MAINTENANCE DEPARTMENT

Clay County District Schools

OPERATIONS AND PROCEDURES

MANUAL

Maintenance Department Manual

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Revision 5
05/19/2020

CLAY COUNTY SCHOOL BOARD
DISTRICT MISSION STATEMENT

Our mission is to work collaboratively with all stakeholders to provide a public education experience that is motivating, challenging, and rewarding for all children. We will increase student achievement by providing students with learning opportunities that are rigorous, relevant, and transcend beyond the boundaries of the school walls. We will ensure a working and learning environment built upon honesty, integrity and respect. Through these values, we will maximize student potential and promote individual responsibility.

DIVISION OF OPERATIONS
MISSION STATEMENT

The Division of Operations is dedicated to providing a safe, healthy, and motivational learning environment for all students, staff, and community by supporting the Clay County District Schools mission through a caring, effective, efficient, unified work effort.

MAINTENANCE DEPARTMENT
MISSION STATEMENT

The Maintenance Department is dedicated to maintaining and operating safe, comfortable, healthy and aesthetically pleasing district facilities, grounds and equipment for the students, staff, parents and the community to ensure a positive and motivational learning environment by professional and efficient work efforts.

FORWARD

This manual has been developed to provide written procedures for Maintenance Department personnel and to provide clear direction to their responsibilities as it relates to Clay County District Schools.

INTRODUCTION

The document consists of procedures providing Maintenance Department employees with written directions and information. Also included is a list of attachments that relate to the procedures.

The Operations and Procedures Manual will be reviewed and updated every three years and any additions that need to be included will take place at that time. This current rewrite contains numerous changes and should be read in its entirety.

TABLE OF CONTENTS

A. USE OF DEPARTMENT VEHICLES

PURPOSE: To identify the appropriate and acceptable uses of district-owned vehicles by employees assigned to use them.

A.1. Authorized Uses of Vehicles - Maintenance vehicles are assigned for use in performance of School Board assigned duties and are not to be used for personal business at any time, with the following exceptions:

A.1.1. Stops at convenience stores for short durations when such stops do not interfere with other duty obligations. These stops shall not require extra mileage; they shall be limited to "on-the-way stops." For the purposes of this directive, "short duration" means less than ten (10) minutes. These stops shall not take place in the morning hours before 10 a.m.

A.2. Authorized Riders of Maintenance Vehicles - Maintenance vehicle drivers shall transport only those persons who are duly authorized under one of the following categories:

A.2.1. Summer helpers who are assigned to the section to which the vehicle is assigned.

A.2.2. Any member of the Maintenance Department staff or a Clay County School official.

A.3. Seat Belts shall be worn by all occupants of the vehicle while the vehicle is in motion.

A.4. Radios shall not be played so as to disturb those within listening distance. Volume shall be kept to a minimum.

A.5. Smoking will not be allowed in School Board vehicles unless there is full agreement among all riders.

B. MAINTENANCE OF DISTRICT- OWNED VEHICLES

PURPOSE: To identify guidelines for vehicle maintenance scheduling and to identify responsibilities of appropriate drivers regarding the vehicle assigned to them. School Board Rule 6.90(E) governs the maintenance of Clay County School Board-owned vehicles, this directive acts as an amplification of that rule.

B.1 All Maintenance personnel required by their job description to drive a County vehicle shall be subject to the Clay County School Board Safe Driver Plan (Attachment A) as set forth in the Employee Handbook and Clay County School Board Policy 6.90 (E) Section 8.

B.2. Emergency Maintenance - When mechanical problems are identified, the driver shall immediately contact the Transportation and Maintenance Departments and communicate with the mechanical staff regarding the problem. The driver will then respond to directions provided by the Transportation Department whether or not to continue driving the vehicle:

B.2.1. Whenever it becomes necessary to bring a vehicle to the garage for service, the driver shall be responsible for completing the Driver's Vehicle Report, noting any and all discrepancies on the Driver's Vehicle Report (Attachment B) and delivering the vehicle with the report to the Transportation parts window.

B.2.2. All dents, scratches or other damage discovered by a vehicle operator shall be reported to the Transportation Garage via Driver's Vehicle Report. Damages caused by vehicle accidents shall be reported according to School Board Rule 6.90(G) and Florida Statutes 316.061 (Attachment C).

B.3. Care of Vehicle/Cleanliness - Because the School Board vehicle is often the most visible contact between the citizens of Clay County and District School System, vehicle care and cleanliness are of the utmost importance. By maintaining a clean vehicle, drivers can perhaps enhance the image of the School System in the eyes of the citizen:

B.3.1. Vehicle drivers are responsible for maintaining a clean vehicle.

B.3.2. The outside of the vehicle shall be washed on a regular basis but may require additional attention if the vehicle is badly dirtied due to weather or road conditions.

B.3.3. All loose dirt and trash should be swept from the vehicle daily or as needed.

B.3.4. Equipment stored within the cab of any vehicle shall be secured from movement in the event of a sudden stop. If unable to secure equipment than equipment shall be stored in the rear truck bed or utility compartment of the vehicle.

C. VEHICLE SECURITY

PURPOSE: To assure that appropriate vehicle security measures are being taken by all employees entrusted with the care of District-owned vehicles so that theft, vandalism or other damage to the vehicle is minimized.

C.1. Vehicle Keys -Those who operate a District-owned vehicle are to secure the vehicle keys when leaving the vehicle unattended. This applies to all locations, whether at a school site or off site.

C.2 At the completion of the work day, employees shall leave their vehicle keys in the designated key box in each shop. **Employees shall not take vehicle keys home.**

C.3. Employees are not to leave keys in their vehicles under any circumstances unless advised to do so by the Director of Maintenance. Vehicle doors are to be locked with engine shut off whenever the vehicle is left unattended.

C.4. Reporting of Theft/Vandalism to District-owned Vehicles - Employees who discover vandalism or theft of items from their assigned vehicle are to report such findings promptly via form PRO #2-3422 Property Vandalism/Theft Report (Attachment D).

C.5. A police report is to be initiated for incidents of theft or vandalism involving a District-owned vehicle.

C.6. When vehicles are disabled for any reason, the employee shall notify the Maintenance Department. The employee shall stay with his/her vehicle until the vehicle is repaired or towed back to the Transportation Department for repair.

D. FUEL STATION OPERATIONS, REFUELING OF DISTRICT- OWNED VEHICLES

PURPOSE: To identify appropriate restrictions and procedures for refueling of vehicles, including off-road machinery. Duties and Responsibilities of fuel attendants and vehicle operators are also identified.

D.1. Safety Precautions - Due to legal restrictions and concerns for employee safety, no smoking is permitted at fueling facilities or within 50 feet of the pump locations.

D.2. All passengers and the vehicle driver must disembark the vehicle during refueling. This applies to all refueling, whether at a District-operated refueling site or a privately-owned fuel station.

D.3. Accounting for Fuel Use - Each gallon of fuel dispensed from a District-owned fuel facility and each gallon used in a District-owned vehicle must be accounted for. No fuel is to be obtained without documentation as outlined herein:

D.3.1. Fuel Attendant Records - In addition to using the automatic fuel dispensing program (Gasboy) each driver is to utilize the Districts' Fuel Report, form TRP-2-5133, (Attachment E) to identify fuel and oil dispensed for any vehicle or machinery, as well as mileage for the vehicle. All portions of the form must be completed. The Form is located at the fuel Facility.

D.4. When fuel is obtained at a District-owned fuel facility outside of normal fuel attendant hours, the person dispensing the fuel must utilize the Fuel Report Form to log the amount dispensed and other required information. At no time is fuel to be dispensed without a record of the use.

D.5. Duties/Responsibilities of Vehicle Operator - Minimum responsibilities include:

D.5.1. Check engine oil level at every refueling.

D.5.2. Check brake fluid level, power steering fluid level and radiator fluid level. **Do not open the radiator cap when the engine is hot.**

D.5.3. At least weekly, check transmission fluid level, battery fluid level, and belt tension on pulleys.

D.6. Gas Credit Cards - Only when it is not possible or feasible to utilize District-owned fueling facilities will vehicle operators be authorized to purchase fuel from a privately-owned fueling station. The gas credit card will be obtained from Director of Maintenance. A receipt of the transaction must be turned into Director of Maintenance.

E. USE OF MAINTENANCE FACILITIES AND EQUIPMENT

PURPOSE: To identify restrictions applied to the use of Maintenance facilities, tools, and equipment.

E.1. The use of Clay County School Maintenance facilities, equipment, and tools is restricted for the upkeep of schools and equipment owned by the School Board. The Director of Maintenance may authorize other government agencies the use of School Board equipment when supporting the general public of Clay County on an as needed basis and when it does not interfere with maintenance of schools.

E.2. No privately-owned vehicles, material, automotive accessories or implements will be brought into, or repaired, in or upon the premises of the Maintenance Department at any time. All employees' privately-owned vehicles shall be parked in the areas designated for private vehicle parking only or as designated by the Director of Maintenance.

E.3. Care of Tools and Equipment - Tradesmen and others who are issued tools or equipment are responsible for maintaining them in proper working condition. Damage to tools and equipment shall be reported to the appropriate Leadman and Supervisor. If such damage renders the item unsafe for continued use, the item shall be red-tagged and removed from service until repaired.

E.4. Tool Inventory - Each tradesman shall be issued a standard complement of tools as deemed appropriate by the Director of Maintenance and shall be responsible for each tool issued. Lost or missing tools shall be promptly reported to the appropriate Leadman and Supervisor. Disciplinary action may be taken when such losses are deemed excessive and/or inexcusable. A complete tool inventory shall be conducted at intervals determined by the Director of Maintenance, but not less than annually.

E.5. Removal of Items from Maintenance Facilities - All items, including discarded or used items may not be removed from the Maintenance facilities by Maintenance personnel, unless the Director of Maintenance authorizes such removal in advance.

E.6. No employee shall use School Board equipment/tools for private use.

F. EMPLOYEE/VISITORS ACCESS TO MAINTENANCE FACILITIES

PURPOSE: To identify limitations on employee and visitors' access at any Maintenance Facility. In the interests of safety and security the following restrictions are to be observed and enforced by all Maintenance personnel at any Maintenance facility:

F.1. Only personnel who are employed at the Maintenance Main Complex or other Maintenance Facilities will be allowed in the work areas. When necessary to venture into the shop areas, office employees and others should route themselves around and away from any areas of routine maintenance as much as possible.

F.2. Visitors are allowed only at the discretion of the Director of Maintenance in charge of the facility. Those visitors who wish to contact employees at the facility shall be required to wait in the lobby area of the facility. Under no circumstances shall employees meet visitors or others in the Maintenance work areas.

F.3. Salesmen will be required to enter the Maintenance Facility through the office area. Those who need to visit the shops are to be escorted to these locations, unless authorized by the Director of Maintenance as exceptions to this policy.

F.4. Maintenance employees may not bring children or others to the Maintenance facility unless authorized to do so.

F.5. Children or others from the community who may wander onto the Maintenance property or into the facility itself shall be immediately instructed to leave, unless they are conducting Maintenance business at the facility.

F.6. All Maintenance employees who are normally stationed at the facility shall assist in enforcing this directive and ensuring that only authorized persons are in the work areas.

F.7. No Maintenance employee shall have access to any School Board Buildings after normal working hours without prior approval from the Director of Maintenance or designee.

G. INJURIES TO EMPLOYEES AND STUDENTS

PURPOSE: To identify guidelines for injuries of Maintenance Department personnel which occur during the performance of their normal duties. This reporting process shall apply to all injuries.

G.1. Injuries to Employees - All injuries to employees of the Maintenance Department which occur during the performance of their normal duties shall be reported promptly to the Maintenance Office. Appropriate workers compensation paperwork shall be initiated by office personnel, and the employee shall be subject to all provisions and requirements of the Workers Compensation laws and procedures of the Clay County School Board.

G.2. In the event of a serious on-the-job injury or death of an employee, the incident shall be reported immediately to the Director of Maintenance by an on-the-scene employee. The Director of Maintenance shall report the incident to the Assistant Superintendent for Operations, the Superintendent of Schools, the DIrector of Operations and the Coordinator of Insurance Activities (Risk Management).

G.3. In the event of serious bodily injury, do not hesitate to call (911) for emergency rescue services, than call your immediate supervisor and inform him/her of the situation. Remember, that most school campuses have a nurse on site during school hours. The Technician reporting the injury should remain in place and provide first aid services and comfort until help arrives.

G.4. For first aid type injuries, the employee shall be instructed to assure that the Maintenance Department is advised of the injury and shall be responsible for the proper report.

G.5. Emergency Equipment at the Maintenance Facilities - All maintenance personnel shall acquaint themselves with the locations of emergency equipment such as eye wash, emergency showers and fire extinguishers.

G.6. The Maintenance Supervisor shall assure that the emergency equipment at the Maintenance Facilities is in working order at all times.

H. SMOKING IN VEHICLES AND AT WORK LOCATIONS

PURPOSE: To adopt a policy regarding smoking which complies with the State Statute.

H.1. All employees shall comply with current "NO SMOKING" regulations at Maintenance facilities. Generally speaking, the current regulations prohibit smoking in areas where fueling is taking place, and inside of all School Board owned buildings in accordance with State Statutes 386.200 Part II (Attachment F).

H.2. Smoking will not be allowed in School Board vehicles unless there is full agreement among all riders.

H.3. When on School Grounds, those employees that smoke shall conform to the regulations on smoking that the various schools have been established for their specific staff members.

I. SAFETY IN THE WORKPLACE

PURPOSE: To identify the Department's safety requirements related to working conditions and safe work practices.

I.1. Maintenance employees will utilize all of the appropriate safety gear provided as required to perform the specific task.

I.2. All employees shall utilize the handrails provided at all stairways at Maintenance Facilities.

I.3. Failure to follow these safety guidelines could affect an employee Workers' Compensation benefits as provided under Florida Law.

I.4. Formal maintenance safety training will be held monthly.

I.5. Work Center Safety meetings will be held at least bi-monthly on pay days.

J. INTERFACE WITH HIGHER AUTHORITY

PURPOSE: To identify the appropriate and acceptable procedure to follow.

J.1. Interface with Higher Authority - Maintenance Personnel have the right to go to higher authority at any time. However, before going to a higher authority, Maintenance personnel shall inform the Director of Maintenance of their intent. Personnel are not required to disclose why they are going to a higher authority.

K. WORKING HOURS

PURPOSE: To identify what is meant by working hours.

K.1. Normal work hours are 7:00 a.m. to 3:30 p.m., Monday through Friday.

K.2. Times may be altered by the Director of Maintenance for all of the Departments or just for Sections within the Department, as the need arises, in accordance with the employee Master Contract between the Clay County School Board and Clay Educational Support Personnel Association.

K.3. All Maintenance Personnel shall be at their assigned work areas per the times described above. Should an employee require an unplanned absence (full day or partial day) he/she shall notify the appropriate Supervisor, or the Director of Maintenance, prior to 7:00am. Failure to notify the Supervisor, or Director, may result in the absence being charged as leave without pay.

K.4. The use of flextime shall be authorized in advance by the Director of Maintenance, or his designee. Through use of a flex form and with advanced notice, the Supervisor or Director may approve flextime, scheduled work days for an individual that may be longer than the standard work hours on one day and shorter on another as long as all altered days occur within the same work week and do not exceed the normal 37.5 work hours for the week.

K.5. All overtime must be approved and authorized in advance by the Director of Maintenance, Maintenance Supervisor or higher authority.

K.6. All overtime work orders shall be turned in the morning after the work is completed. Weekend overtime work orders shall be turned in the Monday morning following the weekend on which the work was performed.

K.7. Flex time may be given in lieu of overtime pay and requires prior approval from the Supervisor or Director. Flex time is mutually agreed upon hours off equivalent to 1.5 times the extra time worked taken within 30 days of the additional time worked.

K.8. All work centers shall have assigned in writing those Technicians that want to make themselves available for an On-call list that allows the Staff to call out Technicians for emergency situations after normal working hours that involve their specific trade. The call out will be for a minimum of two hours overtime. Additionally, those personnel assigned to the on call list will have available to them a stipend to their hourly wage as outlined in the latest collective bargaining agreement.

L. LUNCH MEAL

PURPOSE: To identify the requirements pertaining to the lunch meal.

L.1. All employees shall eat the lunch meal in the vicinity of their daily assigned work area. At no time will the employees be allowed to return from their assigned work area to the Maintenance Department for the lunch meal unless the employee is working in Green Cove Springs.

L.2. School Board vehicles shall not be taken home for the lunch meal unless prior approval has been obtained from the Director of Maintenance.

L.3. School Board vehicles shall be parked in conspicuous areas at local eating establishments to deter vandalism and break-ins of the School Board vehicles.

L.4. Lunch break includes the travel time from the workplace to the eating establishment and back to the workplace. Total time, including travel time, shall be no longer than sixty (60) minutes. During summer work hours, the lunch meal is forty (40) minutes.

L.5. If an employee is taking a lunch later than usual, he/she must call into the Maintenance office to report a Late Lunch which is recorded by office staff.

M. USE OF INAPPROPRIATE LANGUAGE AROUND SCHOOLS

PURPOSE: To prevent the use of inappropriate language around school grounds and buildings.

M.1. Employees shall refrain from offensive, abusive, or vulgar language in or around any school building or grounds within the Clay County School District.

M.2. It is not the purpose of this Procedure to tell the employee how to speak, but to inform the employee that inappropriate language will not be acceptable.

N. APPROPRIATE GROOMING STANDARDS

PURPOSE: To provide guidance for acceptable grooming standards.

N.1. All employees shall present an acceptable appearance at all times in relation to the task being performed.
N.2. All employees shall keep their hair neatly trimmed and groomed.

N.3. If beards/mustaches are worn, they shall present a neat trim appearance.

N.4. If jewelry is worn, it shall not cause interference with the task being performed.

O. REPORTING IN AT SCHOOLS

PURPOSE: To provide for safety and security of all employees and students.

O.1. Due to security concerns, all Maintenance employees shall report to the Administrative Office at all schools and complexes and inform the office staff as to where they will be working on campus.

P. DRIVING ON SCHOOL GROUNDS

PURPOSE: To clarify define expectations of vehicle use on school grounds.

P.1. In general, employees shall park their vehicles in the designated parking areas and walk to the work area.

P.2. If the amount of material to be delivered for use, or the weight of the material, prohibits carrying the material by hand to the workplace, the work vehicle may be driven on campus, but should be confined to designated roadways whenever possible.

P.3. If students enter the lane of traffic, all vehicles shall stop until the students are well past the lane of traffic.

P.4. Speed limit on school grounds is 5 m.p.h.

P.5 There is to be no maintenance vehicle traffic on varsity sports fields such as football, soccer and baseball fields at all high schools and junior highs.

Q. SCHOOL BOARD KEYS AND SECURITY ACCESS BADGES

PURPOSE: To identify responsibilities for assigned School Board keys and security badges.

Q.1. Maintenance employees shall maintain strict control over all assigned School Board keys and security badges.

Q.2. Any School Board keys or badges that become misplaced shall be reported immediately to the employee's immediate supervisor.

Q.3. All School Board keys assigned to Maintenance employees shall be inventoried periodically by the Supervisor of Maintenance and the assigned Locksmith, however not less than annually.

Q.4. All Maintenance Department employees shall sign a custody sheet listing School Board keys they are assigned at least annually.

Q.5. Employees shall not enter any School Board Building after normal working hours unless approved for entrance from a Maintenance Supervisor, or the Director of Maintenance.

Q.6. Upon employee retirement, resignation or termination; all keys and security badges must be turned in to the Supervisor of Maintenance or the School Board Locksmith.

R. WORK REQUESTED BY SCHOOL BOARD DEPARTMENT AND SCHOOLS

PURPOSE: To identify the assignment of work to the Maintenance employee.

R.1. All work for the Maintenance Department shall be requested through the Work Order System.

R.2. Priority of work orders shall be set by the Director of Maintenance or designee.

R.3. Emergency work orders shall have top priority and shall be completed immediately.

R.4. Any request to perform work outside of the work order system shall go through the Maintenance Supervisor~~s~~ or the Director of Maintenance.

R.5. No Maintenance employee shall perform work outside the work order system unless directed to do so by a Maintenance Supervisor or Director of Maintenance or in an emergency situation as determined by the senior employee on site.

R.6. If work is performed because of an emergency situation or as a request of the Director or Supervisor, a work order shall be completed as soon as possible so as to account for man hours and material expended.

S. ORDERING MATERIALS/ SUPPLIES

PURPOSE: To identify proper procedures in ordering supplies and material.

S.1. All material and supplies shall be ordered through the Maintenance Warehouse and accounted for on a work order number provided by the technician doing the maintenance.

S.2. All vendors shall deal directly with the Maintenance Department Warehouse Personnel.

S.3. If vendors need to contact various shops directly, it shall be done through the Warehouse.

T. ASSIGNED TOOLS

PURPOSE: To identify responsibilities for assigned tools.

T.1. Maintenance Department Personnel shall be assigned tools as appropriate for completion of their assigned responsibilities.

T.2. All tools will be inventoried at least annually.

T.3. Broken tools shall be turned into the warehouse for replacement.

T.4. Lost tools shall be reported to their supervisor and a brief reason for loss shall be submitted before the tool is replaced.

T.5. All Maintenance Personnel shall keep their tools clean and in working order.

T.6. Each employee shall sign a custody sheet for all tools assigned to them. All Lead Personnel shall counter sign each employee's custody sheet in his section.

T.7. Tools shall be ordered and issued through the Maintenance Warehouse ONLY.

U. LEAVE

PURPOSE: To ensure appropriate leave requests are completed within the proper time frames.

U.1. Leave shall be in accordance with Employee Handbook, and the Master Contract between the Clay County School Board and the Clay Educational Support Personnel Association.

U.2. In order to allow for proper work scheduling, requests for annual leave should be turned in two (2) weeks in advance of the time requested.

U.3. When an employee is out sick, a leave form shall be filled out upon return from illness.

U.4. Employees that misuse the sick leave policy could face disciplinary action.

V. EMPLOYEE RETIREMENT OR RESIGNATION

PURPOSE: To establish procedures for personnel planning to retire or resign.

V.1. Any employee wishing to retire should notify the Director of Maintenance in writing of the year he or she wishes to retire and submit appropriate paperwork to the Human Resources Department.

V.2. Any employee resigning his/her employment with the Clay County School Board shall give the Director of Maintenance a two (2) week notice in writing and submit appropriate paperwork.

V.3. Upon employee termination; all School Board property shall be relinquished to the Supervisor of Maintenance or designated representative. Said items include keys, security badges, cell phones with accessories, and/or department purchased uniforms.

W. EMPLOYEE PERFORMANCE

PURPOSE: To identify the expectations of employees in job performance.

W.1. Each employee shall be expected to perform their assigned tasks in a professional manner. Work shall be performed so as to prevent having to repeat the task.

W.2. The appearance of a completed project shall not distract from the overall general appearance of the work area.

W.3. The work area shall be kept organized and at the completion of the task shall be thoroughly cleaned.

W.4. All work shall be performed so as not to cause any safety problems during the performance of the task or after the completion of the task.

W.5. All work shall be performed to applicable building codes.

W.6. A building permit is required for all major renovations and remodeling. An annual permit is obtained for all repairs. Remodeling is defined as changing the use of the space. (i.e. changing a classroom to an office). Renovating is defined as sprucing up. (i.e. painting, carpet, etc.)

X. EMPLOYEE TRAINING

PURPOSE: Acknowledge employee training procedures.

X.1. In-service training will be conducted on a regular basis by the employee's first line supervisor and /or outside agencies.

X.2. Employees are encouraged to upgrade their skill level.

X.3. Formal training shall be provided as funding is available.

Y. EMPLOYEE ADVANCEMENT POTENTIAL

PURPOSE: To identify advancement procedures.

Y.1. Employees qualified to be advanced shall be interviewed and the most qualified shall be selected.

Y.2. Advancement recommendations shall be based on a written test; formal interview, practical test and /or employee length of service.

MAINTENANCE SAFETY MANUAL

INTRODUCTION

Accident Prevention

No phase of operation is of greater importance than accident prevention. The degree of safety and the results accomplished are directly proportional to the effort expended to control the conditions, practices and human actions that are responsible for accidents.

Purposes

The purpose of this Manual is to assist in the education and elimination of accidents.

Emergency Conditions

In an emergency involving hazard to life, a supervisor, leadman, foremen or employee in charge of any work may modify or suspend such portions of this Manual as may be considered temporarily necessary to permit proper handling of the emergency. The person so acting shall be fully accountable for the reasonableness of his actions.

Responsibility of Employees

Employees shall share with the employer the responsibility for safety. Each employee is responsible for his own safety, the safety of his fellow workman and the general public. Employees shall become familiar with and use all protective devices provided for their protection.

Employees shall report all unsafe equipment, unsafe tools and hazardous conditions that come to their attention.

Knowledge of Safety Rules

Every employee shall become thoroughly familiar with the rules of this Manual as they apply to his work activities.

Conditions

Although each employee is primarily responsible for his own safety, in all instances where conditions are not covered by this Manual, or the job is not completely understood, the employee shall obtain specific instructions from his supervisor before proceeding with the work.

Qualifications for Duty

Any Supervisor, Leadman or Foreman having reasonable grounds to suspect that an employee under his/her jurisdiction is either mentally or physically unfit for the work assigned, shall prohibit such employee from working until satisfactory medical or other evidence determines his/her fitness to perform his/her duties and responsibilities.

Care in the Performance of Duties

Each employee shall use reasonable care in the performance of his duties and at all times shall act in a professional manner as to assure safety to himself, his fellow employees, and the public.

DEFINITIONS to TERMS usually found in Maintenance Manuals

The following terms and definitions of terms are applicable to these safety rules:

Alive or Live: Electricity connected to a source of potential difference, or electricity charged so as to have a potential significantly different from that of the earth in the vicinity. The term "live" is sometimes used in place of the term "current-carrying," where the intent is clear, to avoid repetition of the longer term.

ANSI: American National Standards Institute.

Approved: The term "approved" when used in connection with methods, tools, or equipment, refers to those methods, tools or equipment approved by the Clay County School Board Maintenance Department.

Authorized Person: One who has the authority to perform specific duties under certain conditions or who is carrying out the orders from responsible authority.

Automatic Circuit Recloser or Reclosure: A self-controlled device for automatically interrupting and reclosing an alternating current circuit with a predetermined sequence of opening and reclosing following by resetting, hold close, or lockout operation.

Barricade: A physical obstruction, such as tapes, screens, or cones intended to warn and limit access to a hazardous area.

Barricade (Electrical): A physical obstruction such as tapes, cones, or A-frame-type wood or metal structures intended to provide a warning about and to limit access to a hazardous area.

Barrier (Electrical): A physical obstruction that is intended to prevent contact with equipment or live parts or to prevent unauthorized access to a work area.

Bloodborne Pathogen: Microorganism present in body fluids that can cause disease in humans.

Bonding (Bonded): The permanent joining of metallic parts to form an electrically conductive path that will ensure electrical continuity and the capacity to conduct safely any current likely to be imposed.

Cable: A conductor with insulation or a stranded conductor with or without insulation and other coverings (single-conductor cable) or a combination of conductors insulated from one another (multiple-conductor cable).

Circuit: A conductor or system of conductors through which an electric current is intended to flow.

Clearance - for working: Certification by the proper authority that a specific line or piece of equipment is de-energized, drained, purged, de-pressurized or whatever is necessary to make equipment safe to work on or in, and that the line or equipment is being turned over to a qualified workman.

Clearance from Hazard: Adequate separation or protection by the use of devices to prevent accidental contact by persons or objects on approach to a point of danger. Also: Flash Hazard, Restricted Approach Boundary, Shock Hazard, Step Potential and Touch Potential.

Communication Lines: The conductors and their supporting or containing structures that are used for public or private signals or communications service.

****NOTE:** Telephone, telegraph, railroad signal, data, clock, fire, police-alarm, community television antenna, and other similar systems are included.

Conductor: A material, usually in the form of a wire, cable, or bus bar suitable for carrying an electric current.

A. Bare: A conductor having no covering or electrical insulation whatsoever.

B. Covered: A conductor encased within material of composition or thickness that is not recognized by this standard as electrical insulation.

C. Insulated: A conductor encased within material of composition and thickness that is recognized by this standard as electrical insulation.

Confined Space: A place such as a manhole, underground vault, condenser generator, tank, tunnel or any other space which is entered through a manhole opening or other restricted openings or which may become difficult to leave.

Designated Person: See Authorized Person.

Disciplinary Action: Administrative action taken by the employer against the employee may vary from a verbal reprimand to dismissal.

Disconnected: Disconnected from any electrical source of supply.

Electrically Safe Work Condition: A state in which the conductor or circuit part to be worked on or near has been disconnected from energized parts, locked/tagged in accordance with established standards, tested to ensure the absence of voltage, and grounded if determined necessary.

Emergency: An emergency occurs when an unusual condition exists that endangers life and/or property.

Employee: Any person who is employed by the Maintenance Department, either on permanent or temporary payroll.

Employer: Clay County District Schools.

Enclosed: Surrounded by a case, cage, or fence, which will protect the contained equipment and prevent accidental contact of people with live parts.

Energized (also alive or live): Electrically connected to a source of potential difference or electrically charged so as to have a potential difference from that of the earth or different from that of adjacent conductors or equipment.

Equipment: A general term which includes fittings, devices, appliances, fixtures, apparatus, and the like, used as a part of, or in connection with, an electrical power transmission and distribution system, or communication systems.

Excavations: Any opening made in the ground, street or sidewalk in connection with the Clay County School Board work, such as holes, trenches, ditches or tunnels.

Exposed: (a) Exposed circuits or lines are those in such a position that in case of failure of supports or insulation, contact with another circuit or line may result. (b) Exposed equipment is an object or device that can be inadvertently touched or approached nearer than a safe distance by any person. This term is applied to objects not suitably guarded or isolated.

Flares: Flares, torches, fuses, red lanterns, reflectors or any other equipment that is adaptable for use as a visible warning.

Flash Hazard: A dangerous condition associated with the release of energy caused by an electric arc.

Foreman, Leadman or Supervisor: Used in a general sense to indicate any person regardless of classification, who is directly in charge of a specified job or jobs.

Forklift Training: Only trained authorized personnel may operate the forklift.

Governmental: Any type of political agency having control over an area. Included are state, federal, county, township, city, etc.

Ground: A conducting connection, whether intentional or accidental, between an electrical circuit or equipment and the earth, or to some conducting body that serves in place of the earth.

Ground (Effectively): Intentionally connected to earth through a ground connection or connections of sufficiently low impedance and having sufficient current-carrying capacity to prevent the buildup of voltages that may result in undue hazards to connected equipment or to persons.

Ground: (Verb) The connecting or establishment of a connection, whether by intent or accident, of an electric circuit or equipment to reference ground.

Grounding Electrode (Ground Electrode): A conductor embedded in the earth, used for maintaining ground potential on conductors connected to it, and for dissipating into the earth current conducted to it.

Grounded System: A system of conductors in which at least one conductor or point (usually the middle wire, or neutral point of a transformer or generator windings) is intentionally grounded, either solidly or through a current limiting device (not a current-interrupting device).

Guarded: Protected by personnel, covered, fenced, or enclosed by means of suitable casing, barrier, rails, screens, mats, platforms, or other suitable devices in accordance with standard barricading techniques designed to prevent dangerous approach or contact by persons or objects. (Note: Wires, which are insulated but otherwise not protected, are not considered as

guarded.).

Hold Cards: Also called "Hold Tags or Lock Out/Tag Out." A card, tag-type device or a mechanical locking device, usually having a predominant color of white or red, which warns against the operation of a particular switch, device, valve, circuit, tools or machine. These tags must be respected; equipment or items so tagged must not be activated or used without full and proper authority from a responsible person or immediate supervisor of the person who put the Lock-Out tag on the device.

Insulated: Separate from other conducting surfaces by a dielectric substance (including air space) permanently offering a high resistance to the passage of current and to disruptive discharge through the substance or space.

Isolated: An object that is not readily accessible to a person unless special means of access is used.

Lockout/Tagout: See Hold Cards.

MSDS: Material Safety Data Sheet One way that consumers and workers are informed of the risks is by use of material safety data sheets. A **material safety data sheet** (or **MSDS**) is a document that provides workers with procedures for safely handling or working with a particular substance. All cleaning material and construction substances (i.e.: adhesives, paint, oils) purchased through the warehouse will have an MSDS sheet. A copy of all appropriate MSDS sheets are kept in the front office of the maintenance department for review by maintenance personnel.

Manhole: A subsurface enclosure which personnel may enter. It is used when installing, operating, and maintaining underground equipment or cable.

Manhole Opening: An opening in which persons may enter into a confined or restricted space.

NEC – National Electric Code or NFPA-70: The adopted standard for the FLORIDA BUILDING CODE (6^{th} Ed.) for all electrical work.

NFPA 101: – Life Safety Code

OSHA: Occupational Safety and Health Administration (OSHA) was created by the US congress in 1970 to ensure the safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.

Pad Mount: Equipment or device which is surface mounted and normally worked from ground level.

Primary Compartment: A compartment containing current-carrying devices above 600 Volts.

Primary Voltage: An electrical circuit that normally operates at more than 600 volts.

Public: An individual who is not an employee or representative of the Clay County School Board.

Qualified Person: One familiar with the construction and operation of the equipment and the hazards involved.

Reduced Visibility: Times when normal visibility is reduced because of adverse weather conditions such as fog, heavy rainfall, snow, dawn, or dusk.

Restricted Approach Boundary: A shock protection boundary to be crossed by only qualified persons (at a distance from a live part) which, due to its proximity to a shock hazard, requires the use of shock protection techniques and equipment when crossed.

Right-To-Know: (Hazcom.) Employees have the right to know about exposures to toxic substances in the workplace.

Risk Management: also known as "Taking Chances" Risk Management is a process where you identify risks that are present in your project that might go wrong and to take action to minimize these risks as necessary. There are usually 5 steps in this process; 1. Identify the risks, 2. Analyze the risks, 3. evaluate and rank the risks, 4. treat the risks and step 5. monitor and review the risks associated with you project.

Road: The paved or unpaved surface of a roadway upon which vehicles are intended to travel. When the road is paved, the entire surface is included.

Roadway: The road and the areas immediately adjacent, such as the shoulder of the road or parking strip.

Safety Rule: A positive rule requiring compliance by all employees. Deviation from safety rules is not permitted and may be subject to disciplinary action.

Secondary Compartment: A compartment containing current-carrying devices below 600 volts.

Secondary Voltage: Any supply voltage less than 600 volts.

Shall: When the word "shall" appears in the wording of a rule, the rule is to be obeyed as written.

Shock Hazard: A dangerous condition associated with the possible release of energy caused by

contact or approach to live parts.

Should: When the word “should” appears in the wording of a rule, the rule is recommended but is not compulsory.

Step Potential: A ground potential gradient difference that can cause current flow from foot to foot through the body.

Switch: A device for opening and closing or changing the connection of a circuit. On these rules, a switch is understood to be manually operable, otherwise stated.

Touch Potential: A ground potential gradient difference that can cause current flow from hand to hand or hand to foot through the body.

Unqualified Person: A person who is not a qualified person.

Unsafe Conditions: Dangerous, hazardous, defective, or unusual conditions which could cause accidents.

Vault: An enclosure above or below ground which personnel may enter. It is used for installing, operating, and maintaining equipment or cable.

Voltage: The effective (RMS) potential difference between any two conductors or between a conductor and ground. The voltage specified in this Manual shall mean the maximum effective voltage to which the personnel or protective equipment may be subjected.

Low voltages include up to 600 volts.

High voltages shall mean voltages in excess of 600 volts.

Voltage of an Effectively Grounded Circuit: The voltage between any conductor and ground, unless otherwise indicated.

Warning Signs: For the purpose of these rules, a warning sign is any sign or similar means of alerting an employee of the public of an actual or possible hazard. Included are danger signs, “Caution” signs, traffic control signs, instructional signs and informational signs.

GENERAL SAFETY RULES FOR MAINTENANCE PERSONNEL

1-1. Application of Safety Rules

a. These safety rules are designed to provide safety protection for Maintenance Department personnel. The Safety Rules book shall be retained by the employee throughout his employment and shall be returned when his services are terminated.

b. Each employee shall carefully study (not merely read) those Safety Rules applying to his duties. Safety Rules shall be obeyed; ignorance will not be accepted as an excuse for their violation. Employees may be periodically examined on their knowledge of the rules.

c. If an employee is called upon to perform work that he considers hazardous and not properly protected, he shall bring the matter to the attention of his supervisor before commencing work. If questions arise, interpretation rests finally with the supervisor.

d. These rules represent minimum requirements and are only intended to cover average conditions. Since it is impractical to cover all conditions and emergencies, the earnest cooperation of all employees with their supervisor is requested in meeting conditions not covered in these rules.

1-2. Employee's Responsibility for Safety

a. Before proceeding with a job, the employee shall satisfy him/herself that he can perform the work without injury. If he is assigned work he is not qualified to perform, he shall call to the attention of his supervisor.

b. Before starting a job, each employee shall thoroughly understand the work to be done, his part in and the safety rules that apply.

1-3. Reporting Employee Injury

a. Injuries, no matter how slight, shall be reported to the person in charge as soon as possible.

b. All minor injuries shall be properly treated and a report made to the person in charge.

c. When the services of a physician are necessary, such injuries shall be reported to management immediately.

d. In case of serious or fatal accidents to employees, appropriate action shall be taken promptly. The accident shall be reported immediately to the department head.

1-4. Reporting Clay School Board Vehicle Accidents

a. The driver shall report accurately and immediately every accident to a vehicle in his possession. Additional reports shall be made to the police or state authority as required.

b. The driver shall not discuss or argue the cause or results of an accident with other parties but shall secure all pertinent facts and information. He shall answer questions when asked by the proper authority but under no circumstances shall he/she admit fault or negligence or sign any statement for anyone except proper representatives of the Clay County School Board.

c. Should the other driver demand immediate actions, he/she shall be referred to the employee's supervisor.

d. The driver, when involved in an accident, shall stop and give his name and address and the employer's name and address. He/she shall also secure the name and address of others involved with the accident and of any witness to the accident (this is very important). The driver shall also note the position of vehicle after the collision in reference to the edge of the road, sidewalk line, center of intersection, etc.

e. If any person is injured as a result of a vehicle accident, employees' shall see that emergency first aid is provided.

1-5. Practical Jokes

a. Employees shall not engage in practical jokes or "horseplay."

GENERAL SAFETY PRECAUTIONS

2-1. Protecting the Public

a. The public shall be kept away from locations where work activity presents hazards. Hazards such as manholes, pole holes, trenches or excavations shall be blocked off and where exposed to pedestrian traffic, protected with warning devices that are lighted at night with lanterns, flares or flashers so located as to be visible to traffic and the public.

b. When it is necessary to warn traffic, flagman or warning devices should be stationed far enough on each side of the hazard to give vehicles enough time to stop and comply with state and local regulations. When flagmen are used, they shall wear orange warning garments of reflectorized material.

c. When it is necessary to leave reels, equipment or other obstructions unattended, the following precautions shall be taken:

1. They shall not be left adjacent to fire plugs or directly in front of the entrances to private or public property.

2. They shall be locked, blocked or otherwise secured.

3. They shall be adequately protected by approved warning device.

d. When chiseling, chipping or welding is done in locations where others are exposed to eye hazards, shields shall be placed around the work, or the area shall be roped off or barricaded.

2-2. Risk Management

a. Also known as “Taking Chances” Risk Management is a process where you identify risks that are present in your project that might go wrong and to take action to minimize these risks as necessary. There are usually 5 steps in this process;

1. Identify the risks,
2. Analyze the risks,
3. Evaluate and rank the risks,
4. Minimize or treat the risks
5. Monitor and review the risks associated with you project.

Before commencing any work that may be hazardous, care shall be taken to establish a safe procedure. Where more than one employee is engaged in the same job, all employees concerned shall understand the procedures to be followed. Under no circumstances shall safety be sacrificed for speed.

b. Employees shall always place themselves in a safe and secure position. The care exercised by others shall not be relied upon for one's protection.

2-3. Reporting Hazardous Conditions

a. When an employee observes a hazardous condition that may cause injury or property damage or interfere with services, regardless of the department in which the condition exists, he shall report it promptly to a proper authority and when necessary guard it.

b. An employee who receives a report of any hazardous emergency condition shall obtain the name of the informant, the exact location and the nature of the trouble. He shall immediately refer this information to the person having responsibility for such matters.

2-4. Safety Guards

a. No safety guard shall be removed from any machine or piece of equipment except to perform required maintenance.

b. Guards removed to perform maintenance operations shall be replaced immediately and the machine shall not be operated while the guards are removed (except for maintenance certification).

2-5. Hold Cards Lock-out Procedures

a. Before starting work on any circuit, machine, belting, shafting or other apparatus which is out of service, employees shall assure themselves that a standard hold card, tag, or lockout device is properly attached to the apparatus control.

b. No switch, governor, valve, throttle or order device used to put a circuit or equipment into services shall be operated while a Hold Card or Lock-Out device is attached to it.

c. A Hold Card or Lock-Out device that has been placed for the protection of workers shall be removed only by authorization of the person in whose name it has been placed. Then after all the work has been completed and all workmen and tools are in the clear, the Tag-out o Lock-out device will be removed by the person originally installing the device or in the absence of the original person attaching the device, then the Lead Technician having authority or knowledge of the work that had taken place shall be authorized to remove the device.

d. Each person qualified to work on any equipment shall have their own Hold Card or Lock-out device clearly labeled or a similar device secured to the apparatus control.

2-6. Office and Clerical Work

a. Chairs, wastebaskets, cords and other articles shall not be left in aisles where they constitute a trip hazard.

b. Desk drawers, cabinet drawers, slides shall not be left open while unattended.

c. Common or sharp pointed pens shall not be used for fastening paper together. Staples, clips or other approved fasteners shall be used.

d. Broken glass or other sharp-edged objects shall not be placed in wastebaskets unless properly protected.

e. Approved type ladders or other safe supports shall be used to reach material on high shelves or at other similar locations. Boxes, crates, chairs, etc., shall not be used to stand on. This applies to hard surfaces only.

f. Proper lifting techniques shall be used when lifting boxes or other heavy objects.

2-7. Warnings

Warning signs shall be heeded. Persons seen in a dangerous situation shall be warned without being startled. Employees not required to be near potentially dangerous places shall keep away from them.

HAND AND POWER TOOLS

3-1. General

a. All tools, regardless of ownership, shall be of an approved type and maintained in good condition. (Tools are subject to inspection at any time. A Lead Technician has the authority and responsibility to condemn unserviceable tools, regardless of ownership.)

b. Defective tools shall be tagged to prevent their use and shall be removed from the job site.

c. Employees shall always use the proper tool for the job to be performed. Makeshift and substitute tools shall not be used.

d. Hammers with metal handles, screwdrivers with metal continuing through the handle and metallic measuring tapes shall not be used on, or near, energized electrical circuits or equipment.

e. Tools shall not be thrown from place to place or from person to person; tools that must be raised or lowered from one elevation to another shall be placed in tool buckets or firmly attached to hand lines.

f. Tools shall never be placed unsecured on elevated places.

g. Impact tools such as chisels, punches, drift pins that become mushroomed or cracked, shall be dressed, repaired or replaced before further use.

h. Chisels, drills, punches, ground rods and pipes shall be held with suitable holders or tongs (not with the hands) while being struck by another employee.

i. Shims shall not be used to make a wrench fit.

j. Wrenches with sprung or damaged jaws shall not be used.

k. Tools shall be used only for the purposes for which they have been approved.

l. Tools with sharp edges shall be stored and handled so that they will not cause injury or damage. They shall not be carried in pockets.

m. Wooden handles that are loose, cracked or splintered shall be replaced. The handle shall not be taped or lashed with wire.

n. Tools shall not be left lying around where they may cause a person to trip or stumble.

o. When working on or above open grating, a canvas or other suitable covering shall be used to cover the grating to prevent tools or parts from dropping to a lower level where others are present; or the danger area shall be barricaded or guarded.

p. The insulation on hand tools shall not be depended upon to protect users from shock.

3-2. Portable Electric Tools

a. The non-current carrying metal parts of portable electric tools such as drills, saw and grinders shall be effectively grounded when connected to a power source unless:

1. The tool is an approved double-insulated type, or

2. The tools are connected to the power supply by means of an isolating transformer or

other isolated power supply, such as a 24V DC system.

b. All powered tools shall be examined prior to use to insure general serviceability and the presence of all applicable safety devices.

c. Powered tools shall be used only within their designed capability and shall be operated in accordance with the instructions of the manufacturer.

d. All tools shall be kept in good repair and shall be disconnected from the power source while repairs are being made.

e. Electrical tools shall not be used where there is a hazard of flammable vapors, gases, or dust.

f. The use of electric cords for hoisting or lowering tools shall not be permitted.

3-3. Pneumatic and Hydraulic Tools

a. Compressed air and compressed air tools shall be used with care.

b. Pneumatic tools shall never be pointed at another person.

c. Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.

d. Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.

e. Compressed air shall not be used for cleaning purposes, except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment.

f. Compressed air shall not be used to blow dust or dirt from clothing.

g. The manufacturer's stated safe operating pressure for hoses, pipes, valves, filters, and other fitting shall not be exceeded.

h. The use of hoses for hoisting or lowering tools shall not be permitted.

i. All compressed air hoses exceeding ½-inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in the event of hose failure.

j. Before making adjustments or changing air tools, unless equipped with quick-change

connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.

k. Eye protective, foot protective and other protective devices shall be worn where there is a reasonable probability that injury can be prevented by such equipment.

l. Powered tools shall be operated only by competent persons who have been trained in their use.

m. Conductive (metal sheathed) air hose shall not be used near energized equipment.

3-4. Power Actuated Tools

a. Only those employees who have been trained in their use shall operate these tools.

b. Explosive charges shall be carried and transported in approved containers..

c. Operators and assistants using these tools shall be safeguarded by means of eye protection devices (safety eye goggles and/or face shields) and a safety hat.

d. Tools shall be maintained in good condition and serviced regularly by qualified persons. The material upon which these tools are to be used shall be examined before work is started to determine its suitability and to eliminate the possibility of a hazard to the operator and others.

e. Prior to use, the operator shall insure the protective shield is properly attached to the tool.

f. Prior to use, the operator shall inspect the tools to be sure that it is clean, moving parts operate freely and the barrel is free from obstructions.

g. A defective tool shall be tagged and immediately removed from service.
h. Powder actuated tools shall not be used in an explosive or flammable atmosphere.

i. Tools shall not be loaded until just prior to the intended firing.

j. Only cartridges with an explosive charge adequate for the job and with proper penetration shall be used.

k. Tools and cartridges shall never be left unattended.

l. Tools shall never be pointed at any person.

m. In case of a misfire, the operator shall hold the tool in place for 30 seconds. He shall then

try to operate the tool a second time and if unsuccessful shall wait another 30 seconds. Misfired cartridges shall be disposed of properly. (Place in metal container and return to supervisor.)

3-5. Power Lawn Mowers, Edgers, Etc.

a. Employees shall insure that all applicable guards are in place prior to using power lawn mowers.

b. All power lawn mowers shall be equipped with adequate guards, which shall remain in place while the mower is operating.

c. Prior to making adjustments, inspections or repairs, the employee shall turn off the mower and permit it to come to a complete stop.

d. When operating a power mower, the operator shall:

1. Remove any loose material from the area to be mowed.

2. Avoid standing in front of the discharge opening.

3. When mowing a slope or incline, mow across the face of the slope.

PORTABLE LADDERS, SCAFFOLDS AND FALL PROTECTION

4-1. General

a. An employee shall not use a ladder that has been broken, loose or has cracked rungs, side rails and braces. Defective ladders shall be tagged and removed from service.

b. Ladders shall not be loaded beyond the maximum intended load for which they were built, or beyond their manufacturer's rated capacity.

c. When ascending and descending ladders, employees shall face the ladder and grip the sides or rungs with both hands.

d. Boxes, crates, chairs, etc. shall not be used in place of ladders, or used to support ladders.

e. Only one employee shall work from a ladder (except hood ladders) at one time. If the work requires two employees, a second ladder shall be used.

f. If a ladder is to be placed at the opening of a door and it may be displaced, the door shall be locked or otherwise guarded.

g. Metal ladders or ladders with metal siding rails shall not be used near energized equipment or lines.

h. Ladders shall not be painted. They shall only be treated with a transparent non-conducting material.

i. Only approved ladders owned by the Clay County School Board shall be used by employees.

j. When transferring from a ladder to an elevated position, the ladder side rails shall extend at least 36 inches above the landing.

k. All straight and extension ladders shall not be used unless they are equipped with non-skid safety feet or other means to prevent slipping.

4-2. Straight Ladders

a. Straight ladders shall not be used unless equipped with non-slip bases, held in place or otherwise secured.

b. Ladders shall be placed so the distance from the foot of the ladder to the base of the wall or other support is approximately one-fourth the working length of the ladder.

c. On two-section extension ladders the minimum overlap for the two sections in use shall be as follows:

Size of ladder (ft)	Overlap (ft)
Up to and including 36’	3
Over 36 up to and including 48’	4
Over 48 up to and including 60’	5

d. An employee shall not stand on either of the top two rungs of the ladder.

e. Ladders shall not be spliced together.

f. A ladder shall never be placed against an unstable support.

g. Ladders shall be placed on a substantial base.

h. Ladders shall not be used as scaffold platforms.

i. Portable ladders in use shall be tied, blocked or otherwise secured to prevent their being displaced.

j. Employees shall belt off a ladder whenever both hands must be used for the job.

4-3. Step Ladders

a. Employees shall not use the top step of a step ladder. (This rule does not apply to safety platform ladders.)

b. While an employee is working on a step ladder (except a safety platform ladder) at a point of 10 feet or more above the ground or floor, this ladder shall be tied, blocked, secured or held in place to prevent its movement.

c. Step ladder legs shall be fully spread and locked open when the ladder is in use.

d. Step ladders shall not be used as straight ladders. (Step ladders 4 feet and under may not be used as straight ladders when equipped with safety feet.)

4-4. Scaffolds

a. All scaffolds shall be of sufficient strength and rigidity to safely support the weight of men and material to which they may be subjected.

b. Employees shall not use a scaffold from 4 to 10 feet in height, and less than 45 inches wide, unless proper guardrails are present to provide adequate protection.

c. Employees shall not use a scaffold more than 10 feet high unless there is a standard guardrail, with mid rail and toeboard, to provide adequate protection.

d. All scaffold planking or platforms shall be overlapped a minimum of 12 inches or secured from movement.

e. Scaffold planks shall extend over their end supports by not less than 6 inches (unless cheated) no more than 12 inches.

f. Scaffolds shall not be moved without first removing all loose tools, materials and equipment resting on the scaffold deck.

g. All scaffolds shall rest on a suitable footing and shall stand level. Movable scaffolds shall have the casters or wheels locked to prevent movement.

4-5. Fall Protection for Roof Work

a. Employees engaged in work on roofs must adhere to proper fall protection techniques as defined in OSHA Title 29 CFR 1926.502. (Attachment G).

HANDLING MATERIALS

5-1. By Hand

a. An employee shall obtain assistance in lifting heavy objects or he shall use power equipment.

b. When two or more persons carrying a heavy object that is to be lowered or dropped, there shall be a prearranged signal for releasing the load.

c. When two or more persons are carrying one object, such employees, if possible, shall face the direction in which the object is being carried. (Avoid strains from lifting objects by being sure of footing, bending the knees and keeping the back almost perpendicular. When ready to lift, straighten the legs slowly, thus putting the strain on the stronger muscles of the body.)

d. Back Support shall be worn when necessary.

5-2. Industrial Truck - Fort Lifts

a. Industrial trucks shall be operated only by authorized persons who are trained in their use.

b. Brakes and controls shall be tested prior to their use. Equipment with faulty brakes or mechanical or electrical defects shall not be operated. Needed repairs shall be reported immediately.

c. Equipment shall always be operated at a safe speed for existing conditions.

d. Before moving the equipment, the operator shall make sure no person or objects are in the path of the vehicle. Clearance in all directions shall always be checked, particularly overhead clearances.

e. Industrial trucks shall not be fueled while the engine is running.

f. When picking up a load, forks shall be squarely placed under the load as far as possible. Loads should not be raised or lowered while traveling. Loaded or empty forks should be carried as low as possible, but high enough to clear the uneven surfaces.

g. Loads should not be suspended or swung over other persons. No one should stand or walk under elevated forks.

h. The operator shall always face in the direction of travel.

i. On inclines, all types of loaded lifted trucks shall be driven with the load on the upgrade side of the driver whether ascending or descending.

j. Sudden stops that might spill the load shall be avoided.

k. All loads shall be securely fastened or safely positioned to prevent tipping or falling.

l. Lift bars or fork lift trucks that are movable or replaceable shall be held firmly in place by a proper securing pin. Jury-rigged devices, such as using a threaded bolt, shall not be permitted.

m. Only attachments provided by, or approved by, the manufacturer may be used; all attachments shall be properly secured. Improvised methods shall not be used.

n. No one other than the operator shall be allowed to ride in the truck, forklift or other equipment, except when seats are provided for this purpose.

o. When an industrial truck is left unattended (operator is 25 feet away or the vehicle is not in his view), the load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off and brakes shall be set. Wheels shall be chocked when the truck is parked on the incline.

p. Equipment with internal combustion engines shall not be operated in enclosed areas for prolonged periods of time so as not to exceed the allowable levels of carbon monoxide.

q. When loading or unloading trucks or railroad cars, approved dockboards, properly secured, shall be used. The wheels of the truck or railroad car shall be blocked.

5-3. Cranes, derricks, hoisting equipment

a. Only those designated persons who are trained shall operate the hoisting equipment.

b. No person shall be allowed to ride the hook, sling or load of any hoisting equipment.

c. Load limits are specified by the manufacturer and shall not exceed those limits under any circumstances.

d. Operating and maintenance procedures, as specified by the manufacturer, shall be followed.

e. The following are the minimum checks to be made daily prior to use:

1. All control mechanisms for maladjustment that may be interfering with proper operation.

2. All safety devices for malfunctions.

3. Deterioration or leakage in air in hydraulic systems.

COMPRESSED GAS AND WELDING

6-1. Handling and Storage of Cylinders

a. Care shall be exercised in handling all gas cylinders. They shall not be dropped or jarred.

b. Gas cylinders shall not be hoisted using a sling or electric magnet nor shall they be lifted by the valve protection cap. Hydraulic tailgates or other approved methods shall be used in lowering cylinders from trucks.

c. Gas cylinders, whether full or empty, shall be secured in an upright position at all times. Valve protection caps shall be kept in place except while regulators and hoses are attached.

d. Gas cylinders shall be kept away from heat and from welding or cutting operations where sparks could reach them.

e. Oxygen cylinders shall not be stored near highly combustible materials, especially oil and grease. They shall be separated in storage from fuel gas cylinders or combustible materials a minimum distance of 20 feet or by a 5 foot high fire wall.

f. Welding or cutting of any pipeline, tank, empty container or piece of equipment shall not be performed until it is assured the object is free from highly flammable materials or an explosive mixture of gases. Before welding or cutting is begun, the hazardous materials shall be removed, or it shall be vented to the atmosphere to prevent an explosion from expansion of trapped gases.

g. Cylinders containing chlorine, propane or hydrogen shall not be stored in a general storeroom. They shall be stored in separate, well ventilated, fireproof areas.

h. Cylinders shall not be allowed to come in contact with energized conductors, ground wires from electrical equipment or welding machines.

i. A full cylinder shall be connected to a header or manifold with other cylinders only when their temperatures are approximately the same.

j. Only those fuel gas cylinders that are in actual use or are secured in place and connected to a manifold or welding set shall be permitted in the main building of a generating station. All empty and spare cylinders shall be stored elsewhere. The valves of compressed gas cylinders shall be opened slowly and only with the special wrench provided.

k. Employees shall never tamper with the safety relief devices of cylinders.

l. Employees shall never force connections that do not fit.

m. Oil or grease shall not be used for lubricating valves, gauge connections or other parts of an oxygen system.

n. Before the regulator is removed from a cylinder, the valve shall be closed and all pressure released from the regulator.

o. A leaking cylinder shall not be used. Such cylinders shall be taken outdoors away from sources of ignition. The supervisor shall be notified.

p. A flame shall never be used to detect gas leaks.

q. The recessed top of cylinders shall not be used as a place for tools.

r. No attempt shall be made to mix gases in a cylinder or to transfer gas from one cylinder to another.

s. A sign “Danger - No Smoking, Matches or Open Lights” or equivalent wording shall be conspicuously posted in rooms or at entrances to areas where fuel gas is used or stored.

6-2. Welding and Cutting - General

a. Welding and cutting shall be performed only by experienced and properly instructed persons.

b. No damaged or defective cylinder shall be used.

c. When welding or cutting in elevated positions, precautions shall be taken to prevent sparks or hot metal from falling onto people or flammable material below.

d. Suitable fire extinguishing equipment shall be immediately available at all locations where welding and cutting equipment is used.

e. Matches or lighters shall not be carried by welders or their helpers when engaged in welding or cutting operations.

f. A fire watch shall be maintained wherever welding or cutting is performed in locations where combustible materials present a fire hazard. A fire check shall be made of the area one half hour after completion of welding.

g. Where combustible materials such as paper clippings or wood shavings are present, the floor shall be swept clean for a radius of 35 feet before welding. Combustible floors shall be kept or protected by fire-resistant shields. Where floors have been wet down, personnel operating arc-welding or cutting equipment shall be protected from possible shock.

h. Machinery, tanks, equipment, shafts, or pipes that could contain explosive or highly flammable materials shall be thoroughly cleaned and decontaminated prior to the application of the heat.

i. In dusty or gaseous places where there is a possibility of an explosion, welding or cutting equipment shall not be used until the space is adequately ventilated.

j. Adequate ventilation or approved respiratory equipment shall be used while welding in confined places or while brazing, butting or welding zinc, brass, bronze, stainless steel, or galvanized or lead coated material.

k. Cadmium bearing materials:

1. Proper respiratory protection must be used when welding or cutting cadmium bearing metals.

2. Indoors or in confined spaces, local exhaust ventilation or airline respirators shall be used.

3. Outdoors, respirator protection such as approved fume respirators or airline respirators shall be used.

6-3. Electric Welding

a. No electrical or welding machine, either AC or DC, shall be operated until the frame or case of the machine is electrically grounded. Grounding connections shall be checked prior to welding to insure they are adequate, both mechanically and electrically.

b. Rules and instructions supplied by the manufacturer or affixed to the machine shall be followed.

c. To protect his/her eyes, face and body during electrical welding and cutting, the operator shall wear an approved helmet and proper protective gloves or clothing.

d. Proper eye protection shall be worn to guard against flying particles when the helmet is raised.

e. Welding screens shall be used whenever other persons could be exposed to the arc of the

welding. Welders shall not strike an arc with an electrode when there are nearby who might be affected by the arc.

f. Electric shock. Cables with splices within 10 feet (3 m) of the holder shall not be used. The welder should not coil or loop welding electrode cable around parts of his body.

VEHICLE OPERATION

7-1. General

a. Only those employees specifically authorized and who possess a valid driver's license or permit for the equipment being used shall operate motor vehicles for the Clay County School Board.

b. Drivers shall know and obey all state and local motor vehicle laws applicable to the operation of their vehicle.

c. The driver shall drive at safe speeds no greater than what is permitted by law. Traffic, road, and weather conditions shall be given consideration in determining the safe speed within the legal limit at which the vehicle shall be operated.

d. A driver shall not permit unauthorized persons to drive, operate or ride in a Clay County School Board vehicle.

e. Where seat belts are provided, they shall be used.

f. Employees shall not permit anyone to ride on the running boards, fenders, or any part of the vehicle except the seats. Passengers shall not stand in moving vehicles.

g. Employees shall not ride on trailers.

h. Employees shall not jump on or off vehicles in motion.

7-2. Inspection of Equipment

a. The driver shall determine if brakes are in a safe operating condition before operating equipment. If brakes are not working properly, they must be corrected before the vehicle is used.

b. The driver shall inspect windshield wipers frequently and see that they are in good operating condition and that the windows and windshield give sufficient visibility for safe operation of the vehicle.

c. All lights and reflectors of vehicles shall be inspected by the driver doing any night driving, and if found defective, they shall be repaired immediately.

d. The driver shall report any defects that may have developed during the day.

e. If the brakes are not working properly, they shall be adjusted or repaired before the vehicle is put into operation. Other items that affect safety shall be fixed prior to continuing vehicle operation.

7-3. Operation

a. The operator of a motor vehicle shall clearly signal his intention of turning, passing or stopping.

b. Upon a signal from a vehicle approaching from the rear, the driver of a company vehicle shall yield the right of way.

c. Drivers shall be prepared to stop and the right-of-way shall be yielded in all instances where necessary to avoid an accident.

d. The driver of a vehicle shall be courteous toward other operators and pedestrians. He shall operate his vehicle in a safe manner and shall yield the right of way to pedestrians and other vehicles when failure to do so might endanger any person or another vehicle.

e. The driver shall stay a sufficient distance behind when following another vehicle so that he can safely stop the vehicle in the clear distance ahead.

f. Drivers shall exercise added caution when driving through residential and school zones.

g. When entering or leaving any building, enclosure, alley or street where vision is obstructed, a complete stop shall be made and the driver then shall proceed with caution.

h. Before a radio-equipped vehicle is driven under or adjacent to energized equipment, especially in substation areas, the radio antenna shall be lowered and clearance checked in order to insure that proper clearances will be maintained between the vehicle and energized equipment.

i. Ignition systems and radio transmitters shall be turned off and no smoking permitted while refueling.

j. When proceeding downgrade, the clutch shall not be disengaged. Trucks, particularly if

heavily loaded, shall be in a lower gear on steep grades.

k. The driver shall not operate the motor in any garage except when driving in or out, and then the motor shall be operated as little as practicable. The motor shall not be warmed up inside a garage nor shall the driver test motor operation in a garage unless the exhaust gas is carried directly to the outside atmosphere or doors and windows are open so that adequate ventilation exists.

7-4. Parking

a. When vehicles must be parked on the roadway, they shall be parked on the right-hand side facing in the direction of traffic flow, whenever possible.

b. When parking on a roadway, vehicles shall park off the traveled road surface, whenever possible. When vehicles must park closer than 10 feet to the traveled road surface, appropriate warning devices shall be used.

c. Trucks or trailers stopped on any public roadway shall be protected by proper warning lights, reflectors or red flags in accordance with state or local requirements.

d. Vehicles shall not be parked on bridges or over culverts except when necessary for work.

7-5. Backing

a. Whenever possible, the vehicle shall be positioned to avoid the necessity of backing later.

b. Extreme caution shall be exercised when backing a vehicle, to avoid injury to a person and to prevent property damage. If another employee is present, he shall be stationed to assist the driver in backing the vehicle safety.

c. When backing a vehicle which has an obstructed view of the rear:

1. A reverse signal (back up alarm) audible above the surrounding noise level shall be used, or

2. An observer shall signal that it is safe to back up.

d. During all backing operations, the vehicle operator shall:

1. Get out of the truck and look behind the vehicle before backing.

2. Keep a constant lookout during the entire time.

3. Carefully check any blind areas.

4. Back slowly.

5. Watch both sides. Do not depend entirely on mirrors.

6. Enlist the aid of another person to act as a guide when such help is available.

7-6. Stopping on Highway

a. Stopping on the highway shall be avoided.

b. When it is absolutely necessary to stop on the highway, extreme caution shall be used. Warning signals and lights shall be used:

1. A rotating beacon shall be used, if the vehicle is so equipped.

2. Tail lights/emergency flashers shall be used.

3. Flares or reflectors shall be placed to give adequate advance warning.

4. If work is in progress, traffic-control devices (together with flagman, where necessary) shall be used.

7-7. Hauling Poles or Ladders

a. Construction trucks hauling poles in top racks are limited to a maximum of 1,700 pounds per rack for short distances and under ideal road conditions. Good judgment should be exercised in the way poles are positioned in racks. Pole trailers are limited to 6,000 pounds maximum weight. Extra care should be used in loading trailers to prevent unnecessary bounce and sway.

b. Flags are to be used on truck loads and trailer loads.

c. Materials shall be securely fastened to prevent a hazard due to shifting.

d. Material which extends more than 4 feet beyond the front or back of the truck or trailer shall have warning devices attached. During the day, red flags shall be used; at night and during periods of poor visibility, red lights shall be used.

e. When hauling long poles and the vehicle must enter congested areas or heavy traffic conditions, escort vehicles displaying suitable warning signs should be used.

f. When a truck (other than a pickup) is parked, the driver shall make sure the vehicle is left in a safe position. The engine shall be turned off, the transmission shall be placed in the lowest gear, and the parking brake shall be set. When parked on an incline, the front wheels shall be cut into the curb or if a curb is not present, the rear wheels shall be chocked.

g. When a vehicle is parked, the parking brake shall be set.

h. Poles, ladders, pipes, etc., shall be loaded parallel with the truck length. Such material shall not extend beyond the normal width of the vehicle.

7-8. Aerial lifts

a. Only authorized persons who are properly trained shall use or operate this equipment.

b. The operating and maintenance instruction manual issued by the manufacturer shall be followed.

c. Load limits of the boom and basket shall not be exceeded. Shock loading (sudden stops or starts) of the equipment shall be avoided.

d. Aerial lifts shall not be "field modified" unless such modification is certified by the manufacturer. The insulated portion shall not be alerted in any manner that might reduce its insulating value.

e. Prior to use, the equipment shall be given a warm up period. The hydraulic system and the list controls shall be checked and tested daily before use to determine that they are in safe working condition. Malfunctions or unsafe operational condition shall not be used.

f. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in an emergency.

g. The truck shall not be moved unless the boom is lowered, the basket cradled and secured, and the outriggers retracted.

h. Employees shall not ride in the bucket while the truck is traveling. (Exception: Men may ride in the basket for short moves at the work location if the basket is returned to the cradled position for each move.)

i. When employees are in the bucket of an aerial lift, the parking brake of the vehicle shall be

set. When the vehicle is on an incline, wheel chocks shall be used.

j. When outriggers are provided, they shall be used and they shall be set on pads or on a solid surface. The truck should be approximately level when viewed from the rear.

k. When working from an aerial lift, a body belt or harness shall be worn and a lanyard attached to the boom or basket at all times when in the lift.

l. Employees shall not be permitted to transfer from a bucket to a pole or structure except for specialized transmission jobs and then only when following specific written company procedures.

m. Safety rules governing the use of hot line tools, rubber goods, personal protective equipment and general safe practices shall also apply to work done from aerial baskets. (Exception: Different rules apply when performing “live-line bare-hand” work.)

n. When the boom must be maneuvered over a street or highway, necessary precautions shall be taken to avoid accidents with traffic and pedestrians.

o. The operator shall always face in the direction in which the basket is moving, and he/she shall see that the path of the boom or basket is clear when it is being moved.

p. Employees shall not stand or sit on top or edge of the basket or on ladders placed in the basket. Employees’ feet shall be on the floor of the basket the entire time he/she is in it.

q. When two men/women are in the basket or baskets, one of them shall be designated to operate the controls. One employee shall give all signals, which shall be thoroughly understood by all persons concerned.

r. When two linemen are working from aerial lift, extreme care shall be taken to avoid one man/woman contacting poles, cross arms or other grounded or live equipment while the second lineman is working on equipment at a different potential.

s. No more than one energized conductor or phase shall be worked at one time.

t. Clearances. The aerial lift, together with the men in the basket and all tools and equipment, shall maintain proper clearances from unprotected energized conductors, unless isolated or insulated. (Exception: Direct contact may be made when performing “live-line bare-hand” work.)

u. When using pneumatic or hydraulic tools in a bucket, the operator shall be sure that hoses or lines do not become entangled in the operational controls.

v. Truck grounding: When any truck is working in the vicinity of energized lines and there is

any possibility that boom, worker or material might come in contact with energized lines, one of the following methods of grounding must be followed:

1. Ground truck with cable provided by running from place of attachment on truck to system neutral where practical or to guy wire.

2. Alternate method requires a truck to be grounded through screw ground provided. This method used only where above application is not practical.

3. If ground conditions are poor, such as dry, sandy soil and screw ground would not be effective, method number 1 must be used.

4. Grounded trucks MUST be considered HOT when operating under these conditions and employees on ground MUST stay clear of truck until the boom is cleared from hazardous area.

WORK AREA PROTECTION

Work area protection is the adequate safeguarding or protecting of pedestrians, motorists, utility workmen and equipment by the use of adequate barriers, warning signs, lights, flags, traffic cones, high-level standards, barricade rope or flagmen on approaches to work areas, excavations, open manholes or parked equipment while on School Board Property. School Board Personnel are to do no work on Federal, State or County Roads, signs, crosswalks and signal lights.

Work area protection is accomplished by the use of good informative and protective devices, keeping in mind that a safe installation requires the use of these devices in relation to the location of the workmen and the equipment involved. The use of these devices must be coupled with proper planning, design, installation, inspection, maintenance and the use of good common sense. It is of the utmost importance that the work area be properly identified and that warning devices say what they mean, to convey the message to the traveling public well in advance of arrival at the work area.

The public must be warned in advance, then regulated and guided safely through or around the work area. Proper work area protection shall be planned to insure the safety and protection of the public, the workmen and the equipment.

The possibility of accidents occurring is greatly minimized by proper planning, design, installation, operation, and maintenance, coupled with the use of common sense.

8-1. Equipment

a. Only those signs, standards, barricades, flags and cones that conform to state or local codes

shall be used.

b. All state and local traffic codes shall be followed when providing work area protection.

c. During night operations or in periods of reduced visibility, special precautions shall be taken. Adequate warning equipment, which may include flashing lights, flares or area illumination, shall be used.

d. Warning devices and equipment shall be removed as soon as the hazard is eliminated.

e. Warning devices and equipment not in use shall be stored in a proper manner or shall be removed from the work area.

8-2. Flagmen

a. Flagmen or other appropriate traffic controls shall be used whenever there is any doubt that effective protection can be provided by signs, signals and barricades.

b. Flagmen shall wear orange warning vest or other garment. High Visibility vests or garments shall be of a light reflecting material and worn at all times while in the performance of duties as a Flagman.

c. Flagmen using hand signaling equipment shall insure that signals provide sufficient warning to protect themselves and the work site.

1. Signal flags shall be orange and at least 24 inches square.

2. Sign paddles (Stop and Slow) shall be on a 6-foot staff.

3. In periods of darkness or reduced visibility, amber lights shall be used.

d. Flagmen shall place themselves in a protected position to reduce the possibility of injury from traffic.

e. Flagmen shall insure they can fully observe the operation and shall guide vehicular traffic in such a manner to minimize the possibility of accidents or injury.

f. When flagmen are used at both ends of a job site, reliable communications or prearranged signals shall be used to insure proper traffic flow.

g. Flagmen shall face traffic when giving signals.

h. Flagmen shall give positive, direct signals that leave no doubt as to their meaning.

HEALTH AND ENVIRONMENTAL PROTECTION

This section deals with general health areas and depicts some of the control methods an employee must use for his protection. The general principles outlined in this section are applicable to all work activities. Specific control measures applicable to special types of work are covered in other sections.

Work processes and work locations can present health hazards to the employee. Because most of these health hazards do not pose an immediate danger, they are frequently not given the attention they deserve. In order for the employee to be fully protected, he must know as much as possible about potential health hazards. Thorough understanding of the principles of this section is essential.

Identifying labels and applicable precautionary measures are normally printed on all chemical and hazardous material containers. These instructions should be read and understood by the employees using them. Applicable safety and health precautions must be taken.

9-1. Confined or Enclosed Spaces

a. Prior to entering a confined space, forced ventilation shall be used or the atmosphere shall be determined to be safe by testing.

b. When testing is performed, tests will be conducted for oxygen deficiency and the presence of explosive gases or fumes.

c. When unsafe conditions are detected, the work area shall be ventilated until safety has been assured by additional tests.

d. Employees shall insure there is an adequate continuous supply of air.

e. Emergency entry may be made into confined spaces when an unsafe atmospheric condition exists if a fresh air breathing apparatus is used (i.e., air-line respirator, supplied air unit, oxygen generating apparatus).

f. When working in an unsafe or unknown atmosphere, a safety lifeline and the “buddy system” must be used. A minimum of two personnel is required at all times, one person to remain outside of the confined space while other personnel are in the space.

9-2. Hearing Conservation

Exposure to excessive noise can cause a gradual decay in hearing ability. Efforts are being made to reduce noise in the work area. Until such time when the noise hazards are eliminated, employees shall wear proper ear protection when exposed to excessive noise.

a. Ear protection must be worn when there is a possibility of hearing damage. (This occurs when there is continuous exposure to noise or impulse exposure to loud impact noise.) When exposed to noise of 90 dBA (decibels) for more than 8 hours, 95 dBA for over 4 hours, 100 dBA for over 2 hours or 105 dBA for over 1 hour, proper ear protection must be worn. Protection must be used against impact noise over 140 dBA.

b. Specific areas where the noise level is above 90 dBA shall be identified, and time limits stated. Employees shall wear proper protective devices when exposed beyond posted limits.

c. Proper ear protection may consist of any of the following: ear muffs, ear plugs, “Swedish Wood,” molded ear protectors or wax type ear plugs. Plain cotton is not acceptable. Ear protective devices shall be worn properly to provide the required protection: they shall be maintained in a sanitary condition.

d. Hearing protection devices are available in the Maintenance Warehouse.

9-3. Lighting

a. Where natural illumination is not sufficient, artificial lighting shall be used.

9-4. Asbestos

Asbestos fibers which are suspended in the air in a significant quantity can cause bodily harm if the fibers are inhaled. To protect personnel, certain precautionary measures must be taken in areas where there is a significant quantity of airborne fibers.

Whenever possible, a contractor trained in proper asbestos removal and disposal practices shall be utilized to remove asbestos containing material, or presumed asbestos containing material, from Clay County School Board facilities.

Always check the Asbestos Management Plan (Plan kept in Planning, Facilities and Code Enforcement) if asbestos materials are suspected. DO NOT saw, drill or otherwise disturb any asbestos materials. The following rules are for information only.

a. Insofar as practicable, asbestos shall be handled, mixed, applied, removed, cut, scored, or otherwise worked in a wet state unless this would render the product useless.

b. Sanding of asbestos-containing floor material is prohibited.

c. Asbestos cement, mortar, coating, plaster, etc., shall not be removed from the shipping container unless it is wetted, enclosed or ventilated.

d. Compressed air shall not be used to remove asbestos or materials containing asbestos unless the compressed air is used in conjunction with a ventilation system which effectively captures the dust cloud created by the compressed air.

e. Local exhaust systems or other engineering controls that reduce the concentration of airborne asbestos fibers shall be used when available.

f. Personal protective equipment. Proper protective equipment, including protective clothing must be worn when working in an area where there is a significant amount of airborne asbestos.

1. Respirators. Approved respirators shall be worn when there is a possibility of airborne concentrations of asbestos fibers, or other particles.

2. Special Clothing. Employees who are exposed to airborne concentrations of asbestos fibers exceeding the ceiling level shall use special clothing such as coveralls, head coverings, gloves and foot coverings. Clothing shall be changed only in the designated location and shall be

kept separate from street clothes. Contaminated clothing shall be properly cared for and kept separate from other laundry or disposed materials: it shall be transported in sealed, impermeable bags or similar containers and properly labeled to identify the possible hazard.

g. Housekeeping.

1. All external surfaces shall be maintained free of accumulation of asbestos fibers.

2. Asbestos waste and materials contaminated with asbestos which may produce airborne concentrations shall be collected and disposed of in sealed impermeable bags or similar containers.

9-5. Exhaust Ventilation

a. Exhaust systems, when provided at the work location, shall be used.

b. When an exhaust system does not provide adequate protection, other protective means, such as an approved respirator, shall be used.

9-6. Respirators

In general, the type of operations that CCSD Maintenance personnel are involved in do not meet the minimum standards of OSHA Title 29 CFR 1910.134 for the formation of a formal Respiratory Protection program.

Respirators are an effective method of protection against designated hazards when properly selected and worn, and their use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the individual. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. For the respirators provided by CCSD for voluntary use, or for respirators provided by the individual, certain precautions need to be followed to be sure that the respirator itself does not present a hazard.

Specifically:

a. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.

b. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will indicate what the respirator is designed for and the level of protection.

c. Do not wear a respirator into atmospheres containing contaminants for which it is not designed to protect against. For example, a respirator designed to filter dust particles will not protect against gases, vapors, or very small solid particles of fumes or smoke.

d. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

PERSONAL PROTECTIVE DEVICES

10-1. Eye Protection

(Eyeglasses, even with hardened lenses, are not a substitute for goggles.) Full cover goggles and/or face shields shall be worn when an employee is engaged in or is close to work involving:

a. Drilling or chipping stone, brick, concrete, paint, pipe coatings or metal and the breaking of frozen ground.

b. Power grinding, buffing or wire brushing whether there is a built-in eye shield or not.

c. Dust or flying particles (compressed air used for cleaning purposes must be less than 30 psi. and then effective chip guarding and personal protection must be used).

d. Flame welding, cutting or burning. (Approved colored lenses shall be used.)

e. Hand drilling or sawing of overhead objects.

f. Use of powered tools such as drills, saws, sanders, etc.

g. Handling of acids, caustics, chlorine, ammonia or other similar liquids or gases except when approved complete head coverings are worn.

h. Gunnite, pouring hot lead, hot compounds or the use of other hot or injurious substances.

i. Use of brush clippers.

j. Cleaning or scaling pipe.

k. Flying particles caused by others. If an employee is within the range of such particles a suitable screen around the work may be used instead.)

l. Use of Thermite (Cadweld) type welders.

m. Any other danger of injury to the eyes, or at the direction of a foreman or supervisor.

n. Eye protection devices are available in the Maintenance Warehouse.

10-2. Protection Against Electrical Arc

Where the danger of an electrical arc exists (including switching), approved eye protection shall be used.

10-3. Welder Head Shields and Hoods

Approved head shields or hoods shall be worn when welding whether hydrogen, heliarc or electrical arc.

10-4. Supplemental Breathing Equipment

Approved breathing apparatus shall be used when:

a. Entering or working in any confined space or in any environment where an adequate supply of fresh air cannot be assured.

b. Sandblasting.

c. Exposed to any environmental conditions which could otherwise be unhealthy.

10-5. Life Jackets, Life Lines and Similar Equipment

a. When working where there is a danger of drowning, employees shall wear an approved personal flotation device or be protected by a safety belt and lanyard or by a safety net.

b. While working on limited exit areas where there is a likelihood of fire, escaping gas, toxic fumes, or deficiency of oxygen (as inside tanks or tunnels), an employee shall wear an approved belt or harness with life line attached. Employees shall not enter such a confined area unless a second man is stationed outside the exit and is prepared to render assistance.

10-6. Head Protection, Hard Hats

a. Hard hats approved by the Clay County School Board, must be worn while climbing and working on poles or in trees, or in the immediate area where overhead work is being performed, including all-right-of way work.

10-7. Wearing Apparel

a. Each employee shall wear shoes, gloves and other clothing suitable for the work performed. Rubber glove protectors shall not be used as work gloves.

b. Other glove protector devices are to be used in a specified type of work to provide adequate personal protection.)

FIRE PREVENTION AND PROTECTION

11-1. Housekeeping

Work locations, vehicles, and the inside and outside of buildings shall be kept clean and orderly at all times.

a. Combustible materials, such as oil-soaked rags, waste and shavings shall be kept in approved metal containers with metal lids. Containers shall be emptied as soon as practicable.

b. Both clean rags and used rags shall be kept in metal or metal lined bins having metal covers.

c. Flammable liquids such as gasoline, benzene, naphtha and lacquer thinner shall not be used for general cleaning purposes.

d. All solvents shall be kept in approved, properly labeled containers. Gasoline, benzene, naphtha, lacquer thinner, and other solvents of this class shall be handled and dispensed only in U.L. approved, properly labeled (yellow letters) red safety cans.

e. Permanent floors and platforms shall be kept free of dangerous projections or obstructions and shall be maintained reasonably free from oil, grease, or water. Where the type of operation produces slippery conditions, mats, grates, cleats, or other methods shall be used to reduce the hazard from slipping.

f. Stairways, aisles, permanent roadways, walkways and material storage areas in yards shall be kept reasonably clear and free from obstructions, depressions and debris.

g. Materials and supplies shall be stored in an orderly manner so as to prevent their falling or spreading and to eliminate tripping and stumbling hazards.

h. No clothing shall be allowed to hang on walls, behind doors or in the space back of switchboards. No matches shall be left in clothes placed in lockers. Rubbish and unused clothing shall not be allowed to accumulate in lockers.

i. Paper and other combustible materials shall not be allowed to accumulate, and weeds or other rank vegetation shall not be permitted to grow on or around the neighborhood of substances, pole yards, buildings, oil talks or other structures.

j. In any building, except one provided for their storage, flammable liquids such as gasoline, benzene, naphtha, lacquer, thinner, etc., shall be limited to five gallons, in U.L. approved, and properly labeled containers.

k. No more than one gallon of liquids such as Kerosene and cleaning agents of the "Stoddard" solvent class shall be kept in any open container. The container shall be provided with a proper cover and be kept securely covered except when in actual use.

l. When pouring or pumping gasoline or other flammable liquids from one container to another, metallic contact shall be maintained between the pouring and receiving containers.

m. Strict adherence shall be paid to "No Smoking" and "Stop Your Motor" signs at fuel dispensing locations.

11-2. Smoking

a. Smoking or open flames shall not be permitted in areas where dangerous gases might be present; for example, oil rooms, hydrogen areas, acetylene storage, or similar areas. Neither shall smoking be permitted in storerooms, battery rooms, flammable liquid storage and use locations, nor in other areas where quantities of combustible materials are kept. Absence of "No Smoking" signs shall not excuse smoking in dangerous places.

11-3. Fire Protection

a. Fire protection equipment shall be properly located at all times. Except for actual use, employees shall not move or remove such equipment without proper authority.

b. Except for wheel-type equipment, all fire extinguishers shall be mounted. (Recommend height is 42 inches or less.)

c. Employees shall be familiar with both the location and the operation of all fire protective

equipment in the vicinity of their work area.

d. All employees shall know the classes of fire, their burning characteristics and the proper extinguishing agent to be used.

(Class “A”) fires involve ordinary combustibles such as wood and paper. Extinguishing agents include water, a soda-acid and multipurpose dry chemical.)

(Class “B”) Flammable liquids, gases, and greases create class B fires. The most common extinguisher to use is dry chemical. Also, foam and carbon dioxide extinguishers can be used.)

(Class “C”) Because class C fires are electrical fires, use a non-conducting agent to put them out, for example, carbon dioxide and dry chemical extinguisher. Never use foam or water-type extinguishers on these fires.)

(Class “D”) Fires arising from combustible metals, such as magnesium, titanium, zirconium, and sodium are categorized as class D fires. These fires require specialized techniques to extinguish them. None of the common extinguishers should be used since they can increase the intensity of the fire by adding an additional chemical reaction. Use dry powder extinguishers specific for the metal hazard present on these fires.

e. Employees shall not enter confined spaces after using CO2 extinguishers until the area has been thoroughly ventilated.

f. Carbon tetrachloride fire extinguishers shall not be used; carbon tetrachloride is extremely toxic.

CHLORINE

12-1. Chlorine

a. When it is necessary to work on chlorine lines or equipment, all sources of chlorine shall be turned off at the chlorine cylinders and lines safely discharged (to a normal path of usage, not to atmosphere) before any connection pipe is opened.

b. In the event of a chlorine cylinder leak, the leak shall be stopped if practical. If the leak cannot be stopped, the cylinder shall be moved to the open air and placed a safe distance from personnel. Leaky cylinders shall be turned so that the leak is on top.

c. Only employees who have been trained in their use shall use a gas mask.

d. A chlorine system enclosure or shelter shall have available two units of approved, self-contained breathing apparatus and protective clothing. They shall be located outside the shelter or enclosure at a sufficient distance to make them approachable in the event of a chlorine leak.

HAZARDOUS ENERGY CONTROL - LOCKOUT – TAGOUT

INTRODUCTION

OSHA Title 29 CFR 1910.147 (Attachment H) implemented in 1990 required the establishment of a Hazardous Energy Control Program (Lockout/Tagout). The purpose of this standard is to reduce the number of injuries by accidental startup of a machine or piece of equipment while undergoing servicing or routine maintenance. In addition, injuries from the release of stored energy could occur. The standard establishes requirements for minimum performance for control of such hazardous energy.

A “lockout device” is just that - a locking device that provides a positive means for rendering a switch, valve, or any energy source inoperable. The device may be a padlock, restraining bar, chain, or any device that positively prevents a machine or piece of equipment from becoming “energized” or from releasing stored energy.

A “tagout device” serves as a lockout and is a means of identifying who locked out the machinery, the date and time of day the lockout took place, and the department for which the person works. There is additional information that may be placed on the tag such as beeper number, extension number, etc. Tags are of a durable nature and can be securely fastened to the locking mechanism so as not to fall off.

Tags should NEVER be removed by anyone, except the individual who is responsible for the

lockout/tagout procedure, or by written rule.

POLICY

Employees of the Clay County District Schools shall follow Lockout/Tagout procedures:

1. During servicing and/or maintenance of machines and equipment.
2. During removal or bypassing of a machine guard or other safety device.
3. When placing any part of their body into an area where work is actually performed (point of operations) including danger zones with respect to a machine's normal operating cycle.

Lockout procedure for Clay County School District Maintenance Department.

Purpose

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energizing or start-up of the machine or equipment or release of stored energy could cause injury.

Compliance With This Program

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize or use that machine or equipment.

Training and communication.

The employee shall be provided training on an annual basis to ensure that the purpose and function of the energy control program is understood and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by all employees. The training shall include the following:

410394720. Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

410394721. Each affected employee shall be instructed in the purpose and use of the energy control procedure.

410394722. All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.

4. When tagout systems are used, employees shall also be trained in the following limitations of tags:

a. Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.

b. When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.

c. Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.

d. Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.

e. Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.

f. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

Sequence of Lockout

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

2. The authorized employee shall identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

3. If the machine or equipment is operating, shut it down by the normal stopping procedure (press the stop button, open switch, close valve, etc.).

4. Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

5. Lock out the energy isolating device(s) with assigned individual lock(s).

6. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

8. The machine or equipment is now locked out.

Restoring Equipment to Service.

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

2. Check the work area to ensure that all employees have been safely positioned or removed from the area.

3. Verify that the controls are in neutral.

4. Remove the lockout devices and re-energize the machine or equipment.

Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.

5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF TRAINING

I, _____

(Employee's Name)

acknowledge receipt of training with regard to the Districts' Control of Hazardous Energy Program and Lockout/Tagout Procedures. I understand the purpose for having such a plan is to reduce injuries resulting from the accidental startup of a machine or piece of equipment while undergoing service or routine maintenance. I have been instructed to identify the piece of machinery and/or equipment and verify its energy source prior to beginning any lockout/tagout procedures. I further understand that it is my responsibility to notify all co-workers of a machine's or equipment's inactive state each time I begin lockout/tagout procedures.

Training was received on this _____ day of _____, year _____.

Employee's Signature _____ Date: _____

Trainer's Signature _____ Date: _____

HAZARDOUS ENERGY CONTROL

PROGRAM TRAINING RECORD

INSTRUCTOR: _____ DATE: _____

The following company employees have received Hazardous Energy Control (Lockout) training.

Name	DEPT.	TYPE OF TRAINING	DATE

ATTACHMENTS

Clay County District Schools Safe Driver Plan	Attachment A
Driver's Vehicle Report	Attachment B
Florida Statutes 316.061	Attachment C
Property Vandalism/Theft/Other Loss Report	Attachment D
Fuel Report	Attachment E
Florida Statutes 386 Part II	Attachment F
29 CFE 1926.502 Duty to Have Fall Protection	Attachment G
29 CFR1910.147 Control of Hazardous Energy Standard	Attachment H

Clay County District Schools
Safe Driver Plan

I. Intent of Safe Driver Plan: The adoption of this plan is intended to ensure the safest possible means of transportation for the District's students and employees. This plan will serve to define the components of the Safe Driver Plan and to establish the Board's expectations for the careful and safe operation of motor vehicles by all employees whose job descriptions require the operation of district vehicles.

II. Scope of the Plan: This plan shall pertain to all employees whose job descriptions require a safe driving record. Portions of the plan will also apply to those who operate district-owned vehicles on an occasional basis, such as athletic coaches and/or administrators whose jobs permit the utilization of staff vehicles. A key component of this plan is the monitoring of the driving records of covered employees. The disciplinary sanctions required or recommended within the plan apply only to those employees whose job descriptions required the maintenance of a safe driving record. Occasional drivers whose job descriptions do not require the maintenance of a safe driving record will be denied use of the district-owned vehicle if their driving record is deemed to violate the district's safe driving standards outlined within this plan.

III. Effective Date: This plan shall become effective on March 21, 1998. All standards established by this plan and the consequences for violations of these standards shall apply only to occurrences after the effective date. Points accumulated by a driver prior to the effective date will not be counted in consideration of an employee's compliance with this standard.

IV. Immediate Violations: Criminal traffic offenses shall be considered violations of safe driving standards, even for a single incident. Covered employees who are charged with a criminal traffic offense by law enforcement officials shall be immediately removed from their driving duties pending final disposition of the criminal case. Once the case is brought to closure, the employee's driving record shall be reviewed in light of the court decision and impact on the driver's overall record. Criminal traffic offenses include but are not limited to:

A. DUI (Driving while Under the Influence of Alcohol or Controlled Substance)
B. Leaving the scene of an accident involving property damage or injury
C. Fleeing or attempting to elude a law enforcement officer
D. Reckless Driving
E. Passing a stopped school bus while it is unloading/loading children with stop are displayed
F. Falsification of an accident report

ATTACHMENT A

V. Point System: This plan is based on a point system, under which points are applied to traffic offenses. The accumulation of a prescribed number of points within a specified duration may result in disciplinary action against the employee.

For the purposes of this plan, it does not matter whether the points were assigned for violations involving the District's vehicle or the employee's personal vehicle.

Covered employees shall be responsible for reporting to their immediate supervisor all traffic citations received and/or traffic-related arrests. This reporting must be initiated as soon as reasonably possible if the citation/incident occurs in the District's vehicle, and no later than the next working day (immediately upon reporting to work) if the citation/incident occurred in the employee's personal vehicle. Failure to report as required may result in the assessment of additional points against the employee's driving record.

Points will be assessed in accordance with the following chart. For moving traffic violations resulting in citations, the points appropriate for the offense (per current standards of the Division of Highway Safety and Motor Vehicles) will be applied when there is a conviction or a no-contest plea. Some incidents/offenses do not require the issuance of a citation or involvement of law enforcement for the assessment of points.

Violation	Points
1. At-fault incident driving a District vehicle, involving any other vehicle and/or physical property resulting in damage of less than $500.00 (No citation required)	1
2. At-fault accident driving a District vehicle, involving any other vehicle and/or physical property resulting in damage of $500 or more. (No citation required)	3
3. Any moving traffic infraction for which a citation is issued. (*Points assessed in accordance with DHSMV guidelines)	*
4. Failure to make a timely report of an accident/incident or citation received involving a District vehicle. "Timely" means: as soon as reasonably possible, given all circumstances, but no later than the End of the work shift in most situations.	6
5. Failure to make a timely report of an accident or other traffic violation involving the employee (as driver) and his/her personal vehicle when a citation is issued. In this instance, "timely" means: not later than the next work day before assuming driving duties. (**Points assessed will be in accordance with DHSMV guidelines plus 2 for failure to report)	**

Violation	Points
6. Knowingly operating a District and/or personal vehicle without a valid driver's license or with an improper license (suspended or revoked)	10
7. Failure to stop a school bus at railroad crossings in accordance with District procedures and/or State Law. (***Minimum of 1 point for stopping too close or too far from tracks; maximum of 10 points for failure to stop at school crossing. No citation required)	***
8. Passing a stopped school bus while the bus is loading/unloading passengers and stop arm is displayed. (No citation required)	6
9. Criminal traffic offenses, if convicted or in no-contest plea are entered. (DUI excepted)	7
10. Conviction or no contest plea for DUI	10

VI. Review: An employee who is assessed points may request a review of the alleged violation by an official Safe Driving Review Committee. The Committee shall be convened as needed and shall consist of representatives from the supervisory and support employees from the affected department.

VII. "Stacking of Points" for a Single Incident: For a single incident involving an issued citation or traffic accident, points will either be assessed by the DHSMV or the District, but not by both. When determining which of the points will be applied against the employee, the greater of the points assessed will be accepted and applied. The only exception to this rule will be points assessed by the District because of an employee's failure to report a traffic citation or traffic accident or incident. In those situations, points may be applied against the employee both as a result of the citation or accident and for "failure to make a timely report," as defined in this Plan. Employees who avoid points for a citation by attending driving school or by challenging a citation may still be assessed points by the District for at fault accidents or incidents, in accordance with this Plan.

VIII. Delays in Points Assessments as a Result of Traffic Citations: Employees who are cited by law enforcement officials and who choose to challenge the citation will be subject to the minimum and maximum disciplinary action listed in this Plan, if points are finally assessed, on the basis of the date the citation was issued as opposed to the date the points were assessed.

IX. Consequences of Violations of Safe Driving Standards:

Number of Points	Time Period	Minimum Discipline	Maximum Discipline
2-3 points	24 months	Verbal Warning	Verbal Warning
4-5 points	12 months	Written Reprimand	Written Reprimand
6-7 points	12 months	Written Reprimand (if single incident)	One day suspension without pay (if multiple incidents)
8-9 points	18 months	Written Reprimand (if single incident)	Three day suspension without pay (if multiple incidents)
10-13 points	24 months	Five day suspension without pay	Termination recommended
14 or more points	24 months	Termination recommendation	Termination recommendation

X. Occasional Drivers: District employees who operate a district-owned vehicle in the course of their duties but whose job descriptions do not require the maintenance of a safe driving record shall be deemed occasional drivers. All such drivers must cooperate with the district by providing a copy of their valid driver's license to the Transportation Department. The Transportation Department shall maintain the driver license database and shall include these occasional drivers in their regular search of records. No occasional driver shall be permitted to utilize a county-owned vehicle if the driving history reveals a total of more than eight (8) points assessed against the driver in any 12-month period within three (3) years of the record search or a DUI conviction within the seven-year period preceding the record search.

XI. School Board & Superintendent's Discretion: Implementation of this plan does not preclude the Board from taking disciplinary action, up to and including termination, for violations not specifically listed in this plan, or, for violation of any expressed work rule, order, or procedure. Employees who are facing termination as a result of the implementation of this plan, may, at the Superintendent's discretion, be permitted to seek transfer to open and available non-driving positions for which the employee is qualified. Former employees who were discharged due to driving infractions may be permitted to reapply for non-driving positions. However, there shall be no obligation on the part of the Board or the Superintendent to provide employment in another position.

For your information only, this is the point system breakdown currently in the Florida Driver's Handbook distributed by the DHSMV:

Points Assessed	Traffic Offense
6	Leaving the scene of an accident involving property damage > $50

6	Unlawful speed resulting in an accident
4	Reckless Driving
4	Passing stopped school bus
4	Unlawful speed greater than 15 MPH over posted speed
3	Unlawful speed 15 MPH or less over posted speed
3	Any other moving traffic violation
2	Improper equipment

Criminal offenses like DUI, fleeing/attempting to elude a Law Enforcement Officer, etc. - result in revocation of license. Points are not assessed.

CLAY COUNTY DISTRICT SCHOOLS
Driver's Vehicle Report
(Must be turned into Service Writer before work will be performed.)

BUS NUMBER: B-_____ DATE: _____

ODOMETER READING: _____ ☐ Due Annual Inspection

When defective or unsafe, mark box with "X" ☐ No Defects

1.	☐	Service Brakes	16.	☐	Body
2.	☐	Emergency Brakes	17.	☐	Doors
3.	☐	Tires (Front)	18.	☐	Glass
4.	☐	Tires (Rear)	19.	☐	Headlights
5.	☐	Fire Extinguisher	20.	☐	Stop Lights & Tail Lights
6.	☐	Flares	21.	☐	Direction Lights
7.	☐	Steering	22.	☐	Clearance & Marker Lights
8.	☐	Windshield Wipers	23.	☐	Reflectors
9.	☐	Horn	24.	☐	Panel Warning Lights & Gauges
10.	☐	Mirrors	25.	☐	Dome Lights
11.	☐	Motor	26.	☐	Exhaust Leaks
12.	☐	Stop Arm	27.	☐	Emergency Door Buzzer
13.	☐	First Aid Kit	28.	☐	Flashing Lights – Red
14.	☐	Oil Consumption	29.	☐	Flashing Lights – Amber
15.	☐	Springs & Shocks	30.	☐	Other

WRITE IN COMMENTS OR ADDITIONAL INFORMATION NOT COVERED ABOVE.
GIVE ITEM NUMBER WHEN MAKING COMMENTS.

COMMENTS: _____

_____

_____

Driver's Signature: _____

MIS25102

ATTACHMENT B

TITLE XXIII

MOTOR VEHICLES

CHAPTER 316

STATE UNIFORM TRAFFIC CONTROL

316.061 Crashes involving damage to vehicle or property.

(1) The driver of any vehicle involved in a crash resulting only in damage to a vehicle or other property which is driven or attended by any person shall immediately stop such vehicle at the scene of such crash or as close thereto as possible, and shall forthwith return to, and in every event shall remain at, the scene of the crash until he or she has fulfilled the requirements of s. 316.062. A person who violates this subsection commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. Notwithstanding any other provision of this section, $5 shall be added to a fine imposed pursuant to this section, which $5 shall be deposited in the Emergency Medical Services Trust Fund.

(2) Every stop must be made without obstructing traffic more than is necessary, and, if a damaged vehicle is obstructing traffic, the driver of such vehicle must make every reasonable effort to move the vehicle or have it moved so as not to block the regular flow of traffic. Any person failing to comply with this subsection shall be cited for a nonmoving violation, punishable as provided in chapter 318.

(3) Employees or authorized agents of the Department of Transportation, law enforcement with proper jurisdiction, or an expressway authority created pursuant to chapter 348, in the exercise, management, control, and maintenance of its highway system, may undertake the removal from the main traveled way of roads on its highway system of all vehicles incapacitated as a result of a motor vehicle crash and of debris caused thereby. Such removal is applicable when such a motor vehicle crash results only in damage to a vehicle or other property, and when such removal can be accomplished safely and will result in the improved safety or convenience of travel upon the road. The

ATTACHMENT C

(4) driver or any other person who has removed a motor vehicle from the main traveled way of the road as provided in this section shall not be considered liable or at fault regarding the cause of the accident solely by reason of moving the vehicle.

History.-s. 1, ch. 71-135; s. 3, ch. 74-377; s. 2, ch. 75-72; s. 9, ch. 76-31; s. 22, ch. 85-167; s. 3, ch. 85-337; s. 30, ch. 92-78; s. 296, ch. 95-148; s. 6, ch. 96-350; s. 83, ch. 99-248; s. 3, ch. 2002-235.

ATTACHMENT C

CLAY COUNTY DISTRICT SCHOOLS

PROPERTY VANDALISM / THEFT / OTHER LOSS REPORT

GENERAL INFORMATION

1. School/Department: _____

2. Date of incident: _____ Time of incident: _____

3. Was entry made into any part of the building? __Yes ___No Forced Entry? _____Yes _____No _____Undetermined

4. Was Police Dept. called? ___Yes ___No (if so, see attached Police Rpt. CCR#_____)

5. Name of Investigator: _____

6. Custodial hours needed to clean up? _____ Cost? _____ (include both day and overtime hours)

7. Was maintenance called? ___Yes _____No Hours worked? _____Cost? _____ (include both day & overtime hours)

8. _____Vandalism _____Theft _____Other Loss or Damage

9. SPECIFIC DETAILS OF LOSS, DAMAGE, THEFT OR VANDALISM (Where, What, How, Cost): _____

_____

_____

10. Disposition: **Notify Principal where student is enrolled in order for the home school to act on Code of Conduct. If student has withdrawn, act on Code when student tries to re-enter the Clay County School System.**

____Student Arrested _____Student Suspended _____Financial Reimbursement _____Local School Discipline _____Other

Explain Other: _____

11. School Board Recommendation: _____Final Review _____Work Hours _____Recommend For Expulsion _____Other

12. Remarks Concerning Disposition: _____

13.

MATERIAL AND EQUIPMENT STOLEN, DESTROYED, OR DAMAGED

CCSB NUMBER	ITEM DESCRIPTION	UNITS	SERIAL # & MODEL	(check one)			Purchase Year	Purchase Price
				Stolen	Destroy	Damage		

_____ _____ _____

Person Preparing Report **Principal/Director's Signature** **Date**

BUS / VEHICLE ACCIDENT / VANDALISM REPORT

School Bus / Vehicle No._____ Bus / Vehicle Operator's Name:_____

Type of Damage:_____ Did incident occur during normal work hours?_____

To or from what school was vehicle going or operating from? _____

_____ _____ _____

Person Preparing Report **Principal/Director's Signature** **Date**

Original: Support Services Copy 1: Business Affairs Copy 2: Property Records Copy 3: Student Svcs Copy 4: School Files

PRO-2-3422 E 10/28/2013

ATTACHMENT D

CLAY COUNTY DISTRICT SCHOOLS FUEL REPORT

Date: _____ Type of Fuel: _____ Fuel Report From: GCS

VEH. OR BUS NUMBER	MILEAGE	AMOUNT OF FUEL	AMOUNT OF OIL	SIGNATURE OF DRIVER	TIME OF DELIVERY

BUS FUEL _____ VEHICLE FUEL _____ OFF THE ROAD FUEL _____

TRP 2-5133 E. 01/23/2011

ATTACHMENT E

Florida Statutes 2019

Title XXIX

CHAPTER 386

PARTICULAR CONDITIONS AFFECTING PUBLIC HEALTH

PART I

SANITARY NUISANCES

(SS. 386.01-386.051)

PART I l

INDOOR AIR: SMOKING AND VAPING

(SS. 386.201-386.2125)

Attachment F

PART Il

INDOOR AIR: SMOKING AND VAPING

386.201 Popular name.—This part may be cited by the popular name the "Florida Clean Indoor Air Act. "

History.-s. 1, ch. 85-257; s. 1, ch. 92-185; s. 1, ch. 2003-398.

386.202 Legislative intent.—The purpose of this part is to protect people from the health hazards of secondhand tobacco smoke and vapor and to implement the Florida health initiative in s. 20, Art. X of the State Constitution. It is the intent of the Legislature to not inhibit, or otherwise obstruct, medical or scientific research, or smoking or vaping cessation programs approved by the Department of Health.

History.-s. 2, ch. 85-257; s. 2, ch. 92-185; s. 2, ch. 2003-398; s. 2, ch. 2019-14.

386.203 Definitions.—As used in this part:

(1) "Commercial" use of a private residence means any time during which the owner, lessee, or other person occupying or controlling the use of the private residence is furnishing in the private residence, or causing or allowing to be furnished in the private residence, child care, adult care, or health care, or any combination thereof, and receiving or expecting to receive compensation therefor.

(2) "Common area" means a hallway, corridor, lobby, aisle, water fountain area, restroom, stairwell, entryway, or conference room in a customs area of an airport terminal under the authority and control of the Bureau of Customs and Border Protection of the United States Department of Homeland Security.

(3) "Department" means the Department of Health.

(4) "Designated guest rooms at public lodging establishments" means the sleeping rooms and directly associated private areas, such as bathrooms, living rooms, and kitchen areas, if any, rented to guests for their exclusive transient occupancy in public lodging establishments, including hotels, motels, vacation rentals, transient apartments, transient lodging establishments, roominghouses, boardinghouses, bed and breakfast inns, and the like; and designated by the person or persons having management authority over such public lodging establishment as rooms in which smoking or vaping may be authorized.

(5) "Enclosed indoor workplace" means any place where one or more persons engages in work, and which place is predominantly or totally bounded on all sides and above by physical barriers, regardless of whether such barriers consist of or include, without limitation, uncovered openings; screened or otherwise partially covered openings; or open or closed windows, jalousies, doors, or the like. A place is "predominantly" bounded by physical barriers during any time when both of the following conditions exist:

(a) It is more than 50 percent covered from above by a physical barrier that excludes rain, and

(b) More than 50 percent of the combined surface area of its sides is covered by closed physical barriers. In calculating the percentage of side surface area covered by closed physical barriers, all solid surfaces that block air flow, except railings, must be considered as closed physical barriers. This section applies to all such enclosed indoor workplaces and enclosed parts thereof without regard to whether work is occurring at any given time.

The term does not include any facility owned or leased by and used exclusively for noncommercial activities performed by the members and guests of a membership association, including social gatherings, meetings, dining, and dances, if no person or persons are engaged in work as defined in this section.

(6) "Essential services" means those services that are essential to the maintenance of any enclosed indoor room, including, but not limited to, janitorial services, repairs, or renovations.

(7) "Membership association" means a charitable, nonprofit, or veterans' organization that holds a current exemption under s. 501 (c)(3), (4), (7), (8), (10), or (19) or s. 501 (d) of the Internal Revenue Code.

(8) "Physical barrier" includes an uncovered opening; a screened or otherwise partially covered opening; or an open or closed window, jalousie, or door.

(9) "Retail tobacco shop" means any enclosed indoor workplace dedicated to or predominantly for the retail sale of tobacco, tobacco products, and accessories for such products, in which the sale of other products or services is merely incidental. Any enclosed indoor workplace of a business that manufactures, imports, or distributes tobacco products or of a tobacco leaf dealer is a business dedicated to or predominantly for the retail sale of tobacco and tobacco products when, as a necessary and integral part of the process of making, manufacturing, importing, or distributing a tobacco product for the eventual retail sale of such tobacco or tobacco product, tobacco is heated, burned, or smoked or a lighted tobacco product is tested.

(10) "Secondhand smoke," also known as environmental tobacco smoke (ETS), means smoke emitted from lighted, smoldering, or burning tobacco when the smoker is not inhaling; smoke emitted at the mouthpiece during puff drawing; and smoke exhaled by the smoker.

(11) "Smoking" means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted tobacco product.

(12) "Stand-alone bar" means any licensed premises devoted during any time of operation predominantly or totally to serving alcoholic beverages, intoxicating beverages, or intoxicating liquors, or any combination thereof, for consumption on the licensed premises; in which the serving of food, if any, is merely incidental to the consumption of any such beverage; and the licensed premises is not located within, and does not share any common entryway or common indoor area with, any other enclosed indoor workplace, including any business for which the sale of food or any other product or service is more than an incidental source of gross revenue. A place of business constitutes a stand-alone bar in which the service of food is merely incidental in accordance with this subsection if the licensed premises derives no more than 10 percent of its gross revenue from the sale of food consumed on the licensed premises.

(13) "Vape" or "vaping" means to inhale or exhale vapor produced by a vapor-generating electronic device or to possess a vapor-generating electronic device while that device is actively employing an electronic, a chemical, or a mechanical means designed to produce vapor or aerosol from a nicotine product or any other substance. The term does not include the mere possession of a vapor-generating electronic device.

(14) "Vapor" means aerosolized or vaporized nicotine or other aerosolized or vaporized substance produced by a vapor-generating electronic device or exhaled by the person using such a device.

(15) "Vapor-generating electronic device" means any product that employs an electronic, a chemical, or a mechanical means capable of producing vapor or aerosol from a nicotine product or any other substance, including, but not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or other similar device or product, any replacement cartridge for such device, and any other container of a solution or other substance intended to be used with or within an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or other similar device or product.

(16) "Vapor-generating electronic device retailer" or "retail vape shop" means any enclosed indoor workplace dedicated to or predominantly for the retail sale of vapor-generating electronic devices and components, parts, and accessories for such products, in which the sale of other products or services is merely incidental.

(17) "Work" means any person's providing any employment or employment-type service for or at the request of another individual or individuals or any public or private entity, whether for compensation or not, whether full or part time, whether legally or not. "Work" includes, without limitation, any such service performed by an employee, independent contractor, agent, partner, proprietor, manager, officer, director, apprentice, trainee, associate, servant, volunteer, and the like. The term does not include noncommercial activities performed by members of a membership association.

History.—s. 3, ch. 85-257; s. 1, ch. 88-266; s. 3, ch. 92-185; s. 42, ch. 94-218; s. 78, ch. 97-101; s. 2, ch. 2000-185; s. 3, ch. 2003-398; s. 10, ch. 2011-119; s. 3, ch. 2019-14.

386.204 Prohibition.—A person may not smoke or vape in an enclosed indoor workplace, except as otherwise provided in s. 386.2045.

History.-s. 4, ch. 85-257; s. 4, ch. 92-185; s. 4, ch. 2003-398; s. 4, ch. 2019-14.

386.2045 Enclosed indoor workplaces; specific exceptions,—Notwithstanding s. 386.204, tobacco smoking or vaping, or both, may be authorized in each of the following places:

(1) A private residence whenever it is not being used commercially to provide child care, adult care, or health care, or any combination thereof as defined in s. 386.203(1).

(2) A retail tobacco shop.

(3) A retail vape shop.

(4) designated guest room at a public lodging establishment.

(5) A stand-alone bar that complies with all applicable provisions of the Beverage Law and this part.

(6) An enclosed indoor workplace, to the extent that tobacco smoking or vaping is an integral part of a smoking or vaping cessation program approved by the department, or medical or scientific research conducted therein. Each room in which tobacco smoking or vaping, or both, are authorized must comply with the signage requirements in s. 386.206.

(7) A customs smoking room in an airport in-transit lounge under the authority and control of the Bureau of Customs and Border Protection of the United States Department of Homeland Security subject to the restrictions contained in s. 386.205.

History.—s. 5, ch. 2003-398; s. 5, ch. 2019-14.

386.205 Customs smoking rooms.—A customs smoking room may be designated by the person in charge of an airport in-transit lounge under the authority and control of the Bureau of Customs and Border Protection of the United States Department of Homeland Security. A customs smoking room may be designated only in an airport in-transit lounge under the authority and control of the Bureau of Customs and Border Protection of the United States Department of Homeland Security. A customs smoking room may not be designated in an elevator, restroom, or any common area as defined by s. 386.203. Each customs smoking room must conform to the following requirements:

(1) Work, other than essential services, may not be performed in the room at any time.

(2) Tobacco smoking and vaping are prohibited while essential services are being performed in the room.

(3) Each customs smoking room must be enclosed by physical barriers that are impenetrable by secondhand tobacco smoke and vapor and must prevent the escape of the smoke and vapor into the enclosed indoor workplace.

(4) Each customs smoking room must exhaust tobacco smoke and vapor directly to the outside and away from air intake ducts, and be maintained under negative pressure, with respect to surrounding spaces, sufficient to contain the smoke and vapor within the room.

(5) Each customs smoking room must comply with the signage requirements in s. 386.206.

History.-s. 5, ch. 85-257; s. 5, ch. 92-185; s. 79, ch. 97-101; s. 1, ch. 2000-185; s. 1, ch. 2000-370; s. 6, ch. 2003-398; s. 6, ch. 2019-14.

386.206 Posting of signs; requiring policies.—

(1) The proprietor or other person in charge of an enclosed indoor workplace must develop and implement a policy regarding the smoking and vaping prohibitions established in this part. The policy may include, but is not limited to, procedures to be taken when the proprietor or other person in charge witnesses or is made aware of a violation of s. 386.204 in the enclosed indoor

workplace and must include a policy which prohibits an employee from smoking or vaping, or both, in the enclosed indoor workplace. In order to increase public awareness, the person in charge of an enclosed indoor workplace may, at his or her discretion, post signs to indicate that smoking or vaping, or both, are prohibited.

(2) The person in charge of an airport terminal that includes a designated customs smoking room must conspicuously post, or cause to be posted, signs stating that smoking and vaping are prohibited except in the designated customs smoking room located in the customs area of the airport. Each sign posted pursuant to this subsection must have letters of reasonable size which can be easily read. The color, design, and precise locations at which such signs are posted shall be left to the discretion of the person in charge of the premises.

(3) The proprietor or other person in charge of an enclosed indoor workplace where a smoking or vaping cessation program, medical research, or scientific research is conducted or performed must conspicuously post, or cause to be posted, signs stating that smoking or vaping, or both, as applicable, are authorized for such purposes in designated areas in the enclosed indoor workplace. Each sign posted pursuant to this subsection must have letters of reasonable size which can be easily read. The color, design, and precise locations at which such signs are posted shall be left to the discretion of the person in charge of the premises.

History.—s. 6, ch. 85-257; s. 6, ch. 92-185; s. 687, ch. 95-148; s. 7, ch. 2003-398; s. 10, ch. 2006-2; s. 7, ch. 2019-14.

386.207 Administration; enforcement; civil penalties.

(1) The department or the Division of Hotels and Restaurants or the Division of Alcoholic Beverages and Tobacco of the Department of Business and Professional Regulation shall enforce this part based upon each department's specific areas of regulatory authority and to implement such enforcement shall adopt, in consultation with the State Fire Marshal, rules specifying procedures to be followed by enforcement personnel in investigating complaints and notifying alleged violators and rules specifying procedures by which appeals may be taken by aggrieved parties.

(2) Public agencies responsible for the management and maintenance of government buildings shall report observed violations to the department. The State Fire Marshal shall report to the department observed violations of this part found during its periodic inspections conducted under its regulatory authority.

(3) The department or the Division of Hotels and Restaurants or the Division of Alcoholic Beverages and Tobacco of the Department of Business and Professional Regulation, upon notification of observed violations of this part, shall issue to the proprietor or other person in charge of such enclosed indoor workplace a notice to comply with this part. If the person fails to comply within 30 days after receipt of the notice, the department or the Division of Hotels and Restaurants or the Division of Alcoholic Beverages and Tobacco of the Department of Business and Professional Regulation shall assess against the person a civil penalty of not less than $250 and not more than $750 for the first violation and not less than $500 and not more than $2,000 for each subsequent violation. The imposition of the fine must be in accordance with chapter 120. If a person refuses to comply with this part, after having been assessed such penalty, the department or the Division of Hotels and Restaurants or the Division of Alcoholic Beverages and Tobacco of the Department of Business and Professional Regulation may file a complaint in the circuit court of the county in which the enclosed indoor workplace is located to require compliance.

(4) All fine moneys collected pursuant to this section shall be used by the department for children's medical services programs pursuant to part I of chapter 391 .

History.-s. 7, ch. 85-257; s. 2, ch. 88-266; s. 1, ch. 89-109; s. 688, ch. 95-148; s. 8, ch. 2003-398; s. 8, ch. 2019-14.

386.208 Penalties.—Åny person who violates s. 386.204 commits a noncriminal violation as defined in s. 775.08(3), punishable by a fine of not more than $100 for the first violation and not more than $500 for each subsequent violation. Jurisdiction shall be with the appropriate county court.

History.-s. 8, ch. 85-257; s. 7, ch. 92-185; s. 9, ch. 2003-398; s. 9, ch. 2019-14.

386.209 Regulation of smoking preempted to state.—This part expressly preempts regulation of smoking to the state and supersedes any municipal or county ordinance on the subject; however, school districts may further restrict smoking by persons on school district property. This section does not preclude the adoption of municipal or county ordinances that impose more restrictive regulation on the use of vapor-generating devices than is provided in this part.

History.—s. 9, ch. 85-257; s. 8, ch. 92-185; s. 10, ch. 2003-398; s. 1, ch. 2011-108; s. 10, ch. 2019-14.

386.211 Public announcements in mass transportation terminals.—Announcements about the Florida Clean Indoor Air Act shall be made regularly over public address systems in terminals of public transportation carriers located in metropolitan statistical areas with populations over 230,000 according to the latest census. These announcements shall be made at least every 30 minutes and shall be made in appropriate languages. Each announcement must include a statement to the effect that Florida is a clean indoor air state and that smoking and vaping are prohibited except as provided in this part.

History.—s. 9, ch. 92-185; s. 11, ch. 2003-398; s. 11, ch. 2019-14.

386.212 Smoking and vaping prohibited near school property; penalty.—

(1) It is unlawful for any person under 18 years of age to smoke tobacco or vape in, on, or within 1 ,000 feet of the real property comprising a public or private elementary, middle, or secondary school between the hours of 6 a.m. and midnight. This section does not apply to any person occupying a moving vehicle or within a private residence.

(2) A law enforcement officer may issue a citation in such form as prescribed by a county or municipality to any person violating this section. Any such citation must contain:

(a) The date and time of issuance.

(b) The name and address of the person cited.

(c) The date and time the civil infraction was committed.

(d) The statute violated.

(e) The facts constituting the violation.

(f) The name and authority of the law enforcement officer.

(g) The procedure for the person to follow to pay the civil penalty, to contest the citation, or to appear in court.

(h) The applicable civil penalty if the person elects not to contest the citation.

(i) The applicable civil penalty if the person elects to contest the citation.

(3) Any person issued a citation pursuant to this section shall be deemed to be charged with a civil infraction punishable by a maximum civil penalty not to exceed $25, or 50 hours of community service or, where available, successful completion of a school-approved anti-tobacco or anti-vaping "alternative to suspension" program.

(4) Any person who fails to comply with the directions on the citation shall be deemed to waive his or her right to contest the citation and an order to show cause may be issued by the court.

History.-s. 1, ch. 96-217; s. 12, ch. 2003-398; s. 12, ch. 2019-14.

386.2125 Rulemaking.—The department and the Department of Business and Professional Regulation may, in consultation with the State Fire Marshal, adopt rules pursuant to ss.

120.536(1) and 120.54 to implement the provisions of this part within each agency's specific areas of regulatory authority. Whenever assessing a smoking or vaping cessation program for approval, the department shall consider whether the smoking or vaping cessation program limits, to the extent possible, any potential for exposure to secondhand tobacco smoke or vapor for nonparticipants in the enclosed indoor workplace.

History.-s. 13, ch. 2003-398; s. 13, ch. 2019-14.

Occupational Safety and Health Administration

(https://wwwaoshaagov/)

- Part Number: 1926
- Part Title: Safety and Health Regulations for Construction
- Subpart:
- Subpart Title: Fall Protection
- Standard Number: 1926.502
- Title: Fall protection systems criteria and practices.
- GPO Source: e-CFR

1926.502(a)

"General."

1926.502(a)(1)

Fall protection systems required by this part shall comply with the applicable provisions of this section.

1926.502(a)(2)

Employers shall provide and install all fall protection systems required by this subpart for an employee, and shall comply with all other pertinent requirements of this subpart before that employee begins the work that necessitates the fall protection.

ATTACHMENT G

1926.502(b)

"Guardrail systems." Guardrail systems and their use shall comply with the following provisions:

1926.502(b)(1)

Top edge height of top rails, or equivalent guardrail system members, shall be 42 inches(1.1 m) plus or minus 3 inches (8 cm) above the walking/working level. When conditions warrant, the height of the top edge may exceed the 45-inch height, provided the guardrail system meets all other criteria of this paragraph.

Note:

When employees are using stilts, the top edge height of the top rail, or equivalent member, shall be increased an amount equal to the height of the stilts.

1926.502(b)(2)

Midrails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members shall be installed between the top edge of the guardrail system and the walking/working surface when there is no wall or parapet wall at least 21 inches (53 cm) high.

1926.502(b)(2)(i)

Midrails, when used, shall be installed at a height midway between the top edge of the guardrail system and the walking/working level.

1926.502(b)(2)(ii)

Screens and mesh, when used, shall extend from the top rail to the walking/working level and along the entire opening between top rail supports.

1926.502(b)(2)(iii)

Intermediate members (such as balusters), when used between posts, shall be not more than 19 inches (48 cm) apart.

1926.502(b)(2)(iv)

Other structural members (such as additional midrails and architectural panels) shall be installed such that there are no openings in the guardrail system that are more than 19 inches (-5 m) wide.

1926.502(b)(3)

Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 pounds (890 N) applied within 2 inches (5.1 cm) of the top edge, in any outward or downward direction, at any point along the top edge.

1926.502(b)(4)

When the 200 pound (890 N) test load specified in paragraph (b)(3) of this section is applied in a downward direction, the top edge of the guardrail shall not deflect to a height less than 39 inches (1.0 m) above the walking/working level. Guardrail system components selected and constructed in accordance with the Appendix B to subpart M of this part will be deemed to meet this requirement.

1926.502(b)(5)

Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding, without failure, a force of at least 150 pounds (666 N) applied in any downward or outward direction at any point along the midrail or other member.

1926.502(b)(6)

Guardrail systems shall be so surfaced as to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.

1926.502(b)(7)

The ends of all top rails and midrails shall not overhang the terminal posts, except where such overhang does not constitute a projection hazard.

1926.502(b)(8)

Steel banding and plastic banding shall not be used as top rails or midrails.

1926.502(b)(9)

Top rails and midrails shall be at least one-quarter inch (0.6 cm) nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it shall be flagged at not more than 6-foot intervals with high-visibility material.

1926.502(b)(10)

When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section shall be placed across the access opening between guardrail sections when hoisting operations are not taking place.

1926.502(b)(11)

When guardrail systems are used at holes, they shall be erected on all unprotected sides or edges of the hole.

1926.502(b)(12)

When guardrail systems are used around holes used for the passage of materials, the hole shall have not more than two sides provided with removable guardrail sections to allow the passage of materials. When the hole is not in use, it shall be closed over with a cover, or a guardrail system shall be provided along all unprotected sides or edges.

1926.502(b)(13)

When guardrail systems are used around holes which are used as points of access (such as ladderways), they shall be provided with a gate, or be so offset that a person cannot walk directly into the hole.

1926.502(b)(14)

Guardrail systems used on ramps and runways shall be erected along each unprotected side or edge.

1926.502(b)(15)

Manila, plastic or synthetic rope being used for top rails or midrails shall be inspected as frequently as necessary to ensure that it continues to meet the strength requirements of paragraph (b)(3) of this section.

1926.502(c)

"Safety net systems." Safety net systems and their use shall comply with the following provisions:

1926.502(c)(1)

Safety nets shall be installed as close as practicable under the walking/working surface on which employees are working, but in no case more than 30 feet (9.1 m) below such level. When nets are used on bridges, the potential fall area from the walking/working surface to the net shall be unobstructed.

1926.502(c)(2)

Safety nets shall extend outward from the outermost projection of the work surface as follows: Vertical Distance from working – Minimum required horizontal level to horizontal plan – Distance of outer edge of net from the edge of the working surface

Up to 5 feet……..8 feet. More than 5 feet up to 10 feet. More than 10 feet…….13 feet.

1926.502(c)(3)

Safety nets shall be installed with sufficient clearance under them to prevent contact with the surface or structures below when subjected to an impact force equal to the drop test specified in paragraph (c)(4) of this section.

1926.502(c)(4)

Safety nets and their installations shall be capable of absorbing an impact force equal to that produced by the drop test specified in paragraph (c)(4)(i) of this section.

1926.502(c)(4)(i)

Except as provided in paragraph (c)(4)(ii) of this section, safety nets and safety net installations shall be drop-tested at the jobsite after initial installation and before being used as a fall protection system, whenever relocated, after major repair, and at 6-month intervals if left in one place. The drop-test shall consist of a 400 pound (180 kg) bag of sand 30 + or - 2 inches (76 + or - 5 cm) in diameter dropped into the net from the highest walking/working surface at which employees are exposed to fall hazards, but not from less than 42 inches (1.1 m) above that level.

1926.502(c)(4)(ii)

When the employer can demonstrate that it is unreasonable to perform the drop-test required by paragraph (c)(4)(i) of this section, the employer (or a designated competent person) shall certify that the net and net installation is in compliance with the provisions of paragraphs (c)(3) and (c)(4)(i) of this section by preparing a certification record prior to the net being used as a fall protection system. The certification record must include an identification of the net and net installation for which the certification record is being prepared; the date that it was determined that the identified net and net installation were in compliance with paragraph (c)(3) of this section and the signature of the person making the determination and certification. The most recent certification record for each net and net installation shall be available at the jobsite for inspection.

1926.502(c)(5)

Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear, damage, and other deterioration. Defective components shall be removed from service. Safety nets shall also be inspected after any occurrence which could affect the integrity of the safety net system.

1926.502(c)(6)

Materials, scrap pieces, equipment, and tools which have fallen into the safety net shall be removed as soon as possible from the net and at least before the next work shift.

1926.502(c)(7)

The maximum size of each safety net mesh opening shall not exceed 36 square inches (230 cm) nor be longer than 6 inches (15 cm) on any side, and the opening, measured center-to-center of mesh ropes or webbing, shall not be longer than 6 inches (15 cm). All mesh crossings shall be secured to prevent enlargement of the mesh opening.

1926.502(c)(8)

Each safety net (or section of it) shall have a border rope for webbing with a minimum breaking strength of 5,000 pounds (222 kN).

1926.502(c)(9)

Connections between safety net panels shall be as strong as integral net components and shall be spaced not more than 6 inches (15 cm) apart.

1926.502(d)

"Personal fall arrest systems." Personal fall arrest systems and their use shall comply with the provisions set forth below. Effective January 1, 1998, body belts are not acceptable as part of a personal fall arrest system. Note: The use of a body belt in a positioning device system is acceptable and is regulated under paragraph (e) of this section.

1926.502(d)(1)

Connectors shall be drop forged, pressed or formed steel, or made of equivalent materials.

1926.502(d)(2)

Connectors shall have a corrosion-resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of the system.

1926.502(d)(3)

Dee-rings and snaphooks shall have a minimum tensile strength of 5,000 pounds (22.2 kN).

1926.502(d)(4)

Dee-rings and snaphooks shall be proof-tested to a minimum tensile load of 3,600 pounds (16 kN) without cracking, breaking, or taking permanent deformation.

1926.502(d)(5)

Snaphooks shall be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snaphook by depression of the snaphook keeper by the connected member, or shall be a locking type snaphook designed and used to prevent disengagement of the snaphook by the contact of the snaphook keeper by the connected member. Effective January 1, 1998, only locking type snaphooks shall be used.

1926.502(d)(6)

Unless the snaphook is a locking type and designed for the following connections, snaphooks shall not be engaged:

directly to webbing, rope or wire rope;

1926.502(d)(6)(ii)

to each other;

1926.502(d)(6)(iii)

to a dee-ring to which another snaphook or other connector is attached;

1926.502(d)(6)(iv)

to a horizontal lifeline; or

1926.502(d)(6)(v)

to any object which is incompatibly shaped or dimensioned in relation to the snaphook such that unintentional disengagement could occur by the connected object being able to depress the snaphook keeper and release itself.

1926.502(d)(7)

On suspended scaffolds or similar work platforms with horizontal lifelines which may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline.

1926.502(d)(8)

Horizontal lifelines shall be designed, installed, and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.

1926.502(d)(9)

Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds (22.2)

1926.502(d)(10) 1926.502(d)(10)(i)

Except as provided in paragraph (d)(10)(ii) of this section, when vertical lifelines are used, each employee shall be attached to a separate lifeline.

1926.502(d)(10)(ii)

During the construction of elevator shafts, two employees may be attached to the same lifeline in the hoistway, provided both employees are working atop a false car that is equipped with guardrails; the strength of the lifeline is 10,000 pounds [5,000 pounds per employee attached] (44.4 kN); and all other criteria specified in this paragraph for lifelines have been met.

1926.502(d)(11)

Lifelines shall be protected against being cut or abraded.

1926.502(d)(12)

Self-retracting lifelines and lanyards which automatically limit free fall distance to 2 feet (0.61m) or less shall be capable of sustaining a minimum tensile load of 3,000 pounds (13.3 kN) applied to the device with the lifeline or lanyard in the fully extended position.

1926.502(d)(13)

Self-retracting lifelines and lanyards which do not limit free fall distance to 2 feet (0.61 m) or less, ripstitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds (22.2 RN) applied to the device with the lifeline or lanyard in the fully extended position.

1926.502(d)(14)

Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body belts and body harnesses shall be made from synthetic fibers.

1926.502(d)(15)

Anchorages used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds (22.2 kN) per employee attached, or shall be designed, installed, and used as follows:

1926.502(d)(15)(i)

as part of a complete personal fall arrest system which maintains a safety factor of at least two; and

1926.502(d)(15)(ii)

under the supervision of a qualified person.

1926.502(d)(16)

Personal fall arrest systems, when stopping a fall, shall:

1926.502(d)(16)(i)

limit maximum arresting force on an employee to 900 pounds (4 kN) when used with a body belt;

1926.502(d)(16)(ii)

limit maximum arresting force on an employee to 1,800 pounds (8 kN) when used with a body harness;

1926.502(d)(16)(iii)

be rigged such that an employee can neither free fall more than 6 feet (1.8 m), nor contact any lower level;

1926.502(d)(16)(iv)

bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07 m); and,

1926.502(d)(16)(v)

have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet (1.8 m), or the free fall distance permitted by the system, whichever is less.

Note:

If the personal fall arrest system meets the criteria and protocols contained in Appendix C to subpart M, and if the system is being used by an employee having a combined person and tool weight of less than 310 pounds (140 kg), the system will be considered to be in compliance with the provisions of paragraph (d)(16) of this section. If the system is used by an employee having a combined tool and body weight of 310 pounds (140 kg) or more, then the employer must appropriately modify the criteria and protocols of the Appendix to provide proper protection tor such heavier weights, or the system will not be deemed to be in compliance with the requirements of paragraph (d)(16) of this section.

1926.502(d)(17)

The attachment point of the body belt shall be located in the center of the wearer's back. The attachment point of the body harness shall be located in the center of the wearer's back near shoulder level, or above the wearer's head.

1926.502(d)(18)

Body belts, harnesses, and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.

1926.502(d)(19)

Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service and shall not be used again for employee protection until inspected and determined by a competent person to be undamaged and suitable for reuse.

1926.502(d)(20)

The employer shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves.

1926.502(d)(21)

Personal fall arrest systems shall be inspected prior to each use for wear, damage and other deterioration, and defective components shall be removed from service.

1926.502(d)(22)

Body belts shall be at least one and five-eighths (1 5/8) inches (4.1 cm) wide.

1926.502(d)(23)

Personal fall arrest systems shall not be attached to guardrail systems, nor shall they be attached to hoists except as specified in other subparts of this Part.

1926.502(d)(24)

When a personal fall arrest system is used at hoist areas, it shall be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.

1926.502(e)

"Positioning device systems." Positioning device systems and their use shall conform to the following provisions:

1926.502(e)(1)

Positioning devices shall be rigged such that an employee cannot free fall more than 2 feet (.6m).

1926.502(e)(2)

Positioning devices shall be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds (13.3 kN)5 whichever is greater.

1926.502(e)(3)

Connectors shall be drop forged, pressed or formed steel, or made of equivalent materials.

1926.502(e)(4)

Connectors shall have a corrosion-resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of this system.

1926.502(e)(5)

Connecting assemblies shall have a minimum tensile strength of 5,000 pounds (22.2 kN)

1926.502(e)(6)

Dee-rings and snaphooks shall be proof-tested to a minimum tensile load of 3,600 pounds (16 kN) without cracking, breaking, or taking permanent deformation.

1926.502(e)(7)

Snaphooks shall be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snaphook by depression of the snaphook keeper by the connected member, or shall be a locking type snaphook designed and used to prevent disengagement of the snaphook by the contact of the snaphook keeper by the connected member. As of January 1, 1998, only locking type snaphooks shall be used.

1926.502(e)(8)

Unless the snaphook is a locking type and designed for the following connections, snaphooks shall not be engaged:

1926.502(e)(8)(i)

Directly to webbing, rope or wire rope;

1926.502(e)(8)(ii)

to each other;

1926.502(e)(8)(iii)

to a dee-ring to which another snaphook or other connector is attached;

1926.502(e)(8)(iv)

to a horizontal lifeline; or

1926.502(e)(8)(v)

to any object which is incompatibly shaped or dimensioned in relation to the snaphook such that unintentional disengagement could occur by the connected object being able to depress the snaphook keeper and release itself.

1926.502(e)(9)

Positioning device systems shall be inspected prior to each use for wear, damage, and other deterioration, and defective components shall be removed from service.

1926.502(e)(10)

Body belts, harnesses, and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.

1926.5020

"Warning line systems." Warning line systems [See 1926.501 (b)(10)] and their use shall comply with the following provisions:

1926.50200)

The warning line shall be erected around all sides of the roof work area.

1926.502(f)(1)(i)

When mechanical equipment is not being used, the warning line shall be erected not less than 6 feet (1.8 m) from the roof edge.

1926.502(f)(1)(ii)

When mechanical equipment is being used, the warning line shall be erected not less than 6 feet (1.8 m) from the roof edge which is parallel to the direction of mechanical equipment operation, and not less than 10 feet (3.1 m) from the roof edge which is perpendicular to the direction of mechanical equipment operation.

1926.502(f)(1)(iii)

Points of access, materials handling areas, storage areas, and hoisting areas shall be connected to the work area by an access path formed by two warning lines.

1926.502(f)(1)(iv)

When the path to a point of access is not in use, a rope, wire, chain, or other barricade, equivalent in strength and height to the warning line, shall be placed across the path at the point where the path intersects the warning line erected around the work area, or the path shall be offset such that a person cannot walk directly into the work area-

1926.502(f)(2)

Warning lines shall consist of ropes, wires, or chains, and supporting stanchions erected as follows:

1926.502(f)(2)(i)

The rope, wire, or chain shall be flagged at not more than 6-foot (1.8 m) intervals with high-visibility material;

1926.502(f)(2)(ii)

The rope, wire, or chain shall be rigged and supported in such a way that its lowest point (including sag) is no less than 34 inches (.9 m) from the walking/working surface and its highest point is no more than 39 inches (1.0 m) from the walking/working surface;

1926.502(f)(2)(iii)

After being erected, with the rope, wire, or chain attached, stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds (71 N) applied horizontally against the stanchion, 30 inches (.8 m) above the walking/working surface, perpendicular to the warning line, and in the direction of the floor, roof, or platform edge;

1926.502(f)(2)(iv)

The rope, wire, or chain shall have a minimum tensile strength of 500 pounds (2.22 kN), and after being attached to the stanchions, shall be capable of supporting, without breaking, the loads applied to the stanchions as prescribed in paragraph (f)(2)(iii) of this section; and

1926.502(f)(2)(v)

The line shall be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.

1926.502(f)(3)

No employee shall be allowed in the area between a roof edge and a warning line unless the employee is performing roofing work in that area.

1926.502(f)(4)

Mechanical equipment on roofs shall be used or stored only in areas where employees are protected by a warning line system, guardrail system, or personal fall arrest system.

1926.502(g)

"Controlled access zones." Controlled access zones [See 1926.501 (b)(9) and 1926.502(k) and their use shall conform to the following provisions:

1926.502(g)(1)

When used to control access to areas where leading edge and other operations are taking place the controlled access zone shall be defined by a control line or by any other means that restricts access;

1926.502(g)(1)(i)

When control lines are used, they shall be erected not less than 6 feet (1.8 m) nor more than 25 feet (7.7 m) from the unprotected or leading edge, except when erecting precast concrete members;

1926.502(g)(1)(ii)

When erecting precast concrete members, the control line shall be erected not less than 6 feet (1.8 m) nor more than 60 feet (18 m) or half the length of the member being erected, whichever is less, from the leading edge.

1926.502(g)(1)(iii)

The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.

1926.502(g)(1)(iv)

The control line shall be connected on each side to a guardrail system or wall.

1926.502(g)(2)

When used to control access to areas where overhand bricklaying and related work are taking place:

1926.502(g)(2)(i)

The controlled access zone shall be defined by a control line erected not less than 10 feet (3.1 m) nor more than 15 feet (4.5 m) from the working edge;

1926.502(g)(2)(ii)

The control line shall extend for a distance sufficient for the controlled access zone to enclose all employees performing overhand bricklaying and related work at the working edge and shall be approximately parallel to the working edge; and

1926.502(g)(2)(iii)

Additional control lines shall be erected at each end to enclose the controlled access zone.

1926.502(g)(2)(iv)

Only employees engaged in overhand bricklaying or related work shall be permitted in the controlled access zone.

1926.502(g)(3)

Control lines shall consist of ropes, wires, tapes, or equivalent materials, and supporting stanchions as follows:

1926.502(g)(3)(i)

Each line shall be flagged or otherwise clearly marked at not more than 6-foot (1.8 m) intervals with high-visibility material.

1926.502(g)(3)(ii)

Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches (1 m) from the walking/working surface and its highest point is not more than 45 inches (1.3 m) [50 inches (1.3 m) when overhand bricklaying operations are being performed] from the walking/working surface.

1926.502(g)(3)(iii)

Each line shall have a minimum breaking strength of 200 pounds (.88 kN).

1926.502(g)(4)

On floors and roofs where guardrail systems are not in place prior to the beginning of overhand bricklaying operations, controlled access zones shall be enlarged, as necessary, to enclose all points of access, material handling areas, and storage areas.

1926.502(g)(5)

On floors and roofs where guardrail systems are in place, but need to be removed to allow overhand bricklaying work or leading edge work to take place, only that portion of the guardrail necessary to accomplish that day's work shall be removed.

1926.502(h)

"Safety monitoring systems." Safety monitoring systems [See 1926.501 and 1926.502(k)] and their use shall comply with the following provisions:

1926.502(h)(1)

The employer shall designate a competent person to monitor the safety of other employees and the employer shall ensure that the safety monitor complies with the following requirements:

1926.502(h)(1)(i)

The safety monitor shall be competent to recognize fall hazards;

1926.502(h)(1)(ii)

The safety monitor shall warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner;

1926.502(h)(1)(iii)

The safety monitor shall be on the same walking/working surface and within visual sighting distance of the employee being monitored;

1926.502(h)(1)(iv)

The safety monitor shall be close enough to communicate orally with the employee; and

1926.502(h)(1)(v)

The safety monitor shall not have other responsibilities which could take the monitor's attention from the monitoring function.

1926.502(h)(2)

Mechanical equipment shall not be used or stored in areas where safety monitoring systems are being used to monitor employees engaged in roofing operations on low-slope roofs.

1926.502(h)(3)

No employee, other than an employee engaged in roofing work [on low-sloped roofs] or an employee covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.

1926.502(h)(4)

Each employee working in a controlled access zone shall be directed to comply promptly with fall hazard warnings from safety monitors.

1926.5020)

"Covers." Covers for holes in floors, roofs, and other walking/working surfaces shall meet the following requirements:

1926.502(i)(1)

Covers located in roadways and vehicular aisles shall be capable of supporting, without failure, at least twice the maximum axle load of the largest vehicle expected to cross over the cover.

1926.502(i)(2)

All other covers shall be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.

1926.502(i)(3)

All covers shall be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees.

1926.502(i)(4)

All covers shall be color coded or they shall be marked with the word "HOLE" or "COVER" to provide warning of the hazard.

Note:

This provision does not apply to cast iron manhole covers or steel grates used on streets or roadways.

1026.502

"Protection from falling objects." Falling object protection shall comply with the following provisions:

1926.502(j)(1)

Toeboards, when used as falling object protection, shall be erected along the edge of the overhead walking/working surface for a distance sufficient to protect employees below.

1926.502(j)(2)

Toeboards shall be capable of withstanding, without failure, a force of at least 50 pounds (222 N) applied in any downward or outward direction at any point along the toeboard.

1926.502(j)(3)

Toeboards shall be a minimum of 3 112 inches (9 cm) in vertical height from their top edge to the level of the walking/working surface. They shall have not more than 1/4 inch (0.6 cm) clearance above the walking/working surface. They shall be solid or have openings not over 1 inch (2.5 cm) in greatest dimension.

1926.502(j)(4)

Where tools, equipment, or materials are piled higher than the top edge of a toeboard, paneling or screening shall be erected from the walking/working surface or toeboard to the top of a guardrail system's top rail or midrail, for a distance sufficient to protect employees below.

1926.502(j)(5)

Guardrail systems, when used as falling object protection, shall have all openings small enough to prevent passage of potential falling objects.

1926.502(j)(6)

During the performance of overhand bricklaying and related work:

1926.502(j)(6)(i)

No materials or equipment except masonry and mortar shall be stored within 4 feet (1 N2 m) of the working edge.

1926.502(j)(6)(ii)

Excess mortar, broken or scattered masonry units, and all other materials and debris shall be kept clear from the work area by removal at regular intervals.

1926.502(j)(7)

During the performance of roofing work:

1926.502(j)(7)(i)

Materials and equipment shall not be stored within 6 feet (1.8 m) of a roof edge unless guardrails are erected at the edge.

1926.502(j)(7)(ii)

Materials which are piled, grouped, or stacked near a roof edge shall be stable and self-supporting.

1926.502(j)(8)

Canopies, when used as falling object protection, shall be strong enough to prevent collapse and to prevent penetration by any objects which may fall onto the canopy.

1926.502(k)

'Fall protection plan." This option is available only to employees engaged in leading edge work, precast concrete erection work, or residential construction work (See 1926.501 (b)(2), (b)(12), and (b)(13)) who can demonstrate that it is infeasible or it creates a greater hazard to use conventional fall protection equipment. The fall protection plan must conform to the following provisions.

1926.502(k)(1)

The fall protection plan shall be prepared by a qualified person and developed specifically for the site where the leading edge work, precast concrete work, or residential construction work is being performed and the plan must be maintained up to date.

1926.502(k)(2)

Any changes to the fall protection plan shall be approved by a qualified person.

1926.502(k)(3)

A copy of the fall protection plan with all approved changes shall be maintained at the job site.

1926.502(k)(4)

The implementation of the fall protection plan shall be under the supervision of a competent person.

1926.502(k)(5)

The fall protection plan shall document the reasons why the use of conventional fall protection systems (guardrail systems, personal fall arrest systems, or safety nets systems) are infeasible or why their use would create a greater hazard.

1926.502(k)(6)

The fall protection plan shall include a written discussion of other measures that will be taken to reduce or eliminate the fall hazard for workers who cannot be provided with protection from the conventional fall protection systems. For example, the employer shall discuss the extent to which scaffolds, ladders, or vehicle mounted work platforms can be used to provide a safer working surface and thereby reduce the hazard of falling.

1926.502(k)(7)

The fall protection plan shall identify each location where conventional fall protection methods cannot be used. These locations shall then be classified as controlled access zones and the employer must comply with the criteria in paragraph (g) of this section.

1926.502(k)(8)

Where no other alternative measure has been implemented, the employer shall implement a safety monitoring system in conformance with 1926.502(h).

1926.502(k)(9)

The fall protection plan must include a statement which provides the name or other method of identification for each employee who is designated to work in controlled access zones. No other employees may enter controlled access zones.

1926.502(k)(10)

In the event an employee falls, or some other related, serious incident occurs, (e.g., a near miss) the employer shall investigate the circumstances of the fall or other incident to determine if the fall protection plan needs to be changed (e.g. new practices, procedures, or training) and shall implement those changes to prevent similar types of falls or incidents.

[44 FR 8577, Feb. 9, 1979; 44 FR 20940, Apr. 6, 1979, as amended at 45 FR 75626, Nov. 14, 1980; 55 F 47687, Nov. 14, 1990; 59 FR 407335 Aug. 9, 1994; 60 FR 5131, Jan. 26, 1995]

OSHA Control of Hazardous Energy Standard

(29 CFR 1910.147)

A. **Scope, application and purpose**

1. Scope.

i. This standard covers the servicing and maintenance of machines and equipment in which the "unexpected" energization or startup of the machines or equipment, or release of stored energy could cause injury to employees. This standard establishes minimum performance requirements for the control of such hazardous energy.

ii. This standard does not cover the following:

a. Construction, agriculture and maritime employment;

b. Installations under the exclusive control of electric utilities for the purpose of power generation, transmission and distribution, including related equipment for communication or metering; and

c. Exposure to electrical hazards from work on, near, or with conductors or equipment in electric utilization installations, which is covered by Subpart S of this part; and

d. Oil and gas well drilling and servicing.

2. Application.

i. This standard applies to the control of energy during servicing and/or maintenance of machines and equipment.

ii. Normal production operations are not covered by this standard (See Subpart O of this Part). Servicing and/or maintenance which take place during normal production operations are covered by this standard only if:

a. An employee is required to remove or bypass a guard or other safety device; or an employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.

ATTACHMENT H

Note: Exception to paragraph (a) (2) (ii):

b. Minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operations, are not covered by this standard if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective protection (See Subpart O of this Part).

iii. This standard does not apply to the following:

a. Work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or startup of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.

b. Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water or petroleum products when they are performed on pressurized pipelines, provided that the employer demonstrates that-

(1. Continuity of service is essential;

(2. Shutdown of the system is impractical; and

(3. Documented procedures are followed, and special equipment is used which will provide proven effective protection for employees.

3. Purpose.

i. This section requires employers to establish a program and utilize procedures for affixing appropriate lockout devices or tagout devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start up or release of stored energy in order to prevent injury to employees.

ii. When other standards in this part require the use of lockout or tagout, they shall be used and supplemented by the procedural and training requirements of this section.

a. Definitions applicable to this section.

"Affected employee." An employee whose job requires him/her to operator use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

"Authorized employee." A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

"Capable of being locked out." An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

"Energized." Connected to an energy source or containing residual or stored energy.

"Energy isolating device." A mechanical device that physically prevents the transmission or release or energy, including but not limited to the following: A manually operated electrical circuit breaker, a disconnect switch, a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

"Energy source." Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

"Hot tap." A procedure used in the repair maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

“Lockout." The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

"Lockout device." A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

"Normal production operations." The utilization of a machine or equipment to perform its intended production function.

"Servicing and/or maintenance." Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

"Setting up." Any work performed to prepare a machine or equipment to perform its normal production operation.

"Tagout." The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

"Tagout device." A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

B. General

1. Energy control program.

The employer shall establish a program consisting of energy control procedures, employee training and to periodic inspections to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative.

2. Lockout/tagout

i. If an energy isolating device is not capable of being locked out, the employer's energy control program under paragraph (c) (1) of this section shall utilize a tagout system.

ii. If an energy isolating device is capable of being locked out, the employer's energy control program under paragraph (c)(1) of this section shall utilize lockout, unless the employer can demonstrate that the utilization of a tagout system will provide full employee protection as set forth in paragraph (c)(3) of this section.

iii. After January 2, 1990, whenever replacement or major repair, renovation or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machine or equipment shall be designed to accept a lockout device.

3. Full employee protection

i. When a tagout device is used on an energy isolating device which is capable of being locked out, the tagout device shall be attached at the same location that the lockout device would have been attached, and the employer shall demonstrate that the tagout program will provide a level of safety equivalent to that obtained by using a lockout program.

ii. In demonstrating that a level of safety is achieved in the tagout program which is equivalent to the level of safety obtained by using a lockout program, the employer shall demonstrate full compliance with all tagout-related provisions of this standard together with such additional elements as are necessary to provide the equivalent safety available from the use of a lockout device. Additional means to be considered as part of the demonstration of full employee protection shall include the implementation of additional safety measures such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent energization.

4. Energy control procedure

i. Procedures shall be developed, documented and utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section.

Note: "Exception:" The employer need not document the required procedure for a particular machine or equipment, when all of the following elements exist: [1] The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shut down which could endanger employees; [2] the machine or equipment has a single energy source which can be readily identified and isolated; [3] the isolation and locking out of that energy source will completely de-energize and deactivate the machine or equipment; [4] the machine or equipment is isolated from that energy source and locked out during servicing or maintenance; [5] a single lockout device will achieve a locker-out condition; [6] the lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance; [7] the servicing or maintenance does not create hazards for other employees; and [8] the employer, in utilizing this exception, has had no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.

ii. The procedures shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to, the following:

a. A specific statement of the intended use of the procedure;

b. Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy;

c. Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them; and

d. Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.

5. Protective materials and hardware

i. Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware shall be provided by the employer for isolating, securing or blocking of machines or equipment from energy sources.

ii. Lockout devices and tagout devices shall be singularly identified; shall be the only device(s) used for controlling energy; shall not be used for other purposes; and shall meet the following requirements:

a. "Durable"

(1. Lockout and tagout devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.

(2. Tagout devices shall be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.

(3. Tags shall not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.

b. "Standardized."

(1. Lockout and tagout devices shall be standardized within the facility in at least one of the following criteria: Color; shape; or size; and additionally, in the case of tagout devices, print and format shall be standardized.

c. “Substantial" –

(1. "Lockout devices." Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools.

(2. “Tagout devices." Tagout devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie.

d. "Identifiable."

(1. Lockout devices and tagout devices shall indicate the identity of the employee applying the device(s).

(2. Tagout devices shall warn against hazardous conditions if the machine or equipment is energized and shall include a legend such as the following: "Do Not Start. Do Not Open. Do Not Close. Do Not Energize. Do Not Operate."

6. Periodic inspection.

i. The employer shall conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this standard are being followed.

a. The periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected.

b. The periodic inspection shall be conducted to correct any deviations or inadequacies identified.

c. Where lockout is used for energy control, the periodic inspection shall include a review between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.

d. Where tagout is used for energy control, the periodic inspection shall include a review between the inspector and each authorized and affected employees, of that employee's responsibilities under the energy control procedure being inspected, and the elements set forth in paragraph(c)(7)(ii) of this section.

ii. The employer shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection.

7. Training and communication.

i. The employer shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees. The training shall include the following:

a. Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

b. Each affected employee shall be instructed in the purpose and use of the energy control procedure.

c. All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

ii. When tagout systems are used, employees shall also be trained in the following limitations of tags:

a. Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.

b. When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.

c. Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.

d. Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.

e. Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.

f. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

iii: Employee retraining.

a. Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.

b. Additional retraining shall also be conducted whenever a periodic inspection under paragraph (c)(6) of this section reveals, or whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

c. The retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

d. The employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.

iv. Energy isolation. Lockout or tagout shall be performed only by the authorized employees who are performing the servicing or maintenance.

v. Notification of employees. Affected employees shall be notified by the employer or authorized employee of the application and removal of lockout devices or tagout devices. Notification shall be given before the controls are applied, and after they are removed from the machine or equipment.

vi. Application of control. The established procedures for the application of energy control (the lockout or tagout procedures) shall cover the following elements and actions and shall be done in the following sequence:

a. Preparation for shutdown. Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.

b. Machine or equipment shutdown. The machine or equipment shall be turned off or shut down using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.

c. Machine or equipment isolation. All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).

8. Lockout or tagout device application.

i Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees.

ii. Lockout devices, where used, shall be affixed in a manner to that will hold the energy isolating devices in a "safe" or "off" position.

iii. Tagout devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.

a. Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.

b. Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

9. Stored energy

i. Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.

ii. If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

10. Verification of isolation.

Prior to starting work on machines or equipment that have been locked out or tagged out; the authorized employee shall verify that isolation and de-energization of the machine or equipment have been accomplished.

i. Release from lockout or tagout. Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions taken by the authorized employee(s) to ensure the following:

11. The machine or equipment.

The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.

12. Employees

i. The work area shall be checked to ensure that all employees have been safely positioned or removed.

Ii. Before lockout or tagout devices are removed and before machines or equipment are energized, affected employees shall be notified that the lockout or tagout devices have been removed.

iii. After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified that the lockout or tagout device(s) have been removed.

13. Lockout or tagout devices removal.

Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device. Exception to paragraph (e) (3). When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the employer, provided that specific procedures and training for such removal have been developed, documented and incorporated into the employer's energy control program. The employer shall demonstrate that the specific procedure shall include at least the following elements:

i. Verification by the employer that the authorized employee who applied the device is not at the facility:

ii. Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed; and

iii. Ensuring that the authorized employee has this knowledge before he/she resumes work at that facility.

14. Additional requirements

i. Testing or positioning of machines, equipment or components thereof. In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:

ii. Clear the machine or equipment of tools and materials in accordance with paragraph (e) (1) of this section;

iii. Remove employees from the machine or equipment area in accordance with paragraph (e) (2) of this section;

iv. Remove the lockout or tagout devices as specified in paragraph (e) (3) of this section;

v. Energize and proceed with testing or positioning;

vi. De-energize all systems and reapply energy control measures in accordance with paragraph (d) of this section to continue the servicing and/or maintenance.

15. Outside Personnel (contractors, etc.).

i. Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the on-site employer and the outside employer shall inform each other of their respective lockout or tagout procedures.

ii. The on-site employer shall ensure that his/her employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.

16. Group lockout or tagout.

i. When servicing and/or maintenance is performed by a crew, craft, department or other group, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device.

ii. Group lockout or tagout devices shall be used in accordance with the procedures required by paragraph (c) (4) of this section including, but not necessarily limited to, the following specific requirements:

a. Primary responsibility is vested in an authorized employee for a set number of employees working under the protection of a group lockout or tagout device (such as an operations lock);

b. Provision for the authorized employee to ascertain the exposure status of individual group members with regard to the lockout or tagout of the machine or equipment and

c. When more than one crew, craft, department, etc. is involved, assignment of overall job-associated lockout or tagout control responsibility to an authorized employee designated to coordinate affected work forces and ensure continuity of protection; and

d. Each authorized employee shall affix a personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and shall remove those devices when he or she stops working on the machine or equipment being serviced or maintained.

17. Shift or Personnel Changes

Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout device protection between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy.