware can prevent accidents and injuries.
- All written regulations, training, instruction, and written safety programs must be adhered to.

Warehouse Department

- An employee should never attempt to perform any task in which they have not been instructed in safety procedures.
- All accidents, no matter how minor, must be immediately reported to your supervisor. The supervisor should then immediately report the accident to the Safety Department.
- Never attempt to lift objects that are too heavy for you; always ask for help.
- Always keep your work area clean and orderly; good housekeeping keeps workplace hazards to a minimum.
- When dealing with sharp objects such as wire, metal, glass, etc., gloves must be worn. Many injuries occur each year to custodial employees that can be prevented by wearing gloves.
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- When mowing or using other high noise equipment, always wear earplugs.
- Unqualified employees shall be prohibited from working on or near exposed energized parts.
- Always wear seat belts while operating a school system vehicle.
- When working overhead or when there is potential for falling objects, always wear a hard-hat.
- Never climb or stand on any shelving.
- All written regulations, training, instruction, and written safety programs must be adhered to.