

# TOOL BOX TALKS

## Schools General Safety Rules

Safety rules for schools establish a framework to guide daily activities of the students and staff. These rules provide an essential safety net for all participants in the educational process. Safety rules won't prevent every injury or safety threat, but they do significantly reduce these occurrences and provide guidance for dealing with these situations.

### Schools General Safety Rules

- Employees must wear their seat belts when driving or riding on school business.
- Do not drive a company vehicle or operate machines when fatigued.
- Report to work free from the aftereffects of drugs or alcohol.
- Report maintenance needs or hazards before the end of your work shift.
- Report incidents, injuries or security issues in writing immediately.
- Keep fire exits clear, unblocked and unlocked.
- Report faulty exit and emergency lighting.
- Keep fire extinguishers and alarm pull stations clear.
- Know severe weather shelter locations.
- Report walkway issues with ice, snow and water.
- When doing extensive computer work take little breaks, stretch and report issues early.
- Get help to team lift heavy objects like office furniture, boxes of paper or other supplies.
- Keep the area around surge protectors clean and clear to allow for cooling airflow.
- Never "piggyback" surge protectors or use multiple extension cords.
- Report unsafe electrical equipment or cords.

- Do not block circuit breaker panels, fire alarm pull stations, fire or emergency exit lighting or fire extinguishers with decorations or fixtures.
- Do not use undersized two-wire extension cords.
- Do not use damaged or unsafe extension cords.
- Keep the area around surge protectors clean and clear to allow for cooling airflow.
- Do not cover extension cords with rugs or use in aisles or in an area that creates a trip hazard.
- Keep desk chairs and desk drawers pushed in when not in use.
- Get help to team lift heavy objects like office furniture, boxes of paper or other supplies.
- When doing extensive computer work take little breaks, stretch and report issues early.
- To reach items, use a proper foot stool or ladder and never stand on chairs or desks.
- Do not stand on boxes, carts or tables.

### Bus Driver Safety Rules

- Employees must wear their seat belts when driving on company business.
- Use three-point contact when mounting or dismounting any part of the bus.
- Do not jump from any part of the bus.
- Use long-handled tools to clean the windshield.

- Wear appropriate slip-resistant footwear when working.
- Wear proper footwear for winter weather and beware slip and trip hazards in the parking lot.
- Do not wear inappropriate footwear like sandals or heels when working during winter weather.
- Keep desk chairs and desk drawers pushed in when not in use.
- Straighten floor runners or rugs that could trip fellow employees.
- Clean up spills of liquid and water promptly.
- Pick up trip hazards once discovered.
- Do not run.
- Horseplay is not prohibited.
- Use the handrail when climbing or descending stairs.
- Do not carry too much or heavy, bulky items when climbing or descending stairs.
- Use elevators, when provided, when bulky or heavy items must be moved from floor-to-floor.
- Maintain the accident documentation kit in your bus.
- Maintain a dry chemical fire extinguisher and stocked first aid kit in the bus.
- Do not stand on tires or the engine to clean the windshield.
- To prevent shoulder injury, use both hands to tilt bus or truck hoods.
- Do not stand on the top two rungs of step ladders.
- Do not overload or overreach when using ladders.
- Secure all ladders from tip-over or kick-out during use.
- All glass and mirrors must be clean before driving.
- Do not tailgate.
- Do not use cell phones, texting or multifunction phones while driving.
- Do not drive distracted or fatigued.
- Maintain a safe speed and follow posted speed limits.
- Park the bus to reduce the need to back.
- Back the vehicle at walking speed only.
- Store oily rags or combustible/flammable waste in safety waste cans.
- Wear personal protective equipment when cleaning up blood or body fluids.
- Wear protective gloves when cleaning restrooms.
- Wear rubber gloves when handling sharps containers or contaminated waste.
- Wear long, protective gloves and a proper apron when handling hot liquids or grease.
- Prevent falls by cleaning up spills immediately.
- Keep emergency exits clear, unblocked and unlocked.
- Do not use water on a grease fire. Cover grease fires with lids or use a foam or ABC dry-chemical fire extinguisher.

### **Custodian Safety Rules**

- Wear slip-resistant footwear.
- Chemical containers must be labeled and closed when not in use.
- Do not use vacuums or other electrical machines that are damaged or unsafe.
- Use a proper step stool or ladder to reach elevated objects—do not use crates, chairs or desks.



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- Empty overflowing trash receptacles promptly.
- Never over-fill trash cans. Empty cans often to prevent trip hazards and back injuries from heavy bags.
- Do not use your hands or feet to compress garbage in trash cans.
- Keep floors, aisles, passageways, furnace rooms, entrances and exits clean and orderly.
- Warn others with warning cones or signs when floors are wet from cleaning or waxing.
- Shelve, stack and store material in a stable and organized manner to prevent falls or trip hazard.

### Food Service Safety Rules

- Wear slip-resistant footwear when working in the kitchen area.
- When using knives and cutting tools keep hands and fingers out of the line of fire.
- Keep knives and cutting tools sharp.
- Place unused knives back in storage and do not leave unused knives out.
- Do not hand knives to coworkers, set them down, so they may pick up by the handle.
- To prevent fire, keep long clothes, dish towels and aprons clear of hot cook tops and burners.
- To prevent entrapment keep long clothing, jewelry and aprons clear of industrial dough mixers.
- Turn handles of hot pots and pans in, to prevent them from being knocked over.
- Use correct potholders to handle hot pots and pans.
- To prevent steam burns do not use wet wash rags to clean hot surfaces.
- Report damaged shields or guards.

- Keep trash and waste piles cleaned up.
- Do not store materials on stairs.
- Keep stairs clear of buildups of grease, trash.

### Grounds Keeping Safety Rules

- Wear the seat belt on mowers or tractors equipped with roll-over protection systems and keep rollover bars fully-extended and locked.
- Wear eye protection when operating landscaping and lawn mowing machines.
- Wear hearing protection when operating loud lawn care machines.
- Wear closed-toed footwear with proper ankle support when performing lawn care.
- Wear high-visibility reflective vests when working near traffic.
- Keep long hair up and loose clothing tucked in.
- Do not wear jewelry on the job.
- Do not lift push mowers or other heavy machines without assistance or ramps.
- All lawn care chemical containers must be labeled.
- Do not remove lawn machine guards and shields.
- Prevent tracking of body fluids throughout the facility by wearing shoe covers when gross amounts of body fluids are encountered.
- Replace sharps containers when they're 2/3 full.
- Do not hand needles to co-workers. Set the needle on a tray for the coworker to pick it up.
- Do not hand sharp medical instruments to co-workers. Set the sharp on a tray for a coworker to pick it up.



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- Do not service, maintain or make adjustments to lawn care machines while running.
- Turn off, lock out and tag landscaping machines before performing service.
- Do not perform belt or blade maintenance or adjustments with the engine running.
- Do not fuel hot machines or machines that are left running.
- Store fuel in steel safety cans.
- To prevent explosion, smoking near lawn care trailers or when handling fuel prohibited.
- Do not recap sharps. Do not stick sharps into cushions. Do not place sharp objects in the trash.
- Do not take contaminated personal clothing out of the building.
- Do not eat or drink in the patient care area.
- Do not store food or drink in medical refrigerators.
- Do not smoke or eat before washing hands.

### Maintenance Shop Safety Rules

### Bloodborne Pathogen Safety Rules

- To hasten post-incident treatment, report needlesticks immediately after the occurrence.
- Wear gloves during patient contact or during body fluid cleanup.
- Treating students without gloves is not permitted.
- Wash hands before and after patient contact.
- When warm water and germicidal soaps are not available, use antiseptic gel.
- Wear protective gloves and use a germicidal cleaner when cleaning up body fluids.
- Cleaning contaminated surfaces or equipment without gloves is not permitted.
- Wear a HEPA face mask along with eye protection when potentially exposed to body fluid mists, splashes, sprays or possible tuberculosis exposure.
- Use a protective gown when exposed to gross amounts or the potential for gross amounts of body fluids.
- Do not remove shields or guards on shop tools.
- To reach items, use a proper foot stool or ladder and never stand on chairs or machines.
- Lock and tag machines or equipment being serviced.
- Do not service electrical components or circuits that are still electrified.
- Block and lock machines that could fall service.
- Control hydraulic or mechanical energy that could suddenly release during maintenance.
- Use jack stands when working beneath machines.
- Wear protective eyewear whenever exposed to flying objects or dusts.
- Use three-point contact when climbing ladders.
- Do not overreach when working from ladders.
- Secure ladders to prevent tipover or kickout.
- Do not use the top two rungs of step ladders.
- Wear hearing protection in noisy areas.
- Wear eye protection whenever exposed to flying objects.
- Wear a hard hat whenever exposed to bump or falling object hazards.
- Keep emergency eyewash stations clear, clean and operate eyewash stations weekly.



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- Material safety data sheets must be stored and made available for chemicals used on a regular basis.
- Do not smoke near chemical storage or forklift charging or refueling stations.
- Do not smoke during any maintenance activities.
- Turn off oxy-acetylene torches when not in use.
- Remove extension cords, air hoses, welding leads or torch hoses that are damaged.
- Do not clean parts with gasoline. Use approved parts cleaning fluids and protective gloves.
- Get help to team lift heavy objects.
- Use three-point contact when mounting or dismounting trucks or machines. Do not jump.



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