

# MARSHALL COUNTY SCHOOLS

## EMPLOYEE SAFETY HANDBOOK

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# EMPLOYEE SAFETY HANDBOOK

## INTRODUCTION

The Marshall County Board of Education is committed to providing a safe and healthy workplace for our employees. This Employee Safety Handbook is designed to assist all employees in avoiding work-related injuries, loss of work time, loss of equipment and property damage by providing useful safety information and minimum safety requirements that must be incorporated in our daily routines.

## BACKGROUND

Most people think of accidents as cuts, bruises, fractures, etc. They think that an accident has occurred only when an injury has resulted. This thinking is wrong. Accidents and injuries are not the same. An accident is a mishap that may or may not result in injury. In many instances, accidents are warnings that more serious injuries or damages will occur if the same unsafe condition, work habit or practice continues to exist.

The prevention of an accident is everyone's responsibility, regardless of the position that one occupies. Every employee is considered a member of the Marshall County Schools Employee Safety Program and must be constantly alert to reporting and correcting unsafe conditions and/or acts as well as teaching safety to one another.

### REMEMBER:

- Accidents can be prevented.
- Safety is a mark of one's skill.
- Safety is a personal responsibility.
- No job is so important or urgent that we forget to use caution.
- We have an obligation to each other to do everything possible to prevent accidents.
- The best safety device is a careful worker.

### OPERATIONAL GUIDELINES FOR AN ON-THE-JOB INJURY

1. **IMMEDIATELY REPORT THE OCCURRENCE OF THE INJURY TO THE IMMEDIATE SUPERVISOR:** Reporting an injury within 24 hours is essential to insure the employee receives appropriate, quality medical care and that any unsafe condition or actions is correct.

2: **DETERMINE THE NEED FOR MEDICAL CARE:** If the injury is serious and immediate emergency care is needed, arrange transportation to the nearest hospital emergency room. Minor injuries may be treated on-site where appropriate assistance of the school nurse or other personnel qualified to administer first aid.

3. **NON-EMERGENCY CASE REQUIRING TREATMENT BY A PHYSICIAN:** Arrange transportation to a health service family or physician's office. The principal or immediate supervisor should accompany the employee, if possible. An injury occurring after hours should be treated at an appropriate treatment center or physician's office.

4. PROVIDE THE EMPLOYEE & PHYSICIAN WITH APPROPRIATE FORMS: The Return to Work Policy Form must be completed and given to the employee, along with the Employee's Report of Injury Form and the Physician's Statement, to be shared with the attending physician.

5. IMMEDIATELY REPORT THE INJURY TO THE PERSONNEL ADMINISTRATOR: Provide pertinent information as to when, where, and how the accident occurred, the nature and extent of injuries, witnesses to the accident, and any other valuable information. If the Director of Personnel is unavailable, report the incident to the Personnel Secretary. The immediate supervisor and any other designated personnel should investigate the accident immediately. The Employee's Report of Injury Form must be completed as soon as possible, and no later than 24 hours after the occurrence, to assist in any necessary follow-up investigation, maintaining accurate records of work-related injuries and any needed corrective action. A copy of this form will be submitted to the Worker's Compensation representative.

6. DETERMINE THE NATURE AND EXTENT OF THE INJURY AND DISABILITY STATUS: The employee, physician, and immediate supervisor should confer after the employee has been examined and treated. It should be understood by all parties that the goals are to assure quality care for the injured worker and to work cooperatively to facilitate a safe and prompt return to work. This may be accomplished through appropriate written communication by the physician.

7. INSURE WORKER'S COMPENSATION FORM IS PROMPTLY SUBMITTED TO THE REPRESENTATIVE BY THE DIRECTOR OF PERSONNEL OR DESIGNEE: The form must be fully completed and submitted to the Worker's Compensation representative as soon as possible following the injury to enable the representative to log the claim, assign a claim number, and begin claim management procedures. Undue delays in filing can hinder treatment and benefit payments.

8. INJURIES EXPECTED TO RESULT IN MORE THAN THREE (3) LOST WORKDAYS SHALL BE REFERRED TO THE DIRECTOR OF PERSONNEL: The Director of Personnel shall be responsible for reviewing injuries that cause an employee to be absent for more than three (3) work days. The administrator shall be responsible for maintaining contact with the employee and the attending physician on a regular basis, ascertaining the current condition, prognosis and treatment plan, assisting in resolving any claim problems, and developing return to work options.

#### **GENERAL SAFETY RULES**

1. It is your responsibility to know and adhere to all safety requirements, rules, and regulations that apply to the area in which you are working or may visit.
2. Report all accidents to your supervisor immediately.
3. Report all unsafe work and equipment conditions to your supervisor. The supervisor will assess these conditions and take appropriate action to correct any deficiencies.
4. Disorderly conduct, horseplay, fighting and practical jokes are prohibited. Any employee participating in such activities is subject to disciplinary action.
5. Alcohol, unauthorized drugs and tobacco products are prohibited from Marshall County Schools' property including county vehicles.
6. Possession of firearms or any other deadly weapon is prohibited on school property including county vehicles except as permitted by WV Code.
7. Use handrails on stairs and in other elevated places.
8. Use barricades, barrier tape, cones, and/or signs to warn of danger.
9. Do not operate any county equipment unless properly trained.

10. Use proper lifting techniques.
11. Do not eat or drink in prohibited areas.
12. Buildings, grounds, shops, garages, classrooms, and office must be free of clutter.
13. Obey all road signs and speed limits.
14. Use seat belts, if available.
15. Do not obstruct or abuse firefighting or safety equipment.
16. Wear safety eye protections when needed.
17. Use hearing protection and other protective equipment as specified in designated areas.
18. Visitors, including other personnel, must check in and out with school personnel when entering and leaving the building.
19. Keep safety guards in place.
20. Always use a ladder or step stool to reach elevated areas.
21. Inspect and tie off extension ladders.
22. Do not use defective or improper tools or equipment.
23. Comply with all safety rules and regulations.
24. Established health and sanitation rules must be observed for the safety and welfare of other employees and students.

#### **PROTECTIVE GUARDS AND OTHER SAFETY DEVICES**

Marshall County Schools requires all equipment and machinery with belts, pulleys, chains or other exposed rotating parts to be guarded. Guards installed on any piece of Marshall County School machinery or equipment shall not be removed unless being serviced, after which time the guards shall be replaced. Never operate machinery or equipment with guards or other safety devices removed or damaged. Report to your supervisor immediately all instances where guards are missing, inoperative or need to be replaced. All Marshall County School equipment and machinery shall be used in accordance with established safety requirements, training and departmental procedures. Tags used to identify unsafe equipment shall not be removed by unauthorized personnel. Only authorized personnel may enter roped off or barricaded work or danger areas. All workplace safety instruction signs shall be adhered to and appropriate personal protective equipment worn if required.

#### **OPERATION HAZARDS**

Walkways, storage areas, aisles, and work areas shall be kept clean, organized and free of obstructions. Only authorized and trained personnel shall operate Marshall County School machinery and equipment. Inspect all tools, equipment and machinery for damage and defects. All defective equipment shall be tagged "DANGER-DO NOT USE" and removed from service immediately. Never use or try to repair unfamiliar electrical equipment. Remember, only authorized personnel may perform any electrical repairs or additions to equipment or property.

#### **HAZARD COMMUNICATION**

The purpose of this program is to ensure that chemical-related hazards in the schools and other work areas are evaluated and communicated to Marshall County School employees by using labels and other forms of warning material safety data sheets (MSDS) and information, and training.

### **LABELING AND OTHER FORMS OF WARNING**

1. Labels and other means of providing warning information are the backbone of the Hazard Communication Procedure. Most manufacturers, distributors, and importers label their products according to regulations that specify the following: Identification of the hazardous chemicals, appropriate hazard warning, and name and address of the chemical manufacturer, importer or other responsible party.
2. Marshall County School personnel must inspect incoming containers to substantiate proper labeling. Should the product not be labeled, it must be set aside and the supervisor notified for assistance in identification and proper labeling.
3. Each container of hazardous material in the workplace must be labeled, tagged or marked with the following information: identify of the hazardous materials contained therein; name and address of the chemical manufacturer, importer or other responsible party.

### **MATERIAL SAFETY DATA SHEETS (MSDS)**

Every chemical manufacturer or importer must provide Material Safety Data Sheets (MSDS) with initial shipments or hazardous materials. These data sheets shall be maintained on file and be readily available to any employee in the workplace. Copies shall be maintained on file in the office of the Coordinator of Energy Education/Safety Management.

### **BLOOD BORNE PATHOGENS**

In compliance with governmental regulations, Marshall County School has adopted an Exposure Control Plan for Blood Borne Pathogens. This plan dictates that universal precautions shall be observed to prevent contact with blood and other potentially infectious substances. At the time of initial employment and periodically thereafter, all employees shall receive the prescribed training on blood borne pathogens.

### **PERSONAL PROTECTIVE EQUIPMENT**

If an employee requests additional protective equipment in order to perform the duties of the job, the supervisor will assess the request and provide extra equipment, if appropriate.

### **HAZARDOUS WASTE**

Employees working with or around hazardous waste are responsible for being aware of the hazards of these materials and understanding the importance of handling the materials in a safe manner. If you are in doubt as to the identification of hazardous waste or do not know the safety procedures involved, contact the Coordinator of Energy Education/Safety Management for specific guidelines and procedures. Everyone shares the responsibility for ensuring that all containers of chemicals or hazardous waste are properly identified and labeled as such.

### **COMMON SENSE PRACTICES**

#### **GENERAL**

Office work is generally considered to be one of the safest activities, but little thought is given to the potential for accidents that are present in most of our offices. Slips, trips, and falls on waxed floors, collisions with desks and chairs, strains from unauthorized furniture moving and other similar accidents are commons to offices. Special machines and equipment in office work also add to accident potential. Undo haste can result in accidents. Do not run on stairs, walkways, or in corridors.

Bulky office supplies and materials must be lifted properly to avoid muscle strains. Use mechanical devices to lift or carry loads that cannot be easily handled by one or two people. Employees shall never attempt to lift heavy objects. Heavy office furniture and equipment will be moved only by properly trained and physically qualified personnel.

### **FILING HAZARDS**

Avoid overloading the top drawer of your cabinet. Never open more than one file drawer in a cabinet at a time. Opening more than one drawer at a time will likely cause the entire cabinet to fall forward.

### **FALLING ACCIDENTS**

Keep file and desk drawers closed when not in use. Use walk aisles. Wastebaskets, boxes and extension cords are just waiting to trip you. Keep floors and storerooms clean. Pick up pencils, paperclips and other dropped office supplies. Watch your step. Do not obstruct your view of aisles or walkways. Wipe up all spills immediately. Do not climb on chairs, countertops or window ledges.

### **LADDERS**

ALWAYS use a step ladder, not a chair or drawer, to give yourself reliable footing. Face the front when going up and down a ladder. Move the ladder rather than reaching out to the side. Do not stand on the top two steps of the ladder. Use the three (3) point rule when using a ladder: "One hand and two feet" or "Two hands and one foot". Be sure that the spreaders are open and secured; the ladder should be on level ground. When using an extension ladder, use a "1 to 4" foot ratio. This means placing a ladder one (1) foot out at the bottom for every four (4) feet in height.

### **OFFICE MACHINES**

Know how to properly operate your office equipment. Read instructions and never use machines that you do not know how to operate. Be sure that mechanical guards are in place. Turn machines off while adjusting or when not in use. Be alert to electrical hazards. Electrical current can kill. If a machine overheats, smokes or sparks or you feel a slight shock, call the maintenance personnel immediately. Watch long hair and your clothing. Loose sleeves, scarves, belts or jewelry are dangerous around office machinery, particularly shredders. Make sure that all office equipment is on a firm surface.

### **REDUCING INJURIES**

Keep pointed objects separated in the drawer so that they cannot stab you. Staplers can cause mishaps when someone tests a jammed staple by holding the thumb over the end. Paper cutters require your full attention while in use. Keep the blades closed when not in use. Broken glass should be swept up immediately. Wearing gloves and using a damp paper towel can pick up the glass splinters. Dispose of all used needles in a bio-hazard container. Be aware of overhead cabinets and doors. Personal items must not be on floors or walkways.

## **MATERIAL HANDLING AND LIFTING**

### **GENERAL**

Materials are handled throughout the school system. It is a job that every employee performs as part of their job, either manually or with mechanical assistance. The most common injuries are due to strains, sprains, bruises, and fractures caused by unsafe work practices, improper lifting, carrying too heavy a load, incorrect gripping, failure to observe floor and head clearances and failure to wear protective equipment. Employees should request additional assistance whenever appropriate. Lifting support belts are available to employees upon request.

Another important factor in material handling is good housekeeping. Floors must be kept clean and free of slippery substances.

### **MANUAL HANDLING**

Manual handling of materials is relatively safe if proper lifting and carrying positions are used. Disregard for accepted safety practices can result in serious injuries, often causing permanent disability. Safe practices must be observed at all times.

### **LIFTING LOADS**

Factors that must be considered when establishing safe lifting limits for all employees are: employees' physical difference, periods of sustained lifting, the height or distance that the material must be lifted, and the size and shape of the load to be lifted. Before lifting the object, inspect it to ensure no slippery substances will cause it to slip. When lifting make sure that your footing is solid and secure. Grasp the object in such a manner that it can be held in the event it becomes unbalanced. Lift the object from a squatting position with your back straight and the primary lifting force being exerted by your legs.

### **CARRYING LOADS**

Each load must be carried as close to the body as possible without shifting the grasp after the load has been raised. The load then may be carried by the safest, most convenient matter as determined by size, shape, and weight of the object. Make sure you have an unobstructed view when carrying long or large objects.

### **DEPOSITING LOADS**

The same method of lifting should be used in reverse when setting down an object. The load should be lowered by bending the legs and squatting with the back straight. Particular care shall be exercised when releasing the load in order to prevent injury to hands and feet. Coordinated release of the load is essential.

## **SLIPS, TRIPS, AND FALLS**

### **GENERAL**

Next to traffic accidents, falls kill more people than any other kind of accident. Thirteen million people each year are injured in falls thus resulting in costly worker's compensation claims. Few people realize that most falls occur at floor level, not from high places. Most of these falls can be prevented.

### **SLIP HAZARDS**

When turning a corner or stepping outside, look out for steps that may not be obvious. All loose, unraveled or damaged carpet or floors shall be repaired. All defective walkways and flooring shall be reported immediately to your supervisor for repair. Watch out for floors that have been waxed but not buffed. Wipe up wet spots. Do not wait for them to dry themselves. Do not let grease oils or slippery substances accumulate on floors. Put down an approved absorbent agent to reduce slips and falls.

### **TRIP HAZARDS**

Arrange equipment and machinery in work areas to avoid obstacle courses of potential falls. If equipment or machinery is in the way, do not climb over it. Move it or walk around it. Store materials in designated storage closets. Do not store them in hallways or aisles. If extension cords must be used and cannot be moved away from walking areas, use an approved heavy-duty extension cord and cord runner over the exposed electrical cords. Do not store materials on stairs. The extra time to store the material in a proper place will prevent a serious accident.

### **FALL HAZARDS**

Repair or replace stair treads that are cracked or worn. Non-skid paints and mats are an excellent safety idea. Make sure that you have adequate lighting to do your job. Narrow stairwells are particularly dangerous if there is not enough lighting. Wear good shoes with non-skid soles. Rubber heels are best. High heels and platform shoes are less stable. Avoid makeshift ladders. Do not substitute a chair, stack of furniture or boxes for a sturdy and properly balanced ladder.

## **MOTOR VEHICLE OPERATION**

### **GENERAL**

Deaths from motor vehicle accidents total about 40,000 annually. No matter what type of vehicle you are driving or where you are driving it, there are certain basic safe driving practices you must follow to avoid accidents. As a driver of any Marshall County School vehicle, you are solely responsible for operating it in a safe manner and are charged with complying with all state, county and local driving rules and regulations as well as any safe driving practices prescribed by your supervisor. Remember, you must wear your seat belt/shoulder strap, if available, while driving a county vehicle.

### **SAFE DRIVING PRACTICES**

Concentrate on your driving. Never take drugs or strong medication before driving. Drugs, illness or extreme fatigue may affect your ability to judge distance, speed and driving conditions, and slow your reaction time. No employee is allowed to drive a Marshall County School vehicle while under the influence of narcotics or alcohol.

Yield the right of way. Always limit your speed so that there is a clear space and time for an emergency stop. High-speed drivers have less time to think and act in an emergency. Slow down at intersections and curves. Use appropriate signals when turning. Do not use a cell phone while operating a moving vehicle.



## **PARKING AND BACK UP**

Vehicles should be parked off the traveled way where they will not interfere with the normal flow of traffic and will not obstruct the view of other drivers. Do not park in unloading zones, fire zones or "No Parking" designations, even for a few minutes. Do not leave a Marshall County School vehicle unattended with the key left in the ignition. Vehicles should be locked when not occupied. Many vehicle accidents occur while backing out of parking areas or backing up. Please use extra caution when backing.

## **DEFENSIVE DRIVING**

Be alert at railroad crossings. Make sure you have a clear view of the tracks. All buses will come to a full stop, open service door and driver side window before crossing tracks.

Always make a daily check of your vehicle to ensure all equipment is working properly. Be sure your mirrors are clean and properly adjusted.

If involved in an accident, you are required to notify your supervisor and complete the required accident reports. Always notify your supervisor of any accident in which you are involved, no matter how minor or who is at fault.

Employees operating Marshall County School vehicles are a reflection of the school system and should operate the vehicle in an appropriate and safe manner.

## **BASIC ELECTRICAL SAFETY**

Listed below are requirements that shall be followed:

- Do not work on or attempt to repair electrical equipment unless you are a qualified person.
- Do not reset a tripped breaker or replace a blown fuse until the cause of the fault is determined and repaired by a qualified person. If the cause of fault is known to be an overload condition, one breaker reset is permissible. If the breaker trips a second time, contact a qualified person.
- Never assume an electrical circuit is de-energized. A qualified person must test to verify that the circuit is de-energized. De-energizing power from one circuit may not remove all power from the equipment. Recognize that some types of equipment could be fed from more than one source.
- Never reach blindly with hands or tools into equipment that houses electrical devices.
- Observe warning on equipment that states **DO NOT REMOVE COVERS FOR REPAIR UNLESS QUALIFIED**. Some equipment, even when unplugged can cause an electrical shock if unauthorized access panels are removed during servicing.
- Never handle electrical equipment or their extension cords when your hands are wet or if the floor surface is wet. Special equipment is required to work in wet environments.
- Equipment shall not be unplugged from or plugged into receptacles unless the switch is turned off.
- Electrical equipment with defective plugs or wiring shall not be used. Cords that have insulation tears, breaks or abrasions shall not be used. It is the user's responsibility to inspect the equipment or extension cords prior to each use. Any repairs to defective equipment shall be done by qualified personnel only.

## **EXTENSION CORDS AND PLUGS**

- Electrical extension cords are for temporary use only (less than one (1) day and shall be of a heavy-duty construction and should be limited to ten (10) feet in length whenever possible.
- Extension cords, as well as equipment cords, shall not be modified to fit a receptacle. Ground prongs on cords shall not be modified or removed.

- Extension cords with bent, broken or “spread” prongs shall not be used. Defective prongs can be a source of electrical fires.
- Extension cords shall be sized properly to carry the full electrical load. Extension cords shall not be overloaded. Indications of overloads include breakers tripping, receptacles that are warm to the touch, extension cords that are hot and the smell of electrical insulation burning.
- Power strips with a circuit breaker are permitted up to twelve (12) feet in length. Power strips must be plugged directly into a wall outlet and cannot be plugged together.
- All electrical appliances shall be plugged directly into an electrical receptacle and shall not be plugged into extension cords or power strips.

## **GROUNDING**

- With the exception of UL listed “double insulated” equipment, all equipment shall have an equipment grounding conductor which connects the frame of the device being utilized (overhead projector, fan, heater, etc.) to the electrical system conductor.

## **GROUND FAULT CIRCUIT INTERRUPTERS**

- Special receptacles called Ground Fault Circuit Interrupters (GFCIs) are used to provide added measures of protection against shock to personnel. Any equipment that causes GFCIs to trip shall not be used unless inspected by a qualified person. Do not attempt to plug the faulty equipment into non-GFCI receptacles. Using a faulty device that trips a GFCI on a non-GFCI receptacle can result in electrical shock.
- GFCI receptacles in buildings or structures that have permanent or temporary wiring systems shall be tested prior to use. Such tests shall require the test button to be pushed and then reset. It is the user’s responsibility to perform such testing prior to using the GFCI receptacle.

## **TECHNOLOGY**

### **CYBERSAFETY**

To protect yourself and others against identity theft and computer virus:

- Always think before you click. Never open email attachments or click on links within emails from an unknown source. If in doubt, check with sender or tech director first. Report suspicious emails as phishing to help stop the spread.
- Always say “No” when asked by browsers if you want to save your password. Once your passwords are saved on the computer a virus could access them. Never save your password in a conspicuous place on desk/drawer, etc.
- Use a strong password that contains at least one uppercase, lowercase, number, and symbol in it. Change your passwords regularly and immediately if you think you may have clicked on something suspicious.
- Never verify or send email credentials to anyone. No one will legitimately ask you for your password, the email administrators can reset your password if necessary, they do not need to ask you for the password.
- Backup important information to the cloud. OneDrive storage is available for every employee. If your computer is subjected to virus activity you may lose data. A regular backup or working directly from the cloud provides better protection from data loss.

- Refrain from using your work computer for banking and shopping activities that include your personal information, passwords, or credit card information. These are the exact types of information that hackers are looking for and if you accidentally get this information saved on the computer it could become available to them.
- If you think your computer has been compromised, report that information to the technology department as soon as possible. Go to a different computer and change your email password.
- Disposal of all student/employee records must be disposed of properly. For example, items shall be shredded if on paper, destroyed on USB drive or deleted when no longer needed.

### **ADDITIONAL INFORMATION**

The Public School Safety Manual, issued jointly by the West Virginia Board of Risk and Insurance Management and the West Virginia Department of Education, contains more detailed safety information.

[www.state.wv.us/Brim](http://www.state.wv.us/Brim) (click on Loss Control)

Internet safety information can be obtained from the following sites:

[www.rtc4safety.com](http://www.rtc4safety.com) (click on School Safety)

### **MARSHALL COUNTY SCHOOLS SAFETY POLICY**

It shall be the policy of Marshall County Schools to provide a safe and healthy workplace for all employees. Marshall County School employees are entitled to work in an environment free from unsafe conditions and unnecessary hazards. Accidents are undesirable, unplanned occurrences which can result in serious bodily harm, loss of time, property damage, and legal issues. It shall be the policy of Marshall County Schools to take every reasonable precaution for the safety of its employees. Everyone, including administrators, teachers and service personnel, has a role and responsibility in maintaining a safe workplace. Safety is important to everyone, not only as a protective measure during working hours, but also as an appropriate mode of behavior to minimize accidents at all times.

Many employees operate board owned vehicles as part of their jobs. Employees are expected to operate vehicles safely to prevent accidents which may result in injuries and property loss. It is the policy of Marshall County Schools to provide and maintain a safe working environment to protect our employees and the citizens of the communities where we conduct business from injury and property loss. Marshall County Schools considers the use of vehicles part of the working environment. Marshall County Schools is committed to promoting a high level of safety awareness and responsible driving behavior in its employees. These efforts and the commitment of employees will prevent vehicle accidents and reduce personal injury and property loss claims.

### **EQUAL OPPORTUNITY EMPLOYER**

#### **DISCRIMINATION PROHIBITED**

As required by federal law and regulations, the Marshall County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age or national origin in employment and in the administrator of any of its education programs and activities. Inquiries may be directed to Ms. Meagan Kirchner, Director of Personnel.