

DEPARTMENT OF MAINTENANCE



OPERATION AND PROCEDURE MANUAL

DEPARTMENT OF MAINTENANCE

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DISTRICT MISSION STATEMENT



The School District of Clay County, in partnership with the entire community, is dedicated to providing a quality education in a safe, inviting environment so that all students learn and become successful, responsible citizens.

DIVISION OF SUPPORT SERVICES MISSION STATEMENT

The Division of Support Services is dedicated to providing a safe, healthy and motivational learning environment for all students, staff and Community by supporting the Clay County School District's Mission through a caring, effective, efficient, unified work effort.

DEPARTMENT OF MAINTENANCE AND OPERATIONS MISSION STATEMENT

The Department of Maintenance and Operations personnel are dedicated to maintain and operate 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 the Maintenance Department personnel to provide clear direction to their responsibilities as it relates to the Clay County School District **of Clay County**

INTRODUCTION.

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

The Operation and Procedure Manual will be reviewed annually and any additions that need to be included will take place at that time.

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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. Seatbelts shall be worn by all occupants of the vehicle while the vehicle is moving.

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 6.8990(E) governs the maintenance of Board-owned vehicles, these directive acts as an amplification of that rule.

- B.1. When a vehicle is due maintenance, it shall be driven by the assigned driver to the bus garage at the end of the work day.
- B.2. Emergency Maintenance - When mechanical problems are identified, the driver shall immediately contact the Transportation and Maintenance Departments by radio 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 and delivering the vehicle keys with the report to the parts window. A Leadman will initial all Vehicle Report Forms before the vehicle is taken to Transportation.

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 at least every (fifteen) 15 days, but may require additional attention if the vehicle is badly dirtied due to weather or road conditions.

B.4. All loose dirt and trash should be swept from the vehicle daily or as needed:

B.4.1. All dents, scratches or other damage discovered by a vehicle operator shall be reported to the Transportation Garage via MIS Form #25102, Driver's Vehicle Report (See attachment). Damages caused by vehicle accidents shall be reported according to School Board Rule 6.8990(G) and Florida Statutes 316.061 (See attachment).

C. USE OF MAINTENANCE FACILITIES AND EQUIPMENT

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

C.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. Other government agencies may use maintenance equipment, if it does not interfere with maintenance of schools.

C.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 Maintenance Director.

C.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.

- C.4. Tool Inventory - Each tradesman shall be issued a standard complement of tools as deemed appropriate by the Maintenance Director 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 Maintenance Director, but not less than annually.

- C.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 Maintenance Director authorizes such removal in advance.

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

D. **EMPLOYEE/VISITORS ACCESS TO MAINTENANCE FACILITIES**

PURPOSE: To identify limitations on employee and visitors' access at any Maintenance Facility.

- D.1. Employee Access to Maintenance Facilities - In the interests of safety and security the following restrictions are to be observed and enforced by all Maintenance personnel at any Maintenance facility:
- D.2. Only personnel who are employed at the Maintenance Main Complex or other Maintenance Facilities will be allowed in the work areas. Office personnel are to restrict their presence to those areas normally used by them. 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.
- D.3. Visitors are allowed only at the discretion of the Maintenance ~~Supervisor~~ **Director** 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.
- D.4. 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 Maintenance ~~Supervisors~~ **Director** as exceptions to this policy.
- D.5. Maintenance employees may not bring children or others to the Maintenance facility unless authorized to do so.

- D.6. 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.
- D.7. All Maintenance employees who are normally stationed at the facility shall assist in enforcing this directive and insuring that only authorized persons are in the work areas.
- D.8. No Maintenance employee shall have access to any School Board Buildings after normal working hours without prior approval from a Maintenance ~~Department Supervisor~~ **Director or designee.**

E. RADIOS, TAPE DECKS, CITIZEN'S BAND IN SCHOOL BOARD VEHICLES

PURPOSE: To identify limitations to the installation and use of accessory items on Board-owned vehicles and to protect the interests of the School Board with respect to property and the standards of the public.

- E.1. No employee may install an electronic device such as an AM/FM Radio, tape deck, **CD player**, C.B. radio, etc., without prior approval from the Maintenance Director.
 - E.1.1. If approved by the Director, the installation of such a device shall be accomplished as directed by the Maintenance Department.
- E.2. Radio Music/Talk Radio - No music or radio shall be played which could be considered objectionable by parents or students. Employees must use good judgment in determining what may be an acceptable station to tune into. A good rule of a thumb would be to refrain from playing any station about which you have the slightest doubt.
 - E.2.1. Complaints received by parents/students or others may result in the loss of the accessory radio **equipment.**
- E.3. The evidence of dead batteries or other vehicle problems attributable to an accessory item such as the radio may result in the removal of the accessory item.
- E.4. No music/talk radio shall be played so as to disturb those within the listening area. Volume shall be kept at minimum volume.

F. UNIFORMS

PURPOSE: To identify guidelines to employees who are issued a uniform, regarding the wearing and care of the uniform and to assure that such employees are identified in a positive way through the uniform.

- F.1. Uniforms purchased by the School Board for employees are the properties of the School Board and shall be cared for properly. The uniform must not be used or worn when the employee's duty assignment is completed. Abuse of the uniform may result in action against the employee as deemed appropriate by the Maintenance Director.
- F.2. When the uniform is damaged or deemed unserviceable, it shall be returned to the Maintenance Department. Also, whenever an employee resigns or otherwise discontinues service with the School District, the uniforms issued to that employee are to be returned.
- F.3. The number of uniforms purchased for each employee shall be determined through the annual collective bargaining process.
- F.4. Trousers/shirts - The issued trousers/shirts shall be worn.
- F.5. Sandals and thong-style footwear is prohibited for safety reason, except as may be permitted under circumstances approved in advance by the Maintenance Supervisor **Director**.
- ~~F.6. Clay County Schools Maintenance's patch worn above the left pocket, attached to shirts.~~
- F.7. Name Tag - To be worn just above the pocket position on the right side of the shirt.
- F.8. An appropriate belt or suspenders shall be worn with the uniform.
- F.9. The shirt shall be tucked into the trousers at all times.
- F.10. Foremen shall wear name tags identifying them as the foreman of their section.
- F.11. At no time are Maintenance employees allowed to wear other than the prescribed uniform, unless prior approval has been obtained from the Maintenance Director and only when circumstances beyond the control of the employee is experienced. **Friday is dress down day. The employee must pay \$1.00 to not wear his/her uniform.**

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 and 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.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 of Support Services, the Superintendent of Schools, the Coordinator of Safety Management and the Coordinator of Insurance Activities.
- G.3. In the event of serious injury, emergency rescue services shall be called to the scene of the incident. The employee should be instructed to render aid to the injured while awaiting the arrival of rescue personnel.
- 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. This reporting process shall apply to all injuries.
- G.6. 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.7. The Maintenance Supervisor shall assure that the emergency equipment at the Maintenance Facilities is in working order at all times.

H. **RESPONSE TO MEDICAL EMERGENCIES**

PURPOSE: To identify the actions and limitations to the response of Maintenance Personnel who may be faced with a medical emergency.

- ~~H.1. The personnel of the Maintenance Department shall be trained in basic first aid, and shall re-train as needed to maintain required basic skills.~~
- H.21. When a medical emergency arises, the employee shall determine the scope of the emergency and respond in all of the following ways:
 - H.21.1. The employee will apply whatever first aid assistance appropriate for the situation and the employee's level of training.

H.21.2. The employee will immediately radio the District Maintenance Office.

H.21.3. The Maintenance Department will contact the **Fire & Rescue Department and /or** Sheriff's Department or appropriate agency to arrange further medical assistance.

I. 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.

- 1.1. 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.
- 1.2. If the employees are advised by proper authority to secure the keys on or about the vehicle, the designated key storage area shall be used. Such designated storage area shall not be communicated to others outside the Maintenance Department.
- 1.3. Employees are not to leave keys in their vehicles under any circumstances unless advised to do so by the Director of Maintenance.
- 1.4. 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 MIS Form **PRO #2-24503422** Property Vandalism/Theft Report (See attachment).
- 1.5. A police report is to be initiated for incidents of theft or vandalism involving a District-owned vehicle.
- 1.6. 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.

J. RADIO PROCEDURES

PURPOSE: To guide Maintenance Personnel in the proper use of the two-way radios which are installed in the District-owned vehicles.

- J.1. Policy Statement - The two-way radio system is installed and maintained to facilitate clear and immediate communication between Maintenance Personnel, the Maintenance Office and between individual vehicles when appropriate. The chief goal of the Department in installing the system is to allow prompt response

to emergencies, adverse situations, request information or assistance or respond to a request.

- J.2. Use of the vehicle two-way radio is to be limited to that which is appropriate in relationship to the stated goals of the Department.
- J.3. The receive/send is a push-to-talk, release-to-hear handset. Be sure to maintain steady pressure on the push-button while talking, so that your entire message is received.
- J.4. Receiving Messages - During normal operations you will hear radio messages intended for others. When a message is intended for you, respond appropriately and timely.
- J.5. After all messages from you or to you are completed give your vehicle number and word "clear." Then, replace the handset firmly in the cradle. NOTE: The radio will not work properly unless the handset is pulled firmly into the cradle.
- J.6. Sending Messages - When you desire to communicate with the Maintenance Department via the radio, remove the handset from its cradle and press the button on the handset to transmit. State your vehicle number and the vehicle or Base (2 - Facilities and 3 - Maintenance) you need: (Example - V5 to Base 3 or V5 to V70)
 - J.6.1. Upon completion of conversation, state your vehicle number and the word "clear."
- J.7. General Information and Guidelines - The effective range from the Maintenance Department to any vehicle may vary up to 100 miles or more, depending on the weather conditions and location. The range of vehicle-to-vehicle communications could be up to 35 miles.
- J.8. After-hours Communications - The Clay County Public Safety Department has agreed to monitor the District's radio channel after normal operating hours to provide emergency assistance when needed. When vehicles are operated after normal office hours and on weekends or holidays, drivers who need assistance can call "Clay Fire and Rescue." When the Fire and Rescue Dispatcher responds, the driver should provide details regarding the problem, which will then be relayed to the on-call supervisor.
- J.9. Music shall not be played over the two-way radio.

K. 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.

- K.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.
- K.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.
- K.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:
 - K.3.1. Fuel Attendant Records - Each driver is to utilize the Districts' Fuel Report (MIS Form #25133, See attachment) 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.
 - K.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.
 - ~~K.5. Vehicle Operator Fuel Report - In addition to the records maintained by the fuel attendant, the vehicle operator is to maintain the Operator Fuel Report (MIS Form #25116, See attachment) for his/her assigned vehicle and is to be turned in at the end of each month to the appropriate Supervisor.~~
- K.65. Duties/Responsibilities of Vehicle Operator - Minimum responsibilities include:
 - K.65.1. Check engine oil level at every refueling.
 - K.65.2. Check brake fluid level, power steering fluid level and radiator fluid level. **Do not open radiator when the engine is hot.**
 - K.65.3. At least weekly, check transmission fluid level, battery fluid level, and belt tension on pulleys.
 - ~~K.6.4. Submission of fuel reports at intervals established by supervisors.~~
- K.76. Gas 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 card will be obtained from a Maintenance Supervisor.

When the gas card is used, the receipt is to be turned into the Maintenance Supervisor's Office the next school day. Form MIS 23507 shall be filled out with receipt.

L. **SMOKING IN VEHICLES AND AT WORK LOCATIONS**

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

- L.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 386.2030(See attachment **Part II: Indoor Air: Tobacco Smoke.**)
- L.2. Smoking will not be allowed in School Board vehicles unless there is full agreement among all riders.
- L.3. When on School Grounds, the employees that smoke shall conform to the regulations on smoking that the various schools have established.

M. **SAFETY IN THE WORKPLACE**

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

- M.1. Maintenance employees will utilize all safety gear provided to perform specific tasks.
- M.2. All employees shall utilize the handrails provided at all stairways at Maintenance Facilities.
- M.3. Failure to follow these safety guidelines could affect an employee Workers' Compensation benefits as provided under Florida Law.
- M.4. The Maintenance Safety Handbook shall be strictly followed in its entirety.
- M.5. Safety meeting will be held at least **bi-monthly on pay days.**

N. **INTERFACE WITH HIGHER AUTHORITY**

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

- N.1. Interface with Higher Authority - Maintenance Personnel have the right to go to higher authority at anytime. Before going to higher authority, Maintenance personnel shall inform the Director of Maintenance of their intent. Personnel are not required to disclose why they are going to higher authority.

O. WORKING HOURS

PURPOSE: To identify what is meant by working hours.

- O.1. Work Hours - This is the time recommended and approved by the Superintendent and School Board and by the Director of Maintenance as the time the employee is to be at his/her place of work and working. Normally this time is set at 7:00 a.m. to 3:30 p.m., Monday through Friday.
- O.2. Times can 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.
- O.3. All Maintenance Personnel shall be at their assigned work areas per the times described above.
- O.4. All Maintenance Personnel shall not return from their daily assigned duties to the Maintenance Department for clocking out before 3:15 p.m. unless prior approval from the Director of Maintenance or designee has been obtained.

P. NOON MEAL

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

- P.1. All employees shall eat the noon 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 noon meal unless the employee is working in Green Cove Springs.
- P.2. No school board vehicle shall be taken home for the noon meal unless prior approval has been obtained from a Maintenance ~~Supervisor~~ Director.
- P.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.
- P.4. Lunch hour includes the travel time from the work place to the eating establishment and back to the work place. Total time shall not be longer than sixty (60) minutes. During summer work hours, the noon meal is forty (40) minutes.

Q. USE OF INAPPROPRIATE LANGUAGE AROUND SCHOOLS

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

buildings.

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

R. APPROPRIATE GROOMING STANDARDS

PURPOSE: To provide guidance for acceptable grooming standards.

- R.1. All employees shall present an acceptable appearance at all times in relation to the task being performed.
- R.2. All employees shall keep their hair neatly trimmed and groomed.
- R.3. If beards/mustaches are worn, they shall present a neat trim appearance.
- R.4. If jewelry is worn, it shall not cause interference with the task being performed.
- R.5. Soiled uniforms shall be turned in for cleaning and shall not be worn more than one day.

S. REPORTING IN AT SCHOOLS

PURPOSE: To provide for immediate contact of all employees.

- S.1. All Maintenance employees shall report to the Administrative Office at all Schools and complexes as to where they will be working, and sign in on the Maintenance Sign-in Log if they are to be on campus more than 10 minutes.
- S.2. All Maintenance employees are to check out with the Administrative Office at the completion of their tasks, if they are subject to sign-in, in accordance with Rule S.1.
- ~~S.3. All Maintenance Personnel shall sign out on the Sign Out Board located in the Maintenance Main Building daily.~~
- ~~S.4. All Maintenance Personnel, located at the Middleburg Maintenance Annex must call in every day to be signed out.~~

T. DRIVING ON SCHOOL GROUNDS

PURPOSE: To clarify vehicle traffic on school grounds.

- T.1. All vehicle traffic shall be confined to designated roadways, unless the need to drive outside of those areas is required by the amount of material to be delivered for use or the weight of the material prohibits carrying the material by hand to the work place.
- T.2. If students enter the lane of traffic, all vehicles shall stop until the students are well past the lane of traffic.
- T.3. If the requirement for driving outside the designated roadways does not meet Rule **ST.1.** above, the employees shall park their vehicles in the designated parking areas and walk to the work area.
- T.4. Speed limit on school grounds is 5 m.p.h.

U. SCHOOL BOARD KEYS

PURPOSE: To identify responsibilities for assigned School Board keys.

- U.1. Maintenance employees shall maintain strict control over all assigned School Board keys.
- U.2. Any School Board keys that become misplaced shall be reported immediately to the employee's immediate supervisor.
- U.3. All School Board keys assigned to Maintenance employees shall be inventoried periodically by the Supervisor of Maintenance (General) and the School Board Locksmith, but not less than annually.
- U.4. All Maintenance Department employees shall sign a custody sheet listing School Board keys they are assigned at least annually.
- U.5. Employees shall not enter any School Board Building after normal working hours unless approved for entrance from a Maintenance Supervisor.

V. WORK REQUESTED BY SCHOOL BOARD DEPARTMENT AND SCHOOLS

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

- V.1. All work for the Maintenance Department shall be requested through the Work Order System.
- V.2. Priority of work orders shall be set by the Director of Maintenance or ~~the~~ **designee.** ~~Assistant Superintendent of Support Services.~~

- V.3. Emergency work orders shall have top priority and shall be completed immediately.
- V.4. Any request to perform work outside of the work order system shall go through the Maintenance Supervisors or the Director of Maintenance.
- V.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.
- V.6. If work is performed because of V.5., a work order shall be completed as soon as possible so as to account for man hours and material expended.

W. **ORDERING MATERIALS/SUPPLIES**

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

- W.1. All material and supplies shall be ordered through the Maintenance Warehouse.
- W.2. All Vendors shall deal directly with the Maintenance Department Warehouse Personnel.
- W.3. If Vendors need to contact various shops directly, it shall be done through the Warehouse.

X. **ASSIGNED TOOLS**

PURPOSE: To identify responsibilities for assigned tools.

- X.1. All Maintenance Department section Personnel shall be assigned tools.
- X.2. All tools will be inventoried at least annually.
- X.3. Broken tools shall be turned in **to the warehouse** for replacement.
- X.4. Lost tools shall be reported **to their** supervisor and a brief reason for loss shall be submitted before the tool is replaced.
- X.5. All Maintenance Personnel shall keep their tools clean and in working order.
- X.6. Each employee shall sign a custody sheet for all tools assigned to them. All Foremen shall counter sign each employee's custody sheet in his section.
- X.7. Tools shall be ordered and issued through the Maintenance Warehouse **ONLY.**

Y. SICK LEAVE

PURPOSE: To prevent the abuse of using sick leave.

- Y.1. Sick leave will be granted, in accordance with Local and State Laws, and the Master Contract between the Clay County School Board and Clay Educational Support Personnel Association.
- Y.2. Employees that misuse the sick leave policy could face disciplinary action.

Z. ANNUAL LEAVE

PURPOSE: To ensure that the annual leave requests are filed within the proper time frames.

- Z.1. Annual leave shall be in accordance with Local and State Laws, and the Master Contract between the Clay County School Board and the Clay Educational Support Personnel Association.
- Z.2. Annual leave requests should be turned in two (2) weeks in advance of the time requested.

AA. FLEXTIME

PURPOSE: To allow an employee or supervisor to meet needs of the employee and school district.

- AA.1. Through written mutual agreement and with advanced notice, the supervisor or principal may establish scheduled work days for an individual employee that exceed the employee's standard work hours on one day(s) and are shorter than the employee's standard work hours on another day(s) without overtime being paid, as long as all altered days occur within the same work week and do not result in the employee's having worked more than his/her normal total work hours for a week during that week such flexible schedule shall not interfere with student contact time, the fairness or consistency of duties assigned and must ensure that all professional obligations are met.

BB. PART-TIME OUTSIDE EMPLOYMENT

PURPOSE: To identify conditions for Part-Time Employment.

- BB.1. Part-Time employment shall not interfere with assigned Maintenance tasks.
- BB.2. Overtime Maintenance tasks shall take priority over any part-time employment.

BB.3. No employee shall be permitted to wear their School Board uniforms for part time employment.

BB.4. No employee shall be permitted to use School Board Vehicles or equipment for part time employment.

CC. **PAYROLL PROCEDURES (OVERTIME)**

PURPOSE: To identify time lines associated with overtime.

CC.1. 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.

DD. **EMPLOYEE BENEFITS**

PURPOSE: To identify the different departments that handle employee benefits.

DD.1. Insurance benefits are addressed by the Insurance Coordinator **of Health Benefits**.

DD.2. Retirement benefits, holidays, leave policy, are addressed by the Director of Personnel and are also covered in the Contract between the Clay County School Board and the Clay Educational Support Personnel Association.

DD.3. Uniforms are covered in the contract between the Clay County School Board and the Clay Educational Support Personnel Association. Any questions shall be directed to the Maintenance Administrative Office.

EE. **EMPLOYEE RETIREMENT OR RESIGNATION**

PURPOSE: To identify the requirements of personnel retiring or resigning.

EE.1. Any employees wishing to retire should notify the Director of Maintenance **in writing** by April of the year ~~before~~ he or she wishes to retire.

EE.2. Any employee resigning his/her employment with the Clay County School Board shall give the Director of Maintenance a two (2) week notice.

EE.3. DROP: Deferred Retirement Option Plan

FF. **EMPLOYEE PERFORMANCE**

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

- FF.1. Each employee shall be expected to perform their assigned task in a professional manner. Work shall be performed so as to prevent having to repeat the task.
- FF.2. The appearance of a completed project shall not distract from the overall general appearance of the work area.
- FF.3. The work area shall be kept clean and at the completion of the task shall be thoroughly cleaned.
- FF.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.
- FF.5. All work shall be performed to applicable codes.
- FF.6. ~~State Requirement to Education Facilities (SREF) is the code we conform to.~~ **Florida Building Code (year).** The most current edition of the Florida Building Code shall be followed.
- FF.7. 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.)**

GG. DISCIPLINE PROCEDURES

PURPOSE: To inform the employees of discipline procedures.

- GG.1. Discipline shall be performed at the lowest possible level of authority.
- GG.2. Discipline procedures shall be in accordance with State Laws, School Board Rules, and the Contract between the Clay County School Board and the Clay Educational Support Personnel Association.

HH. EMPLOYEE TRAINING

PURPOSE: To identify with the employee training procedures.

- HH.1. In-service training will be conducted on a **bi-monthly** basis by the employee's first line supervisor and outside agencies. **Training shall take place on pay days.**
- HH.2. Employees are encouraged to upgrade their skill level.

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

II. **EMPLOYEE ADVANCEMENT POTENTIAL**

PURPOSE: To identify advancement procedures.

- II.1. Advancement shall be based on the most qualified to fill the position.
- II.2. Employees qualified to be advanced shall be interviewed and the most qualified shall be selected.
- II.3. Advancement recommendations shall be based on a written test; formal interview, practical test and employee length of service.

JJ. **HIRING PRACTICES**

PURPOSE: To identify the hiring procedures.

- JJ.1. Hiring shall be in accordance with the School Board Rules.
- JJ.2. The applicant recommended for employment shall be the person most qualified based on several factors including but not necessarily limited to a written test, practical test, and a formal interview.
- JJ.3. The recommendation shall be filed to the Superintendent through the Assistant Superintendent of Support Services.

**SAFETY
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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 elimination or prevention of accidents.

Emergency Conditions

In an emergency involving hazard to life, a supervisor, **leadman**, or foreman 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.

INTRODUCTION (Cont.)

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 Performance of Duties

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

DEFINITIONS

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 difference from that of the earth in the vicinity. The term “live” is sometimes used in the 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 the 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 Reclosure 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.

DEFINITIONS (CONT.)

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, or 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 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." A card or tag-type 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.

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.

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

NFPA 101: – Life Safety Code

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: (Haz. Com.) Employees have the right to know about exposures to toxic substances in the work place.

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 RULES FOR MAINTENANCE PERSONNEL

11-1 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 impracticable 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.

11-2 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.

11-3 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.

11-4 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 faults 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 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.

11-5 Practical Jokes

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

GENERAL PRECAUTIONS

12-1 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 protected, and where exposed to 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.

12-2 Taking Chances

- a. Before commencing any work that maybe 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.

12-3 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.

12-4 Guards

- a. No 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).

12-5 Hold Cards and Tags

- 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 other device used to put a circuit or equipment into service shall be operated while a Hold Card or similar device is hooked to it.
- c. A Hold Card or similar 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 Hold Card will be removed by the person originally installing the Hold Card.
- d. Each man in charge of work on any equipment shall have his own Hold Card or a similar device secured to the apparatus control.

12-6 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.

12-7 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

13-1 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 supervisor 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.

13-2 Portable Electric Tools

- a. The non-current carrying metal parts of portable electric tools such as drills, saws 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 dusts.

13-3 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 hose shall not be used near energized equipment.

13-4 Powder 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 ~~that~~ 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.
 - 1. 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.)

13-5 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

14-1 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. When ascending and descending ladders, employees shall face the ladder and grip the sides or rungs with both hands.
- c. Boxes, crates, chairs, etc., shall not be used in place of ladders.
- d. 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.
- e. 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.
- f. Metal ladders or ladders with metal siding rails shall not be used near energized equipment or lines.
- g. Ladders shall not be painted. They shall only be treated with a transparent non-conducting material.
- h. Only approved ladders owned by the Clay County School Board shall be used by employees.
- i. When transferring from a ladder to an elevated position, the ladder side rails shall extend at least 36 inches above the landing.
- j. All straight and extension ladders shall not be used unless they are equipped with non-skid safety feet or other means to prevent slipping.

14-2 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. An employee shall not stand on either of the top two rungs of the ladder.
- d. Ladders shall not be spliced together.
- e. A ladder shall never be placed against an unstable support.
- f. Ladders shall be placed on a substantial base.
- g. Ladders shall not be used as scaffold platforms.
- h. Portable ladders in use shall be tied, blocked or otherwise secured to prevent their being displaced.
- i. Employees shall belt off a ladder whenever both hands must be used for the job.

14-3 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 displacing.
- 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.)

14-4 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 midrail 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.

14-5 Fall Protection

- a. Employees engaged in work on roofs must adhere to proper fall protection techniques as defined in OSHA Regulation 1926.502 b10 and b11. See attachment pgs. 119-120.

HANDLING MATERIALS

15-1 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 lifting.

15-2 Industrial Truck - Fork 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 that 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, fork lift 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.

15-3 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 or **in** hydraulic systems.

COMPRESSED GAS AND WELDING

16-1 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.

16-2 Welding and Cutting - General

- a. Welding and cutting shall be performed only by experienced and properly instructed persons.
- b. 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.
- c. Suitable fire extinguishing equipment shall be immediately available at all locations where welding and cutting equipment is used.
- d. Matches shall not be carried by welders or their helpers when engaged in welding or cutting operations.
- e. 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.
- f. 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.
- g. 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.
- h. 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.
- i. 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.

j. 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.

16-3 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 persons nearby who might be affected by the arc.

VEHICLE OPERATIONS

17-1 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, as per School Board Rule 6.90(A)1 and 2 and State Law.
- 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.

17-2 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.

17-3 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.
- d. 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.

17-4 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.

17-5 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 safely.
- 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.
- d. During all backing operations, the vehicle operator shall:
 - 1. Get out of 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.

17-6 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.

17-7 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 sed 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.

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

- b. Materials shall be securely fastened to prevent a hazard due to shifting.
- c. 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.
- d. When hauling long poles and the vehicle must enter congested areas or heavy traffic conditions, escort vehicles displaying suitable warning signs should be used.
- e. 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.
- f. When a vehicle is parked, the parking brake shall be set.
- g. Poles, ladders, pipes, etc., shall be loaded parallel with the truck length. Such material shall not extend beyond the normal width of the vehicle.

17-8 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 altered 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.
- 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. ~~Climbers shall not be worn by employees while in the basket.~~
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 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

Introduction

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

18-1 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.

18-2 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. Warning garments wore at night shall be of a reflectorized material.
- 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

Introduction

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.

19-1 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.

19-2 Hearing Conservation

NOTE: 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.

19-3 Lighting

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

19-4 Asbestos

NOTE: 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.

Always check the Asbestos Management Plan 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. Asbestos cement, mortar, coating, plaster, etc., shall not be removed from the shipping container unless it is wetted, enclosed or ventilated.
- c. Local exhaust systems or other engineering controls that reduce the concentration of airborne asbestos fibers shall be used when available.
- d. 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.

- e. 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.

19-5 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.

19-6 Respirators

NOTE: Where various types of respirators are available, care must be taken in proper selection. The respirator must provide adequate protection against the anticipated hazard. Whenever there is doubt, the more protective device must be used. A respirator with a dust filter is not suitable when working with toxic fumes.

Types of respirators include the following:

Air purifying respirator

- 1. Single Use.
- 2. Reusable.

Powered air purifying respirator

Continuous flow respirator

Pressure demand respirator

Supplied air respirator

Oxygen breathing apparatus

Self-contained breathing apparatus

Hose mask with blower.

- a. When respirators are provided for a particular work activity, they shall be used.

- b. Users of respirators shall follow the manufacturer's instructions or the specific instructions of supervision.
- c. Only employees trained in their use shall use respirators.
- d. Persons using air line respirators or similar respirator devices in an enclosed area shall be equipped with a safety harness and life line or other equivalent means of rescue. At least one person with suitable self-contained breathing apparatus shall be at the nearest fresh air base for emergency rescue.
- e. Approved respirators shall be worn when:
 - 1. Applying paint or toxic liquids with pressure spray equipment inside buildings, except in shops where special approved rooms or booths are provided for this purpose.
 - 2. Buffing creates an abnormal amount of dust.
 - 3. Welding (or flame cutting) galvanized iron or when melting zinc.
 - 4. Handling lime or other toxic or caustic powdered chemicals.
 - 5. Exposed to abnormal amounts of coal dust.
- f. Contact lenses shall not be worn when using a respirator.

PERSONAL PROTECTIVE DEVICES

20-1 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 p.s.i. 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.

20-2 Protection Against Electrical Arc

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

20-3 Head Shields and Hoods

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

20-4 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.

20-5 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.

20-6 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.

20-7 Wearing Apparel

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

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

FIRE PREVENTION AND PROTECTION

21-1 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 tanks 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, properly labeled containers.
- k. Rule 21-1 j. does not apply to kerosene and cleaning agents of the "Stoddard" solvent class; however, no more than one gallon of such liquid 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.

21-2 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. **School Board Rule Section IV, 4.15**

21-3 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 multi purpose dry chemical.)

~~(Class "B" fires (Freon) and Halon 1211 are gaseous extinguishing agents suitable for combating both Class "B" and Class "C" fires, especially at indoor locations. Both agents are slightly toxic in low concentrations (less than 5 percent) and will cause unconsciousness in a short period of time when the concentration is above 15 percent. When the extinguishing agent is released, precautionary measures similar to those for toxic, confined spaces should be employed.)~~

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(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

22-1 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. (See rule 12-5 for Hold Card Procedure.)
- 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.

FIRST AID

Introduction

The material in this section is intended to act as an overall guide to first aid activities. It is not designed as a self teaching course, but merely reviews some aspects of first aid techniques for those who have received training in first aid.

The information given is general. Specific action to be taken at the scene of an emergency cannot be predetermined and will necessarily be modified by the situation. It is important that employees be familiar with the contents of this section and local emergency procedures so as to be better prepared to assist fellow employees in the event of an accident. Details for first aid treatment may be found in the American Red Cross Text Book on First Aid and the U.S. Bureau of Mines First Aid Manual.

23-1 General

- a. Employees shall be familiar with the basic techniques for first aid so that they may provide emergency treatment to fellow employees. Personnel shall be

knowledgeable of the treatment for traumatic shock, means of giving artificial respiration and control of bleeding. Preplanning for a potential emergency situation is most valuable. All employees should be aware of the medical services available and how to obtain them.

- b. Personnel engaged in overhead line work shall know the essential elements of pole top rescue. They should also be familiar with resuscitation techniques and how to apply these techniques in an elevated position.
- c. Where first aid kits are supplied, employees shall be familiar with the location, the contents and the instructions given with the first aid kit. Each employee shall learn to use this equipment so he can render treatment when needed. Except for minor injuries the services of a physician shall be obtained.
- d. The contents of the first aid kits shall be inspected each week and expended items replaced.

23-2 Wounds and Control of Bleeding

- a. A man can bleed to death in a very short time - less than one minute. Therefore, in the event of an injury that results in significant bleeding, immediate steps must be taken to prevent the loss of blood.
- b. Bleeding may be controlled by the following methods:
 - 1. Direct pressure. Application of pressure directly on the wound. Use of a sterile dressing is preferred. In an emergency, use any dressing even the bare hand.
 - 2. Indirect pressure or pressure points. Application of pressure on the arterial pressure points in the arm or leg. Pressure points may be combined with direct pressure to restrict severe bleeding.
 - 3. Elevation. Loss of blood can be slowed by raising the wound above the level of the heart.
 - 4. Tourniquet. The use of a tourniquet is a desperation action. It shall be used only for severe, life-threatening bleeding that cannot be controlled by any other means. Tourniquets should be applied as close to the wound as possible and should not be loosened except by trained, professional medical personnel, normally at the hospital. (If the tourniquet is loosened, severe shock can result.)
- c. Shock is present in all cases of serious bleeding. Attention must be given to the prompt treatment for shock.

- d. Precautions to take when dealing with released blood/body fluids:
 1. Assume all spilled blood and body fluids are contaminated and potentially harmful to your health.
 2. Procedure
 - a. Put on disposable gloves, rubber, or plastic.
 - b. Absorb with dry chlorine absorbent.
 - c. Using absorbent paper towels or a spatula, lift soil and place it in a sturdy disposable plastic bag. Secure it with a tie.
 - d. Place the plastic bag with the soil into a second plastic bag. Secure it with a tie.
 - e. Discard in a manner consistent with local regulations for solid waste disposal.
 - f. Remove gloves from hands. Place in a container for disposal.
 - g. Wash hands using an antimicrobial hand soap or rinse with alcohol, if hand washing is not available.
 - h. Put on a new pair of disposable gloves, rubber or plastic.
 - i. Clean the infected area with a hospital grade germicidal cleaner. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinsing. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (dust pans, buckets, etc.) should be thoroughly rinsed in the disinfectant.
 - j. Remove gloves from hands. Place in a container for disposal.
 - k. Wash hands with an antimicrobial hand soap. Dry. Rinse with alcohol, if hand washing is not available.
 3. All Maintenance vehicles carry Mess Kits for cleaning-up blood and body fluid spills.

23-3 Shock

- a. Shock usually occurs following a severe loss of blood or some type of serious

injury. It can occur from a minor injury or even from anxiety or emotional stress. Regardless of the cause, the symptoms are the same and similar treatment is required.

- b. Shock is easier to prevent than to cure. Every injured person is potentially a shock victim and should be treated as such, whether symptoms of shock are present or not.
- c. Symptoms of shock are:
 - Chalk-like appearances
 - Dull or anxious expression
 - Shallow breathing
 - Weak, rapid pulse
 - Cold, moist skin
- d. Recommend treatment for shock is:
 1. The patient should be kept warm and comfortable but not hot. In many cases, the only first aid measure necessary and possible is to cover the patient underneath as well as on top to prevent loss of body heat.
 2. Keep the patient's body horizontal or, if possible, position him so that his feet are at least 6 inches higher than his head. Always keep the patient's head low. The single exception to this positioning is the case of a patient who obviously has an injury to his chest, and who has difficulty breathing. This patient should be kept horizontal with head slightly raised to make his breathing easier.
 3. Clear the victim's mouth of all foreign bodies and make sure he/she is breathing properly.
 4. Loosen tight clothing at the neck, the chest and the waist.
 5. If patient is conscious, hot tea, coffee or broth may be given in small quantities. The warmth is valuable in combating shock.
 6. Proper transportation practice is never more imperative than in the case of a person who may develop shock. It constitutes the most important single measure in the prevention and treatment of shock. Use an ambulance, if possible. If other means must be used, follow the above instructions as closely as possible.

23-4 Eye Injuries

- a. Foreign Bodies
 1. When a small foreign body, such as dust or a wood flake, is on the eye or eye lid, moderate efforts may be made to remove it. The edge of a clean handkerchief or similar device may be used. Never use a match stick, knife or other such instrument that might cause damage to the eye.
 2. Objects imbedded in the eye must not be removed except by a physician. Both eyes of the injured should be bandaged loosely and the employee taken to the doctor immediately. The injured employee should be told to relax and try not to move his eyes.
- b. Chemical burns-acid or caustic. Immediate irrigation of the eye with large quantities of clean water is mandatory whenever a chemical substance enters the eye. Flushing of the eye with running water should continue for 15 minutes.
- c. All eye injury cases, regardless of first aid measure taken, should be taken to a physician to be checked and treated.

ARTIFICIAL RESUSCITATION

24-1 General

Whenever a person is found unconscious, always check to determine if he is breathing. If he is not breathing, rescue breathing to be effective must be started within three or four minutes after the patient has stopped breathing. Therefore, start immediately.

- a. In electric shock cases, do not rush in and become a casualty yourself. Safely remove the victim from electrical contacts before starting artificial respiration. Do not move the victim unnecessarily.
- b. Attempt to stop any serious flow of blood.
- c. Clear the victim's mouth of false teeth, any foreign objects or fluids with your fingers, or a cloth wrapped around your finger. Watch the victim closely to see that mucus or stomach contents do not clog air passages.
- d. If help is available, have them do the following while artificial respiration is being applied:
 1. Call a doctor or ambulance.
 2. Loosen the victim's clothing about neck, chest and waist. Remove

climbers and tools.

3. Keep the victim warm during and after resuscitation. Do not give liquids while the victim is unconscious.
- e. Continue uninterrupted rescue breathing until the victim is breathing with help or until there are positive signs of death, such as rigor mortis (stiffening of the body).
- f. The change of operators, when necessary, shall be done as smoothly as possible without breaking the rhythm. If necessary to move the victim, resuscitation shall be continued without interruption.
- g. Watch the victim carefully after he revives. Do not permit him to exert himself.
- h. Treat victim for shock.

24-2 Mouth-To-Mouth (Nose) Method

- a. Place the victim on his back. Place his head slightly downhill, if possible. A folded coat, blanket or similar object under the victim's shoulders will help maintain proper position. Tilt head back so chin points straight upward.
- b. Grasp the victim's jaw and raise upward until lower teeth are higher than upper teeth; or place fingers on both sides of jaw near ear lobes and pull upward. Maintain jaw position throughout resuscitation period to prevent tongue from blocking air passage.
- c. Pinch the victim's nose shut with thumb and forefinger, take a deep breath and place your mouth over the victim's mouth, making air tight contact; or close victims' mouth, take a deep breath and place your mouth over victims' nose making air tight contact. If you hesitate at direct contact, place a porous cloth between you and victim. (If an infant, place your mouth over its mouth and nose.)
- d. Blow into victims' mouth (nose) until his chest rises. (Blow gently, if an infant.) Remove your mouth to let him exhale, turning your head to hear an outrush of air. The first 8 or 10 breaths should be rapid as victim will respond. Thereafter, the rate should be slowed to about 12 times a minute (20 times if an infant).
- e. Things to remember:
 1. If air cannot be blown in, check position of victims' head and jaw and recheck mouth for obstructions, then try again more forcefully. If the chest still does not rise, turn victim face down and strike his back sharply to dislodge obstruction. Then repeat rescue breathing procedure.

2. Sometimes air enters the victim's stomach, evidenced by swelling of stomach. Expel air by gently pressing down on stomach during exhalation period.

24-3 Back-Pressure Arm-Lift Method

NOTE: This method is not as effective as the mouth-to-mouth method. It should not be used on victims having a serious arm, shoulder or upper back injury. It would be the preferred method if the victim had serious facial injuries or burns.

- a. Place the victim in a face down, prone position. Bend his elbows and place his hands one upon the other. Turn his face to one side, placing the cheek upon his hands.
- b. Check for open air passage. Kneel on both knees, facing the victim, with one knee on each side of his head. (If desired, the operator may kneel with one knee at the side of the victim's head, close to the forearm, placing the opposite foot near the elbow. Place your hands, thumb tips touching, on victim's back just below shoulder blades. Spread fingers downward.
- c. Rock forward slowly to exert pressure, until arms are almost vertical. Keep your elbows straight.
- d. Release pressure by flexing your elbows. Rock back on your heels, sliding your hands up the victim's back and out along arms.
- e. Grasp arms just above elbows and pull upward toward you until you feel resistance and tension.
- f. Lower the victim's arm to ground. This completes the cycle.
- g. Repeat the cycle about 12 times per minute at a steady uniform rate. The compression and expansion phases should occupy about an equal amount of time, the release periods of being of less duration.

24-4 Pole-Top (Oesterich) Method

- a. Place the victim in a straddle position.
 1. Thumb and fingers together on the abdomen, thumbs below ribs. Fingers slightly overlapping.
 2. Rock backward compressing abdomen upward. Use steady moderate pressure.

3. Rock forward releasing pressure. Move arms upward. Hook elbows under the victim's armpits.
 4. Rock backward raising arms upward and backward until tension is felt. Return to position 1. Repeat cycle 10 times per minute.
- b. General Considerations.
1. Protect yourself - observe hazards. De-energize wires if necessary. Use rubber protective devices.
 2. Start immediately. Seconds count. Do not delay. Apply pole-top arm-lift, method until it is practical to lower the victim to the ground, then use Back Pressure Arm-Lift or Mouth-To-Mouth Method.
 3. Call a doctor. Have someone summon medical aid.
 4. Don't give up. Continue resuscitation until the victim is breathing without help or is certainly dead.

24-5 External Heart Compression

The information given in this section is not intended as instruction for the administration of external heart compression. Such treatment should be given only by persons who are properly trained and qualified. The following is a reminder to those persons of the points to be followed. If not administered properly, external heart compression may result in other serious injuries.

NOTE: PERFORM HEART COMPRESSION ONLY WHEN INDICATED. After rescue breathing has been performed for about half a minute, if bluish or grey skin color remains and no pulse can be felt, or if pupils of the eyes are dilated, heart compression may be started.

Heart compression is always accompanied by rescue breathing. Two persons should perform rescue efforts for the victim; one should give rescue breathing while the other performs external heart compression. If only one rescuer is present, interrupt compression about every 10-15 compression cycles and give victim three or 4 breaths.

- a. Place the victim on his back on a firm surface.
- b. Put hands on the breastbone. Place the heel of one hand on lower third of the breastbone with other hand on top of first.
- c. Press downward. Apply pressure until breastbone moves 1 ½ inches.
- d. Lift hands and permit the chest to return to normal.

- e. Repeat compression 60 times per minute.

NOTE: Heart Compression should not be done:

1. When the victim has a pulse
2. When his pupils do not remain widely dilated.
3. When his ribs are broken.

HAZARDOUS ENERGY CONTROL
LOCKOUT - TAGOUT
CLAY COUNTY DISTRICT SCHOOLS

THE CONTROL OF HAZARDOUS ENERGY PROGRAM (29 CFR 1910.147)

INTRODUCTION

Lockout/Tagout (29 CFR 1910.147) was implemented on January 2, 1990. The purpose of this standard is to reduce the number of injuries by accidental start up 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” ~~services~~ **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.

GENERAL SAFETY GUIDELINES

It is the responsibility of each employee to complete the attached **Survey For Applying Lockout/Tagout Devices (Page 86 74)** for every piece of machinery or equipment requiring Lockout/Tagout procedures prior to servicing. The following information must be included:

1. Name of machine or equipment; and
2. Energy sources for each piece of machinery and equipment, and their locations; and
3. The procedure or method required for Lockout/Tagout; and
4. The date of the survey and initials of the above mentioned employee acknowledging

the accuracy of the information found on this form.

The following sequence shall be used by all employees whenever Lockout/Tagout (LOTO) is required:

Identification

1. Identify the piece of machinery or equipment requiring servicing or maintenance on the posted **Survey For Applying Lockout/Tagout Devices (Page 86 74)**, which can be found at the following locations:
 - a. Maintenance Department Office
 - b. Safety Officer's Office
2. Note the number and location of energy sources that require locks and/or tags for the piece of equipment or machinery being serviced.
3. Note the hazards identified for the piece of equipment or machinery.
4. Obtain the Employee LOTO Time Schedule form (Page 90 77) and fill in all areas that are applicable (see following page for Documentation of LOTO Procedures).

Evaluation

1. Review the surrounding area for other possible sources of energy transmission.
2. Inspect the immediate area where locks or tags will be attached.
3. Notify all employees in the general vicinity that LOTO procedures are being implemented.

Electrical Control

1. Unplug the machine or piece of equipment using an electrical plug lock or a disconnect switch with padlocks, locks and tags.
2. Ensure that all power sources are locked and tagged out.
3. Bleed any stored electrical energy to a "zero energy state."
4. Use a tester to check that all circuits are dead.

Pneumatic Control

1. Release the pressure to reach a "zero energy state."
2. Lockout the energy source using lockout valves.

Hydraulic Control

1. Pressure valve to reach a "zero energy state."
2. Lockout the energy source using lockout valves, chains, padlocks, or locks.

Fluids and Gasses

1. Evaluate all hoses and valves.
2. Insert a blank or blind in the line.
3. Use lockout valves, chains, padlocks, or locks at the isolating source.

Mechanical Control

1. Release or block all stored mechanical energy. Be cautious of gravity, springs, tension and other sources of energy that are not always obvious.
2. Restrain energy using blocks.
3. Lockout and tagout energy using padlocks, locks, and tags.
4. Recheck all areas for potential sources of energy.

Documentation of LOTO Procedures

1. The Employee Lockout/Tagout Time Schedule Form (Page 90 77) is completed each time the employee must lockout/tagout a piece of machinery or equipment. This form chronicles the lockout/tagout times and a new form must be issued each month. Each time a lockout/tagout takes place, it is the responsibility of the employee to fill out the following information:
 - a. Date
 - b. Equipment Name and Location
 - c. Lockout/Tagout start time. When this is completed, this form must be presented to his/her Supervisor for physical inspection of the machine or equipment (See 2 below).
 - d. Lockout/Tagout ending time.
 - e. The single/group LOTO form form should be filled out each time LOTO is used.
2. The Supervisor will sign the form once he/she is satisfied through the physical inspection of the equipment or machinery that all energy sources have been identified, proper locking out or tagging out has occurred.
3. The Supervisor shall in the company of the employee, operate the switch valve or other energy-initiating device(s) confirming its energy isolation. Both individuals shall confirm the operating controls have been returned to neutral or in the off position after the test. Stored energy in springs, elevated machine parts, rotating flywheels, hydraulic systems, air, gas, steam or water systems must be dissipated or restrained using methods such as repositioning, blocking, bleeding down, etc.
4. The Supervisor shall observe the placement of the locks or tags with the assigned individual lock(s) and/or tag(s).
5. A final inspection of the disconnected energy sources and operating controls shall be conducted to make certain the equipment shall not operate. **Ensure the operating controls are returned to the OFF or NEUTRAL positions.**
6. The equipment is now locked out and tagged out. Employees should be notified in the immediate area of the machinery or equipment's "down" condition.

More Than One Person Lockout/Tagout

1. When more than one person will be involved with maintenance or repair of a piece of machinery or equipment requiring isolation of energy source, each shall place their locks and tags on the energy isolating device.
2. When the machinery or equipment cannot accept more than one lock or tag, an additional hasp or similar energy isolating device shall be used, if feasible. Should this technique not be feasible, one lockout device can be used requiring a key, and the key shall be placed in a lockout box or cabinet that accommodates multiple employee

locks to secure it. As each employee no longer needs to maintain lockout protection, they shall remove their locks from the box or cabinet.

3. Supervisors shall maintain an awareness of instances where multiple lockout/tagout devices are required.

Restoring Machines and Equipment to Normal Operations

1. When maintenance or servicing has been completed and the machinery or equipment is ready to be placed into normal operation, check out the immediate area to confirm that no one is exposed to any danger.
2. Remove or check that all tools have been removed from the machinery or equipment.
3. Confirm that all guards, pulleys, and safety devices have been reinstalled and are secure.
4. Remove all locks and tags only after final check to ensure all employees are in the clear.
5. Operate the energy isolating devices to restore energy to the machine or equipment.

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 its energy source utilizing the company's **Survey For Applying Lockout/Tagout Devices** prior to beginning any lockout/tagout procedures. I have been further instructed to fill out my own monthly **Lockout/Tagout Time Schedule (Page 90 77)** each time I begin lockout/tagout procedures; and to have my immediate Manager/Supervisor sign off on this form granting approval for continuing servicing or providing maintenance to the piece of equipment or machinery. 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: _____

SURVEY FOR APPLYING LOCKOUT/TAGOUT DEVICES

INTRODUCTION

This form is to be filled out for every piece of machinery or equipment requiring lockout/tagout procedures prior to servicing. This form is to serve as a reference for employees who perform lockout/tagout procedures.

1. Identify the name and location of the machinery.

2. Identify the type of energy source for the above machinery and indicate the energy source location:

3. For the above machinery, describe the procedure and method for lockout/tagout:

(Insert Name and Title of Employee Who Provided This Information)

Signature of Above Employee _____

Date _____

SINGLE LOCKOUT/TAGOUT DEVICE LOCATIONS

DEPARTMENT: _____

DATE: _____

INSTRUCTOR: _____

EQUIPMENT DESCRIPTION: _____

ENERGY SOURCE: _____ **TYPES:** _____ **LOCATIONS:** _____

VERIFICATION OF INSTALLATION: _____

STORED OR RESIDUAL ENERGY: _____

1. _____
PLEASE PRINT NAME

SIGNATURE

GROUP LOCKOUT/TAGOUT DEVICE LOCATIONS

DATE: _____

JOB: _____

LOCKOUT/TAGOUT COORDINATOR: _____
PLEASE PRINT (NAME)

LOCKOUT/TAGOUT COORDINATOR: _____
SIGNATURE

List below keys in possession of lockout/tagout Coordinator.

- | | | |
|----|--------------|-----------|
| 1. | _____ | _____ |
| | Please Print | Signature |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
| 7. | _____ | _____ |
| 8. | _____ | _____ |
| 9. | _____ | _____ |

1910.147 The Control of Hazardous Energy (lockout/tagout).

§ 1910.147 The control of hazardous energy (lockout/tagout).

(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 start up 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 takes place during normal production operations is covered by this standard only if:

(A) An employee is required to remove or bypass a guard or other safety device; or

(B) 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.

Note: Exception to paragraph (a)(2)(ii): 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 start up 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.

(b) Definitions applicable to this section.

Affected employee. An employee whose job requires him/her to operate or 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 of 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 a 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.

(c) *General*—(1) *Energy control program.* The employer shall establish a program consisting of energy control procedures, employee training and periodic inspections to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, start up 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 reaccumulation 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 deenergize 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 locked-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 reenergization 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.* 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 and 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.* Lockout devices and tagout devices shall indicate the identity of the employee applying the device(s).

(iii) 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 ones(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 employee, 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

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.

(iv) 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.

(8) *Energy isolation.* Lockout or tagout shall be performed only by the authorized employees who are performing the servicing or maintenance.

(9) *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.

(d) *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:

(1) *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.

(2) *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.

(3) *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).

(4) 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.

(5) 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 reaccumulation 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.

(6) 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 deenergization of the machine or equipment have been accomplished.

(e) 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:

(1) 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.

(2) Employees. (i) The work area shall be checked to ensure that all employees have been safely positioned or removed.

(ii) 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.

(3) 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 provides equivalent safety to the removal of the device by the authorized employee who applied it. 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.

(f) Additional requirements —(1) 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:

(i) Clear the machine or equipment of tools and materials in accordance with paragraph (e)(1) of this section;

(ii) Remove employees from the machine or equipment area in accordance with paragraph (e)(2) of this section;

(iii) Remove the lockout or tagout devices as specified in paragraph (e)(3) of this section;

(iv) Energize and proceed with testing or positioning;

(v) Deenergize all systems and reapply energy control measures in accordance with paragraph (d) of this section to continue the servicing and/or maintenance.

(2) 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.

(3) 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.

(4) 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.

Note: The following appendix to §1910.147 services as a non-mandatory guideline to assist employers and employees in complying with the requirements of this section, as well as to provide other helpful information. Nothing in the appendix adds to or detracts from any of the requirements of this section.

Appendix A to §1910.147—Typical Minimal Lockout Procedure

General

The following simple lockout procedure is provided to assist employers in developing their procedures so they meet the requirements of this standard. When the energy isolating devices are not lockable, tagout may be used, provided the employer complies with the provisions of the standard which require additional training and more rigorous periodic inspections. When tagout is used and the energy isolating devices are lockable, the employer must provide full employee protection (see paragraph (c)(3)) and additional training and more rigorous periodic inspections are required. For more complex systems, more comprehensive procedures may need to be developed, documented and utilized.

Lockout Procedure

Lockout procedure for

(Name of Company for single procedure or identification of equipment if multiple procedures are used)

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 energization 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.

Type of compliance enforcement to be taken for violation of the above.

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.

Name(s)/Job Title(s) of affected employees and how to notify.

(2) The authorized employee shall refer to the company procedure to 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.

Type(s) and magnitude(s) of energy, its hazards and the methods to control the energy.

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

Type(s) and location(s) of machine or equipment operating controls.

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

Type(s) and location(s) of energy isolating devices.

(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.

Type(s) of stored energy—methods to dissipate or restrain.

(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.

Method of 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 reenergize the machine or equipment.

Note: The removal of some forms of blocking may require reenergization 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.

[54 FR 36687, Sept. 1, 1989, as amended at 54 FR 42498, Oct. 17, 1989; 55 FR 38685, 38686, Sept. 20, 1990]

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[Section 508 / Accessibility](#)

(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 start up 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:~~
- ~~iii construction, agriculture and maritime employment;~~
- ~~iv 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~~
- ~~v Exposure to electrical hazards from work on, near, or with conductors or equipment in electric utilization installations, which is covered by OSHA Standard 1910 Subpart S of this part; and~~
- ~~vi 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 takes place during normal production operations is covered by this standard only if;
a. An employee is required to remove or bypass a guard or other safety device; or
b. 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.~~

~~this 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 start up 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 stands 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.~~

~~(B) Definitions applicable to this section.~~

~~**"Affected employee."** An employee whose job requires him/her to operate or 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 of 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 servicing of 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 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 operations.~~

~~**“Supervisor.”** Any employee whose rank, or by percentage of work to be performed, commands the task at hand.~~

~~**“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.~~

(C) General

~~1. **Energy control program.** The employer shall establish a program consisting of energy control procedures, employee training and periodic inspections to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, start-up 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~~

- ~~ii If an energy isolating device is capable of being locked out, the employers; 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 exists: (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 locked-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, 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, clogging 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 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. **Protection 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. 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 form 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 and 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. Lockout devices and tagout devices shall indicate the identity of the employee applying the device(s).~~
 - ~~1. 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.**~~

- ~~a. 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.~~

- ~~ii The periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected.~~
- ~~iii The periodic inspection shall be conducted to correct any deviations or inadequacies identified.~~
- ~~iv 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.~~
- ~~v Where tagout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee, 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.~~

~~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 of 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 re-energize machines or equipment which are locked out or tagged out.~~~~
- ~~ii When tagout systems are used, employee 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 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~~~~

- ~~iii Employee re-training.~~

- ~~a. Re-training 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.~~

~~iv 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.~~

~~A. Energy isolation. Lockout or tagout shall be performed only by the authorized employees who are performing the servicing or maintenance.~~

~~B. Notification of employee. Affected employees shall notified by the employer or authorized employee of the application and removal of lockout devices or tagout devices. Notifications shall be given before the controls are applied, and after they are removed form the machine or equipment.~~

~~C. 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:~~

- ~~1. 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.~~
- ~~2. Machine or equipment shutdown. The machine or equipment shall be tuned 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.~~
- ~~3. 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).~~

~~D. Lockout or tagout device application:~~

- ~~1. Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees.~~
- ~~2. Lockout devices, where used, shall be affixed in a manner to that will hold the energy isolating devices in a "safe" or "off" position.~~
- ~~3. Tagout devices, where used, shall be affixed in such a manner as to clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.~~

~~3a. 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.~~

~~3b. Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close and as safely possible to the device, in a~~

~~position that will be immediately obvious to anyone attempting to operate the device.~~

~~E. Stored Energy.~~

- ~~1. 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.~~
- ~~2. 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.~~

~~F. 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.~~

~~G. 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.~~

- ~~1. The machine or equipment. The work areas shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.~~
- ~~2. Employees.
 - ~~a. The work area shall be checked to ensure that all employees have been safely positioned or removed.~~
 - ~~b. 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.~~
 - ~~c. 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 provides equivalent safety to the removal of the device by the authorized employee who applied it. The specific procedure shall include at least the following elements:
 - ~~1. Verification by the employer that the authorized employee who applied the device is not at the facility;~~
 - ~~2. Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed; and~~
 - ~~3. Ensuring that the authorized employee has this knowledge before he/she resumes work at that facility.~~~~~~

Additional Requirements

- ~~1. Testing positioning of machine, 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:
 - ~~a. Clear the machine or equipment of tools and material in accordance with paragraph (e)(1) of this section;~~
 - ~~b. Remove employees from the machine or equipment area in accordance with paragraph (e)(2) of this section;~~
 - ~~c. Remove the lockout or tagout devices as specified in paragraph (e)(*3) of this section;~~
 - ~~d. Energize and proceed with testing or positioning;~~
 - ~~e. De-energize all systems and reapply energy control measures in accordance with paragraph (d) of this section to continue to servicing and/or maintenance.~~~~
-
- ~~2. Outside personnel (Contractors, etc.)
 - ~~a. 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.~~
 - ~~b. The on-site employer shall ensure that his/her employees understand and comply with restrictions and prohibitions of the outside employer's energy control program~~~~
-
- ~~3. Group lockout or tagout.
 - ~~a. 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.~~
 - ~~b. Group lockout or tagout devices shall be used in accordance with the procedures required by paragraph (C)(4), (See Pgs. 94 and 95) of this section including, but not necessarily limited to, the following specific requirements:~~
 - ~~c. 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);~~
 - ~~d. 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~~
 - ~~e. When more than one crew, craft, department, department, etc. is involved, assignment of overall job-associates lockout or tagout control responsibility to an authorized employee designated to coordinate affected work forces and ensure continuity of protection; and~~
 - ~~f. 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.~~~~
-
- ~~4. 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 the hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy. (The information collection requirements contained in this section are approved by the Office of Management and Budget (OMB) and listed under OMB Control number 1218-0150.)~~

~~employers and employees in complying with the requirements on this section, as well as to provide other helpful information. Nothing in the Appendix adds to or detracts from any of the requirements of this section.~~

~~Appendix A—Typical Minimal Lockout or Tagout System Procedures.~~

~~General~~

~~The following simple lockout procedure is provided to assist employers in developing their procedures so they meet the requirements of this standard. When the energy isolating devices are not lockable, tagout may be used, provided the employer complies with the provisions of the standard which require additional and more rigorous periodic inspections. When tagout is used and the energy isolating devices are lockable, the employer must provide full employee protection (see paragraph (C)(3), See Pg. 94) and additional training and more rigorous periodic inspections are required. For more complex systems, more comprehensive procedures may need to be developed, documented and utilized.~~

~~Lockout Procedure~~

~~Lockout procedure for (Name of Company for single procedure or identification of equipment if multiple procedures are used)~~

~~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 energization or start-up of the machine.~~

~~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. Type of compliance enforcement to be taken for violation of the above.~~

~~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. Name(s)/Job Title(s) of affected employees and how to notify.~~
- ~~2. The authorized employee shall refer to the company procedure to 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. Type(s) and magnitude(s) of energy, its hazards and the methods to control the energy.~~
- ~~3. If the machine or equipment is operating, shut it down by the normal stopping procedure~~

~~(depress stop button, open switch, close valve, etc.). Type(s) and location(s) of machine or equipment operating controls.~~

- ~~4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s). Type(s) and location(s) of energy isolating devices.~~
- ~~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. Type(s) of stored energy methods to dissipate or restrain.~~
- ~~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 should 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.~~

ATTACHMENTS

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The 2007 Florida Statutes

Title XXIII

Chapter 316

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MOTOR VEHICLES

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 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.

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PART II
INDOOR AIR: TOBACCO SMOKE

386.201 Popular name.

386.202 Legislative intent.

386.203 Definitions.

386.204 Prohibition.

386.2045 Enclosed indoor workplaces; specific exceptions.

386.205 Customs smoking rooms.

386.206 Posting of signs; requiring policies.

386.207 Administration; enforcement; civil penalties.

386.208 Penalties.

386.209 Regulation of smoking preempted to state.

386.211 Public announcements in mass transportation terminals.

386.212 Smoking prohibited near school property; penalty.

386.2125 Rulemaking.

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 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 cessation programs approved by the Department of Health.

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

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 smoking 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, resort condominiums, transient apartments, transient lodging establishments, rooming houses, boarding houses, resort dwellings, 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 may be permitted.

(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.

(c) 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 subsection (12).

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

(8) "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.

(9) "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.

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

(11) "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.

(12) "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.

(13) "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.

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.

386.204 Prohibition.--A person may not smoke 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.

386.2045 Enclosed indoor workplaces; specific exceptions.--Notwithstanding s. 386.204, tobacco smoking may be permitted in each of the following places:

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

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

COMMENTS: _____

Driver's Signature: _____

**SCHOOL DISTRICT OF CLAY COUNTY
PROPERTY VANDALISM / THEFT / OTHER LOSS REPORT**

**GENERAL INFORMATION
(Answer ALL Questions)**

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.

<u>MATERIAL AND EQUIPMENT STOLEN, DESTROYED, OR DAMAGED</u>								
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


POLICY ON HARASSMENT
CLAY COUNTY SCHOOL DISTRICT
Superintendent of Schools
David L. Owens

IT IS THE POLICY OF THE CLAY COUNTY SCHOOL BOARD THAT

Employees shall not engage in harassment or discriminatory conduct against any student or parent or engage in harassment or discriminatory conduct against another employee which unreasonably interferes with the employee's performance of profession or work responsibilities or with orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, each employee shall make reasonable effort to assure that each student, parent, or employee is protected from such harassment or discrimination by others. 6GX-10-2.17(C)




HARASSMENT/HOSTILE ENVIRONMENT

Harassment includes:

-  Any slurs, innuendos or other verbal or physical conduct reflecting on an individual's race, ethnic background, gender, sexual orientation, or handicapping conditions which has the purpose of creating an intimidating, hostile, or offensive educational or work environment. 6A-19.008(1), FAC.






SEXUAL HARASSMENT

Sexual harassment includes but is not limited to:

-  Unwelcome sexual advances
-  Requests for sexual acts or favors
-  Other verbal or physical conduct of a harassing nature

PROCEDURES

Complaints of harassment shall be brought to the attention of:

-  Assistant Principal
-  Principal
-  Assistant Superintendent for Human Resources
-  Deputy Superintendent
-  Superintendent

Should the complaint involve an individual in the employee's direct line of supervision, then the employee may refer the complaint to another supervisor.

- √ All complaints will be thoroughly, impartially and promptly investigated
- √ If probable cause is found against an employee, appropriate corrective and disciplinary procedures will be initiated.
- √ Such complaints and any subsequent investigations and materials obtained during such investigations will be considered confidential to the extent provided by law.
- √ No adverse treatment of, or retaliation against, an employee who makes a complaint of harassment or provides information related to such a complaint will be tolerated.

Information regarding this policy will be distributed to all employees and, annually, to all new employees. Additionally, Human Resources Management Development candidates will receive training regarding this policy as part of their administrative training program. Additional training will be provided to district personnel based on requests from principals or Directors. If further information is needed please contact:

Assistant Superintendent for Human Resources

Division of Human Resources
Clay County School District
272-8100, 284-6500, 473-2100, Ext. 2420
TDD# 284-6584

Superintendent of Schools

David L. Owens

School Board Members

District 1: Carol Vallencourt
District 2: Carol Stoddard
District 3: Charles Van Zant, Jr.
District 4: Wayne Bolla
District 5: Lisa Graham

Equal Opportunity Employer

(Ref. F.S. 1003.3; 1006.09)

6.89 LEGAL SPEED FOR SCHOOL BUSES

- A. The maximum legal speed for school buses is the posted speed limit, except dirt roads, which are 25 miles per hour.

6.90 POLICIES GOVERNING VEHICLES OTHER THAN SCHOOL BUSES

A. Objective and Purpose of Vehicles

- 1. Miscellaneous vehicles are considered to be essential in supporting the total Education program of Clay County Schools. Vehicles within the scope of this concept are not limited to over the road trucks and automobiles, but may include off the road self-propelled equipment. Driver Training Vehicles are not included in these Transportation policies.

B. Responsibilities

- 1. The Director of Transportation shall exercise overall administrative control over motor vehicle maintenance, assignments to departments, procurement, disposal of non-serviceable vehicle and vehicle records.
- 2. Department heads having vehicles assigned to their department shall insure that employees have knowledge of and comply with Board policies and other instructions for maintenance, servicing and keeping records concerning vehicles. Departments shall consult with the Director of Transportation on means of improving vehicle serviceability and any additional vehicle needs or vehicles in excess of daily needs.

C. Assignment of Vehicles

- 1. The Director of Transportation will assign vehicles (except buses) on a full time basis to schools or departments only when there is a daily need. All other vehicles shall be held in a pool status by the Transportation Department for check out on a single trip basis as needed. Vehicles are not to be assigned to a school on a full time basis except by approval of the School Board.

D. Use of Board Owned Vehicles

- 1. Vehicles owned by the Clay County School Board shall be used only for official school business. No employee of the Board shall use any School Board vehicle for their own personal use unless such use is expressly approved by the appropriate department head or principal. All vehicles (other than buses), when not in use during normal working hours, shall be parked at the appropriate vehicle compound as assigned or on the school campus where assigned. The Superintendent may recommend to the Board that certain designated employees be authorized to keep

School Board vehicles at their home during off duty hours for use in emergency situations.

E. Maintenance of Vehicles

1. The maintenance and upkeep of vehicles shall be the joint responsibility of the department head, the driver and the Transportation Department. The Transportation Department shall establish procedures for periodic and daily servicing of vehicles. The overall objective of which is to provide safe economical transportation for the Board needs. Normally, each vehicle, other than school buses, will be given a thorough safety inspection and serviced every ninety (90) days or 4,000 miles, whichever occurs first, by the Transportation Department.

F. Drivers' Qualifications and Responsibilities

1. Only those persons who are employees of the School Board shall drive School Board owned or leased vehicles. Drivers must have possession of a current Florida Drivers License, or such license as required by law.

G. Accidents

1. Drivers of Board owned vehicles, when involved in a motor vehicle accident, shall comply with such laws for reporting accidents and actions to be taken as may be prescribed by law. Additionally, the driver shall immediately notify his supervisor and the Transportation Department and shall not move the vehicle until instructed to do so by a law enforcement officer or authorization form the Transportation Department.

H. Field Trips Utilizing Privately Owned Vehicles

1. Privately owned vehicles operated by Board employees or lay citizens may be utilized for field trips for small groups of students when the use of school buses may not be practical or when school buses are not available. The principal shall authorize the employee(s) or the lay citizen(s) in writing to take students in private automobiles providing the vehicle is covered by liability insurance. The owner(s) of the vehicles shall be informed in writing of the facts regarding the owner's liability as it relates to the School Board's liability. Use of Form MIS 12824 is mandatory.

(Ref. F.S. 1001.41)

I. Safety Belts

1. The driver and front seat passengers of all district-owned motor vehicles shall wear seat belts at all times when the vehicle is in motion. The driver and front seat passengers of all other vehicles on Clay County School Board property, on School Board business, or participating in school-sponsored activities shall wear seat belts at all times the vehicle is in motion.

2. This policy shall only apply to vehicles which are supplied/equipped by the manufacturer with seat belts and only to the front seat passengers for whom a seat belt is installed by the manufacturer.

(Ref F.S. 1001.41; 316.003; 316.614; 571.208)

**Clay County School Board
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

- 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.

	<u>Violation</u>	<u>Points</u>
1.	At-fault incident driving a District vehicle, involving any other vehicle and/or physical property resulting in damage of less than \$500. (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)	**
6.	Knowingly operating a District and/or personal vehicle without a valid driver license or with an improper license (suspended or revoked)	10

	<u>Violation</u>	<u>Points</u>
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 crossing. No citation required)	***
8.	Passing a stopped school bus while 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 is entered. (DUI excepted)	7
10.	Conviction or no contest plea for DUI	10
VI.	<u>Review:</u> 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.	<u>"Stacking of Points" for a Single Incident:</u> 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.	<u>Delays in Points Assessments as a Result of Traffic Citations:</u> 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	12 months	Written Reprimand	Written Reprimand
6-7	12 months	Written Reprimand (if single incident)	One day suspension without Pay (if multiple incidents)
8-9	18 months	Written Reprimand (if single incident)	Three day suspension without pay (if multiple incidents)
10-13	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 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:

<u>Points Assessed</u>	<u>Traffic Offense</u>
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, flee/attempting to elude Law Enforcement Officer, etc. - result in revocation of license. Points are not assessed.

- (m) Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in SBR 6B-1.006.
 - (n) Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in SBR 6B-1.006.
 - (o) Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
 - (p) Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.
- B. Shall self-report within 48 hours to the Assistant Superintendent for Human Resources any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgement. When handling sealed and expunged records disclosed under this rule, the district shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.

4. Investigations

- a. Investigations of complaints against employees shall be the responsibility of the Superintendent of Schools. Such investigations shall be coordinated by the Human Resources Division.
- b. A report of an alleged violation of a school law, rule, or regulation shall be filed with the Assistant Superintendent for Human Resources who will direct the investigation.
- c. All allegations made against employees alleging sexual or physical abuse of a student shall be immediately reported by the principal to H.R.S. and to the Assistant Superintendent for Human Resources. The Principal, the Assistant Superintendent for Human Resources, and other administrators as deemed necessary by the superintendent are authorized to conduct an investigation of such alleged child abuse, including the interview of the student(s) involved, in order to determine whether cause exists to bring school board charges against the employee. These officials and the School Board attorney are authorized to continue such investigation in order to gather whatever evidence is deemed necessary to support the charges. During any questioning of students in child abuse cases, there shall be at least two administrators present, one of which must be of the same sex as the student being questioned.

- d. If the investigation results in a finding by the superintendent of the reasonable probability of a violation of the code of ethics, the criminal code, or involves a wrongful misappropriation of monies, the appropriate state or local law enforcement agency or the state regulatory agency shall be notified immediately. Full cooperation shall be given to these agencies in the conduct of their investigations.
- e. All material and evidence pertaining to the investigation shall remain confidential until charges are filed or the investigation is completed with a finding of no cause.
- f. If an investigation results in a finding of cause to suspend or dismiss, charges shall be placed in writing by the Human Resources Division, approved by the Assistant Superintendent for Human Resources, and presented to the Superintendent for determination of appropriate action to take.
- g. Coordination of dismissal and suspension proceedings shall be through the office of Assistant Superintendent for Human Resources.
- h. Authorized School Board employees conducting an investigation of a complaint against an employee shall be defended, saved and held harmless by the School Board so long as they comply with all applicable laws, rules and regulations, and do not exceed the scope of their authority, against all suits and actions against them as a result of the conduct of their investigation.

§ 1926.501 Duty to have fall protection.

(a) *General* (1) This section sets forth requirements for employers to provide fall protection systems. All fall protection required by this section shall conform to the criteria set forth in § 1926.502 of this subpart.

(2) The employer shall determine if the walking/working surfaces on which its employees are to work have the strength and structural integrity to support employees safely. Employees shall be allowed to work on those surfaces only when the surfaces have the requisite strength and structural integrity.

(b)(1) *Unprotected sides and edges*. Each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet (1.8 m) or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems.

(2) *Leading edges*. (i) Each employee who is constructing a leading edge 6 feet (1.8 m) or more above lower levels shall be protected from falling by guardrail systems, safety net systems, or personal fall arrest systems. Exception: When the employer can demonstrate that it is infeasible or creates a greater hazard to use these systems, the employer shall develop and implement a fall protection plan which meets the requirements of paragraph (k) of § 1926.502.

Note: There is a presumption that it is feasible and will not create a greater hazard to implement at least one of the above-listed fall protection systems. Accordingly, the employer has the burden of establishing that it is appropriate to implement a fall protection plan which complies with § 1926.502(k) for a particular workplace situation, in lieu of implementing any of those systems.

(ii) Each employee on a walking/working surface 6 feet (1.8 m) or more above a lower level where leading edges are under construction but who is not engaged in the leading edge work, shall be protected from falling by a guardrail system, safety net system, or personal fall arrest system. If a guardrail system is chosen to provide the fall protection, and a controlled access zone has already been established for leading edge work, the control line may be used in lieu of a guardrail along the edge that parallels the leading edge.

(3) *Hoist areas*. Each employee in a hoist area shall be protected from falling 6 feet (1.8 m) or more to lower levels by guardrail systems or personal fall arrest systems. If guardrail systems, [or chain, gate, or guardrail] or portions thereof, are removed to facilitate the hoisting operation (e.g., during landing of materials), and an employee must lean through the access opening or out over the edge of the access opening (to receive or guide equipment and materials, for example), that employee shall be protected from fall hazards by a personal fall arrest system.

(4) *Holes*. (i) Each employee on walking/working surfaces shall be protected from falling through holes (including skylights) more than 6 feet (1.8 m) above lower levels, by personal fall arrest systems, covers, or guardrail systems erected around such holes.

(ii) Each employee on a walking/working surface shall be protected from tripping in or stepping into or through holes (including skylights) by covers.

(iii) Each employee on a walking/working surface shall be protected from objects falling through holes (including skylights) by covers.

(5) *Formwork and reinforcing steel*. Each employee on the face of formwork or reinforcing steel shall be protected from falling 6 feet (1.8 m) or more to lower levels by personal fall arrest systems, safety net systems, or positioning device systems.

(6) *Ramps, runways, and other walkways*. Each employee on ramps, runways, and other walkways shall be protected from falling 6 feet (1.8 m) or more to lower levels by guardrail systems.

(7) *Excavations*. (i) Each employee at the edge of an excavation 6 feet (1.8 m) or more in depth shall be protected from falling by guardrails systems, fences, or barricades when the excavations are not readily seen because of plant growth or other visual barrier;

(ii) Each employee at the edge of a well, pit, shaft, and similar excavation 6 feet (1.8 m) or more in depth shall be protected from

falling by guardrail systems, fences, barricades, or covers.

(8) *Dangerous equipment.* (i) Each employee less than 6 feet (1.8 m) above dangerous equipment shall be protected from falling into or onto the dangerous equipment by guardrail systems or by equipment guards.

(ii) Each employee 6 feet (1.8 m) or more above dangerous equipment shall be protected from fall hazards by guardrail systems, personal fall arrest systems, or safety net systems.

(9) *Overhand bricklaying and related work.* (i) Except as otherwise provided in paragraph (b) of this section, each employee performing overhand bricklaying and related work 6 feet (1.8 m) or more above lower levels, shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems, or shall work in a controlled access zone.

(ii) Each employee reaching more than 10 inches (25 cm) below the level of the walking/working surface on which they are working, shall be protected from falling by a guardrail system, safety net system, or personal fall arrest system.

Note: Bricklaying operations performed on scaffolds are regulated by subpart L--Scaffolds of this part.

(10) Roofing work on Low-slope roofs. Except as otherwise provided in paragraph (b) of this section, each employee engaged, in roofing activities on low-slope roofs, with unprotected sides and edges 6 feet (1.8 m) or more above lower levels shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems, or a combination of warning line system and guardrail system, warning line and safety net system, or warning line system and personal fall arrest system, or warning line system and safety monitoring system. Or, on roofs 50-feet (15.25 m) or less in width (see Appendix A to subpart M of this part), the use of a safety monitoring system alone [i.e. without the warning line system] is permitted.

(11) Steep roofs. Each employee on a steep roof with unprotected sides and edges 6 feet (1.8 m) or more above lower levels protected from falling by guardrail systems with toeboards, safety net systems, or personal fall arrest systems.

(12) *Precast concrete erection.* Each employee engaged in the erection of precast concrete members (including, but not limited to the erection of wall panels, columns, beams, and floor and roof tees") and related operations such as grouting of precast concrete members, who is 6 feet (1.8 m) or more above lower levels shall be protected from falling by guardrail systems, safety net systems, or personal fall arrest systems, unless another provision in paragraph (b) of this section provides for an alternative fall protection measure. Exception: When the employer can demonstrate that it is infeasible or creates a greater hazard to use these systems, the employer shall develop and implement a fall protection plan which meets the requirements of paragraph (k) of §1926.502.

Note: There is a presumption that it is feasible and will not create a greater hazard to implement at least one of the above-listed fall protection systems. Accordingly, the employer has the burden of establishing that it is appropriate to implement a fall protection plan which complies with §1926.502(k) for a particular workplace situation, in lieu of implementing any of those systems.

(13) *Residential construction.* Each employee engaged in residential construction activities 6 feet (1.8 m) or more above lower levels shall be protected by guardrail systems, safety net system, or personal fall arrest system unless another provision in paragraph (b) of this section provides for an alternative fall protection measure. Exception: When the employer can demonstrate that it is infeasible or creates a greater hazard to use these systems, the employer shall develop and implement a fall protection plan which meets the requirements of paragraph (k) of §1926.502.

Note: There is a presumption that it is feasible and will not create a greater hazard to implement at least one of the above-listed fall protection systems. Accordingly, the employer has the burden of establishing that it is appropriate to implement a fall protection plan which complies with §1926.502(k) for a particular workplace situation, in lieu of implementing any of those systems.

(13) *Wall openings.* Each employee working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet (1.8 m) or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches (1.0 m) above the walking/working surface, shall be protected from falling by the use of a guardrail