

# **SITE SAFETY MONITORS HANDBOOK**



**HILLSBOROUGH COUNTY PUBLIC  
SCHOOLS SAFETY AND RISK  
MANAGEMENT OFFICE**

**Corries Culpepper, Director of Risk Management and Safety**

**840-7324**

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\*\*Chapters referenced in the above Table of Contents are from the District Safety Health and Environmental Manual (Green Binder) and now on line.

Duties  
and  
Responsibilities  
of  
Site Safety Monitor

## **DUTIES OF THE SITE SAFETY MONITOR**

The principal shall designate the APA as the Site Monitor.

1. Coordinate all safety activities with the District Safety Office for his/her respective worksite.
2. Act as safety representative for the site.
3. Investigate employee complaints and accidents.
4. Chair the Site Safety Committee.
5. Maintain safety Bulletin Boards.
6. Provide safety training to site employees.
7. Maintain records of accidents, employee training and site inspections.
8. Coordinate required Hazardous Material/Waste Disposal.
9. Report all observed unsafe acts or conditions to the appropriate supervisors.

Hillsborough County Public Schools  
Safety, Health and Environmental Program  
Chapter 12-Safety Rules, Policy and  
Procedures

**Employee's Responsibilities**

Employees are required to exercise due care in the course of their work to prevent accidents and injuries to themselves and others. Each employee shall:

1. Wear Personal Protective Equipment (PPE) such as hard hats, safety shoes, back supports, safety glasses, or face shields as directed by the Supervisor.
2. Never stand up, sit on the side of, or ride on any exterior part of a moving vehicle.
3. Do not enter or exit any vehicle while it is in motion.
4. Do not work or drive while under the influence of alcohol or drugs.
5. Walk (do not run), watch your step, and always keep firm footing and balance.
6. Do not engage in horseplay or practical jokes.
7. Do not use frayed, cut, or cracked electrical cords. Turn them in to the supervisor for repair or replacement.
8. Use only ladders and step stools to get additional height. Do not use a box, crate, chair, desk, counter, table or other improvised item for climbing.
9. Do not use gasoline for cleaning purposes.
10. Place warning signs below and rope off the area when doing work overhead.
11. Do not walk or run in front of or behind moving equipment.
12. Remove vehicles, equipment and tools from services when they are damaged and unsafe to operate.
13. Do not use corridors, attics, vestibules, halls, stairs, or the spaces under them for storage purposes.
14. Do not operate machines unless safety guards are in place.
15. Do not block exits.

**EMPLOYEE  
COMPLAINTS**

**Hillsborough County Public Schools  
District Safety Hazard Report**

**To: Site Safety Monitor/Principal/Safety Office**

1. Person making report (optional)

\_\_\_\_\_ Phone \_\_\_\_\_

2. Report received by \_\_\_\_\_

3. Check appropriate category:

Employee \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Visitor \_\_\_\_\_

4. Has hazard caused accident: Yes. \_\_\_\_\_ No \_\_\_\_\_

5. Location of problem (please be specific)

Site Name: \_\_\_\_\_

Building No: \_\_\_\_\_ Room No: \_\_\_\_\_

Phone: \_\_\_\_\_

6. Is the hazard considered life threatening? If yes, call District Safety Office immediately. 813-840-7324 zero for the operator.

7. Description of the problem:

\_\_\_\_\_

\_\_\_\_\_

8. Recommendation/Corrective Action:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Completed follow-up will applicable department to implement corrective action.

\_\_\_\_\_

10. Date recommendation/corrective action completed: \_\_\_\_\_

11. Investigator/Reviewer: \_\_\_\_\_

12. Attach addition Information. \_\_\_\_\_



## **MEMORANDUM**

### **Division of Operations**

### **District Safety & Risk Management**

**DATE:** August 14, 2019

**TO:** All Site Administrators

**FROM:** Corries Culpepper, Manager of Safety and Risk Management

**SUBJECT:** Documentation of Alleged Indoor Air Quality Complaints

In accordance with School Board Policy, the District Safe Office is instituting the following procedure to document alleged IAQ complaints in order that both site personnel and the District Safety Office staff will be able to properly investigate and document any contributing factors relating to the alleged problem.

The attached Teacher's Classroom Checklist will be used as the first piece of documentation to be completed at the site and turned into the Site Administrator. If the Site Administrator cannot work out the problem with maintenance, the completed checklist will be forwarded to the District Safety Office for action. The District Safety Office will review the checklist and schedule a site visit to investigate the problem. Whatever are the results of the investigation will be documented and the resolution discussed with the Manager of Safety and Risk Management Programs prior to other departments being involved.

Please feel free to contact the District Safety Office for information or misunderstanding on the checklist.

Thank you very much for your attention to this matter.



### Instructions

Read this section before completing the Teacher's Classroom Checklist.

# Background Information for Teachers Classroom Checklist

## GENERAL CLEANLINESS

Regular and thorough classroom cleaning helps to ensure good indoor air quality (IAQ). While custodians typically clean the classroom, teachers also play an important role in promoting and maintaining classroom cleanliness. The presence of dirt, moisture, and warmth stimulates the growth of molds and other biological contaminants. Unsanitary conditions attract insects and vermin, leading to possible IAQ problems from animal or insect allergens. Excessive or improper use of pesticides for secondary control of insects, vermin, and head lice can also cause IAQ problems.

## ANIMALS IN THE CLASSROOM

Some people are allergic to common indoor pollutants, such as pet dander.

Isolated or repeated single exposure to allergens may cause a previously non-allergic or non-sensitive person to become allergic to that allergen. Repeated exposure may also cause increased sensitivity in a person who is already allergic.

Pay attention to the needs of sensitive students, especially those with asthma.

## DRAIN TRAPS

Drain traps, if present, can become a problem when the water in the drain trap of a pipe evaporates due to infrequent use, allowing sewer gases to enter the room.

## EXCESS MOISTURE

Excess moisture contributes to mold growth. Mold can trigger allergic reactions and asthma in sensitive individuals. Mold can also cause odors and other IAQ problems. Excess moisture is the result of condensation on cold surfaces, leaking or spilled liquid, or excess humidity. Note any signs of present or recurrent moisture.

Monitor for condensate (condensed water, or "fog") on cold surfaces.

Check for leaks or signs of moisture from plumbing or roofs.

Clean spills promptly.

For large spills on carpets, contact custodial staff immediately. (Clean and dry carpets within 48 hours to prevent mold growth.)

liquids spill in the unit ventilator, request that custodians clean the unit ventilator and replace the filter.

Report previous spills on carpets or in unit ventilators to a custodian, since they can affect current AQ.

## THERMAL COMFORT

Temperature and relative humidity are aspects of IAQ that can affect comfort. Changing thermostat settings or opening windows to control temporary fluctuations in temperature can not only worsen comfort problems but also have an adverse effect in other areas of the school. Comfort for all occupants is a worthy objective, but because people have different levels of comfort, a more practical goal is assuring that 80 percent of the occupants are comfortable.

## VENTILATION

Ventilation is the process by which air is circulated throughout the school and your classroom. Stale indoor air is exhausted to the outside, and fresh (outdoor) air is drawn into the building. Schools may either have mechanical ventilation (supplied by fans) or natural ventilation (i.e., operable windows). Improperly-operated or poorly maintained ventilation systems can cause serious IAQ problems. In addition, the ventilation system carry air pollutants from one location in the school to another.

Use the HVAC diagrams in *theIAQ Backgrounder* to determine your classroom's ventilation method. If you have mechanical ventilation, confirm that air is flowing into the room from the air supply vent(s). Check for airflow by holding a piece of tissue paper near the air supply vent(s); if air is flowing, the tissue will flutter away from the supply vent. Don't obstruct the airflow with books, papers, furniture, or other obstacles. Never place anything on top of unit ventilators.

**If** you have mechanical ventilation, confirm that air is flowing from the room into the air return grille(s). Check for airflow at air return grille(s) in the same manner as above. If air is flowing, the plastic or tissue will be pulled toward the return. **In** addition, a piece of plastic that nearly covers the grille will stick to the face of the grille if air is flowing properly. Again, don't obstruct airflow with books, papers, furniture, or other obstacles.

Check for unexplained odors. Odors, or the need to use scented air fresheners, may indicate a ventilation problem. Remember, the ventilation system can carry air contaminants from another location in the school to your classroom.

In addition, maintenance vehicles or buses should never idle near the outside air intake vents. If your school or state has anti-idling policies in place, locate and review these. If not, consider advocating the creation of such a policy (refer to Appendix B of the *IAQ Coordinator's Guide*).

## LOCAL EXHAUST FANS

Use local exhaust fans and fume hoods to prevent air pollutants and moisture from accumulating in, or spreading beyond, the local area or classroom. Local exhaust fans may be used to exhaust entire rooms (for example, bathrooms or locker rooms). Fume hoods are appropriate for activities that generate significant quantities of pollutants in a local area within a room (for example, science experiments, spray painting, and welding).

Determine if your classroom activities generate air pollutants and whether your classroom is equipped with local exhaust fans and/or fume hoods. If there are no activities that generate air pollutants, you do not need a local exhaust fan or fume hood.

### Confirm that fume hoods and local exhaust fans function properly.

Check for air flow when fans are turned on. (Hold a piece of tissue paper near the fan—or within the space of the fume hood—to see whether it is pulled away from the room). Train students and others who use the classroom or equipment on when and how to use the fume hoods and fans. Ensure that pollutant-generating activities are conducted under the fume hood with exhaust fan turned on. Monitor use throughout the year.

### Confirm that fume hoods and fans are used whenever activities that generate pollutants take place.

## EDUCATIONAL SUPPLIES

Ensure that you are familiar with all of your supplies. Read labels and identify precautions regarding fumes or ventilation. Request information and Material Safety Data Sheets (SDS) from suppliers and manufacturers and ensure that this information is accessible to staff and parents. For example, consider posting MSDSs on the school's Web site.

Follow good safety, handling, and storage practices. Develop appropriate procedures and have cleaning supplies (i.e., absorbent materials, etc.) available in case of spills. **In** addition, label all hazardous supplies with the date of receipt/preparation and pertinent precautionary information. Tightly seal containers. When ready to discard the substance, follow recommended procedures. Be especially careful to secure compressed gas cylinders. Also, remember that supply storage areas should be separate from classrooms and well ventilated.





**Minimize exposure to hazardous materials** (as recommended in guidance documents). **Substitute less- or non-hazardous materials where possible.** Always use local exhaust fans and/or fume hoods and isolate contaminant-producing activities or operations. Use moist, pre-mixed products (rather than powdered) and techniques that require as little hazardous material as possible.

### **ART SUPPLIES**

**Art supplies may emit contaminants** during use and storage. In addition, **certain activities (for example, firing ceramic kilns) may generate air contaminants or heat up the classroom,** causing thermal discomfort to **occupants.**

By federal law, potentially toxic **supplies must have appropriate warning** labeling. The Labeling of Hazardous Art Materials Act (Public Law 100-695) **requires that all art materials be reviewed to determine their potential for causing a chronic hazard and be labeled accordingly.** The U.S. Consumer Product Safety Commission **recommends that parents and others buying art materials, school supplies, and toys (such as crayons or paint sets) purchase only those products that are labeled "Conforms to ASTM D-4236."**

**In classrooms, teachers should ensure that safety precautions are followed.**

Examples of art supplies that can contribute to IAQ problems include **solvents, inks, adhesives, glues, wax varnishes, lacquers, powdered pigments, acids, clays, paints, and firing kilns.**

Check whether your supplies are listed as **toxic or nontoxic.** **Supplies that are nontoxic should be labeled accordingly** by the Art and Creative Materials Institute (<http://www.acminet.org/>).

Read labels and identify precautions regarding fumes or ventilation (e.g., vent operational kilns to the outside). If you **make purchasing decisions or recommend products for purchase, confirm that supplies are safe to use.**

### **SCIENCE SUPPLIES**

**Some teaching aids in science laboratories can contribute to IAQ problems.** Examples of potentially **troublesome science supplies include solvents, acids, flammables, caustics, biological products, and compressed gases.** **Remember to conduct science experiments in web-ventilated rooms** using fume hoods and local exhaust systems. **Basic safety precautions should be followed at all times to prevent spills or other mishaps that cause air contamination.**

**The following guidance documents are available:**

Chemical Safety for Teachers and their Supervisors. 2001. American Chemical Society. (800-227-5558, <http://membership.acs.org/c/ccs/publications.htm>)

**Safety in the Elementary (K-6) Science Classroom, Second Edition.** 200 I. American Chemical Society\_ (800-227-5558, <http://membership.acs.org/c/ccs/publications.htm>)

Prudent Practices in the Laboratory: **Handling and Disposal of Hazardous chemicals, Second Edition.** 1995. National Research Council. National Academy Press. (<http://www.nap.edu/>)

Science and Safety, Making the **Connection.** **Council of State Science Supervisors, American Chemical Society, Eisenhower National Clearinghouse, National Aeronautic and Space Administration, and National Institutes of Health.** (<http://csss.enc.org/safety.htm>)

**School Science Laboratories: A Guide to Some Hazardous Substances.** 1984. **Council of State Science Supervisors and U.S. CPSC.** (800-638-2772) U.S. GPO #1984 421-506/3308.

Manual of Safety & Health Hazards in the School Science Laboratory. 1980. NIOSHIU.S. Department of Health & Human Service, **National Technical Information Service.** (800-553-6847) #PB-85-238-228.

## INDUSTRIAL/VOCATIONAL SUPPLIES

Industrial and vocational education materials and operations can create IAQ problems. A few examples of activities that may contribute to IAQ problems include machining, grinding, painting, soldering, welding, and baking/heating. Supplies such as solvents, fuels, and adhesives can also adversely affect IAQ.



## LOCKER ROOMS

Locker room conditions that affect IAQ include standing water, high humidity, warm temperatures, and damp or dirty clothing. In addition, some of the methods necessary to control germs and odors in the locker room (for example, use of disinfectants) may themselves contribute to IAQ problems if used improperly.

It is important to maintain cleanliness and reduce excess moisture in the locker room. Verify that showers and other locker room areas are cleaned regularly and properly. In addition, you should dry wet towels promptly, wash and dry soiled practice uniforms regularly, encourage students to take soiled clothes home, and operate exhaust fans to remove moisture. Ensure that the local exhaust fan in the locker room is functioning and that drain traps contain water so that sewer gases do not enter the room.



# Teacher's Classroom Checklist

Name: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Room or Area: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
 Signature: \_\_\_\_\_

## Instructions

1. Read the *JAQ Backgrounder* and the Background Information for this checklist.

2. Keep the Background Information and make a copy of the checklist for future reference.

3. Complete the Checklist.

Check the "yes," "no," or "not applicable" box beside each item. {A "no" response requires further attention.}

Make comments in the "Notes" section as necessary.

4. Return the checklist portion of this document to the IAQ Coordinator.

## 1. GENERAL CLEANLINESS

	Yes	No	N/A
1a. Ensured rooms are dusted and vacuumed regularly .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1b. Ensured rooms are free of clutter .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1c. Ensured that trash is removed daily.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1d. Ensured that no food is stored in classroom overnight .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1e. Ensured that animal food is stored in tightly sealed containers .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1f. Ensured room is free of pests and vermin .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1g. Used unscented, school-approved cleaners and air fresheners, if any in rooms .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 2. ANIMALS IN THE CLASSROOM

2a. Minimized exposure to animal allergens.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2b. Ensured that animals are kept in cages (as much as possible) .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2c. Ensured that cages are cleaned regularly .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2d. Placed animal cages away from supply and return vents .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2e. Consulted school nurse about student allergies or sensitivities (privacy laws may limit the information that health officials can disclose) .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2f. Identified potential allergies of students .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2g. Moved sensitive students away from animals and habitats .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 3. DRAIN TRAPS IN THE CLASSROOM

3a. Ensured that water is poured down floor drains once per week (approx. 1 quart of water) .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3b. Ensured that water is run in sinks at least once per week (about 2 cups of water) .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3c. Ensured that toilets are flushed once each week, especially if not used regularly .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 4. EXCESS MOISTURE IN CLASSROOMS

4a. Ensured that condensate is wiped from windows, windowsills, and window frames .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4b. Ensured that cold water pipes are free of condensate .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4c. Ensured that indoor surfaces of exterior walls are free of condensate .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4d. Ensured areas around and under classroom sinks are free of leaks .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4e. Ensured classroom lavatories are free of leaks .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4f. Ensured ceiling tiles and walls are free of leaks (discoloration may indicate periodic leaks) .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4g. Ensured that spills are cleaned promptly.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## 5. THERMAL COMFORT

Yes NoN/A

- 5a. Ensured moderate temperature (should generally be 72°F-76°F) .....
- 5b. **Ensured there are no signs of draftiness** .....
- 5c. Ensured that students are not seated in direct sunlight .....
- 5d. Ensured that indoor humidity is maintained at acceptable levels (between 30 and 60 percent) .....

## 6. VENTILATION

- 6a. Located unit ventilator.....
- 6b. Located air supply and return vents .....
- 6c. Ensured air is flowing from supply vent .....
- 6d. Ensured the air supply pathway is not obstructed .....
- 6e. Ensured there are no vehicle exhaust, kitchen/food, and chemical odors in the classroom .....
- 6f. Ensured there are no signs of mold or mildew (refer to Appendix H of the *IAQ Reference Guide*) .....
- 6g. Determined operability of windows.....

## 7. EDUCATIONAL SUPPLIES (Art, Science, Industrial/Vocational)

- 7a. Reviewed supplies and their labels .....
- 7b. Ensured that Material Safety Data Sheets are accessible .....
- 7c. Developed and implemented spill clean-up procedures .....
- 7d. Labeled all chemicals accurately with date of receipt/preparation and **pertinent precautionary information** .....
- 7e. **Ensured that supplies are stored according to manufacturers, recommendations** .....
- 7f. Understood and followed recommended procedures for disposal of used **substances** .....
- 7g. **Ensured that compressed gas cylinders are stored securely** .....
- 7h. **Separated storage areas from main classroom area and ensured they are ventilated separately** .....
- 7i. **Used diluted substances rather than concentrates, wherever possible** .....
- 7j. **Minimized exposure to hazardous materials (i.e. used non-hazardous materials and pre-mixed products)** .....
- 7k. **Ensured that fume hoods capture respirable particles, gases, and vapors released within them** .....

## 8. LOCAL EXHAUST FANS

- 8a. **Identified major pollutant-generating activities, if any** .....
- 8b. Located exhaust fan(s), if any .....
- 8c. Determined that fans operate .....
- 8d. **Ensured that adjacent rooms or halls are free of odor**.....

## 9. LOCKER ROOM

- 9a. Ensured locker room and showers are cleaned regularly and properly .....
- 9b. Checked that soiled clothes are removed regularly .....
- 9c. **Ensured that wet towels are removed from locker room** .....
- 9d. **Ensured that there is water in the drain trap** .....
- 9e. Verified that the local exhaust fan is functioning properly and used **consistently** .....

# SITE SAFETY INSPECTION

NOTE- The Monthly Site Safety Inspection must be performed by the Safety Monitor. Members of the Safety Committee should be utilized in performing this inspection.

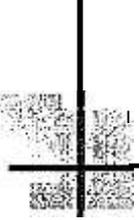


# INSPECTIONS TO LOOK FOR FROM OUTSIDE AGENCIES

- Local Fire Department inspections

When these inspections are complete, they will leave an inspection report.

The report should be sent to the DSO for review, DO **NOT** send Maintenance request for corrective action.



# Outside Inspections cont.

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- 11 EPC Inspection
- 11 FDEP Inspection

call DSO when these inspectors visit your facilities



# FIRE SAFETY, SANITATION AND CASUALTY INSPECTIONS

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- District Inspection

There will be 2 inspections

Starting at the first of each school year until  
Dec. of that year.

Items marked 0 shall be corrected by your  
facility before the second inspection



## F.S.S.C Inspectors (cont.)

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Second inspections first of following yr.  
through May

- **ALL INSPECTORS SHALL BE  
ACCOMPANIED BY SITE  
ADMINISTRATORS OR SITE SAFETY  
MONITORS**

# FIRE PREVENTION AND PROTECTION

- PORTABLE FIRE EXTINGUISHER REPLACEMENT PROCEDURE
- GUIDELINES FOR THE USE OF PERSONAL APPLIANCES
- SCHOOL DRILL REPORT
- TEACHER FIRE PREVENTION CHECKLIST



**MEMORANDUM**  
**Division of Operations**  
**District Safety & Risk**  
**Management**

**DATE:** August 14, 2019  
**TO:** All Site Safety Monitors  
**FROM:** Corries Culpepper, Director of Safety and Risk Management  
**SUBJECT:** Portable Fire Extinguishers

- A. Portable fire extinguishers are required to be installed in all buildings owned and/or operated by the School Board, on school buses, maintenance/service vehicles and motorized construction equipment.
- B. The number of extinguishers, the type, and location at each site is determined by the National Fire Code; and should not be changed without approval of the District Safety Office. Criteria for installation include:
1. Easy Accessibility
  2. Near Path of Exit Travel
  3. Readily Visible
  4. Must Not be blocked by storage and/or equipment which impairs accessibility or visibility.
- C. All portable fire extinguishers are inspected, serviced and re-labeled and/or tagged each 12 months by a contracted service company. A minimum of five spares has been provided to each site. Non- serviceable or outdated units including spares may be exchanged for like serviceable units at the Central Warehouse by site personnel.
- D. To insure the contractor is servicing all units at your site; the safety monitor or head custodian must accompany the service technician to provide access and provide a copy of your site diagram noting the location of all extinguishers.
- E. New extinguishers that increase the sites allocation may only be issued:
- When the Annual Fire/Safety Inspection Report states that added units are required and provides the location.
- \*Note: The contractor is not authorized to install new extinguishers except as provide above. They may make recommendations on their report; The District Safety Office will determine if the recommendation is valid and take appropriate action.*
- F. Site Safety Monitors will inspect extinguishers during the monthly safety inspection and take appropriate action as instructed above. When twelve of the units indicate the last service date to be more than 13 months, call the District Safety Office at 813-840-7324.



**MEMORANDUM**

**Division of Human Resources  
District Safety Office**

**DATE: November 16, 2018**

**TO: All Site Principals/ Administrators**

**FROM: Corries Culpepper, Director of Risk Management and Safety**

**SUBJECT: Use of Personal Appliances at District Sites**

**Personal appliances shall not be used in any school classroom site unless approved in advance by the District Safety Office. Appliances required for educational purposes will be allowed with the specific approval of the Principal and District Safety Office. Personal appliances may be used in authorized break areas. For the purposes of Hillsborough County Public Schools, “personal appliances” are coffee makers, Keurig, microwaves, hot plates, irons, refrigerators, toasters, hair dryers, curling irons, etc. Portable heaters or air conditioners are not allowed in any case.**

**Additional requirements if the location of the refrigerator is on carpet and blocked by more than one wall, or if on tile and blocked by more than two walls it must be elevated so the drain pan can properly evaporate. Please note that each case is different and these are evaluated on a case-by-case basis.**

**Any personal appliance authorized for use must only be operated from outlets that are supplied by 20 AMP breakers without the use of extension cords. Reference: HCPS Safety Manual Chapter 8.4(2) (a)**

**Questions may be directed to the District Safety Office at 840-7324.**

## TEACHER FIRE PREVENTION CHECKLIST

Exits and exit ways provide clear path for evacuation	
Interconnecting doors between classrooms, used as a secondary means of egress, are operational and the path of exit discharge is unencumbered.	
Classroom fire doors are not held open except with a magnetic latch and will release when the fire alarm sounds.	
Glass panels in doors are not covered.	
Emergency escape areas are not obstructed.	
Combustible paper does not accumulate in rooms, or walls or cabinets to create a fire hazard.	
Students do not have access to cleaning or other chemicals stored under sinks ect...	
Ext. cords are serviceable and removed from use as soon as possible. (Never leave connected overnight.)	
Temporary teachers are briefed on emergency procedures	
Emergency posters, evacuation route, lightning and tornado warnings are posted in classroom.	
Flammable classroom decorations which exceeds 20% of wall area must be treated with flame retardant.	



**MEMORANDUM**

**Division of Operations**

**District Safety & Risk Management**

**DATE: November 13, 2018**

**TO: All Sites**

**FROM: Corries Culpepper Director of Safety & Risk Management**

**SUBJECT: Holiday Safety Reminders**

Tis the season for joy and festive activities and, unfortunately, higher probabilities for safety hazards as well. Each year we send this memo to remind you in keeping with the spirit of the season's preparations, please keep the following safety policies in mind.

**1. Prohibited Decorating Accessories:**

- ❖ Christmas lights
- ❖ Candles
- ❖ Room deodorizers

**2. Restricted Quantities and Materials:**

- ❖ Decorations must be limited to 20 percent or less of the total room's wall space.
- ❖ Only decorations made of flame retardant/resistant materials are to be used. Windows in entry/exit doors, or emergency escape windows, are not to be covered at any time.
- ❖ Emergency Response equipment (i.e. extinguishers, alarm pull stations, drenching showers, eye wash stations, and emergency shutoff controls) are not to be adorned, disguised, or blocked.
- ❖ Power extensions are to be limited to UL approved, power strips with breakers, 15-amp over current protection, and by using one unit from the outlet to the appliance being powered.

**3. Fresh Cut Live Trees Must comply with the Following:**

- ❖ Keep water on the tree at all times.
- ❖ There should be no electric lights or devices on or near the tree.
- ❖ No other fresh cut evergreens (i.e., wreaths or garlands) should be used on school district property.
- ❖ All trees and other decorations should be removed from school district property prior to closing the school/site for the holidays.

**4. Holiday Shutdown:**

- ❖ Remove or de-energize all unnecessary equipment. IE: refrigerators, Microwaves
- ❖ Remove all decorations by December 21, 2018.
- ❖ Secure all work areas.

**The District Safety Office must approve any exception**

Marva Johnson, *Chair*  
John R. Padget, *Vice Chair*  
*Members*  
Gary Chartrand  
Rebecca Fishman Lipsey  
Michael Olenick  
Andy Tuck

**MEMORANDUM**

**TO:** Florida District School Superintendents  
Florida College Presidents  
Florida University Presidents  
Florida Joint Council of Fire and Emergency Service Organizations

**FROM:** Thomas H. Inserra *T.H.*

**DATE:** October 27, 2015

**SUBJECT:** **Classroom Door Security Devices**

In the past decade, our nation has been faced with active shooters in our midst. We must ensure that our schools, colleges and universities are safe places of learning for our children. The best way to make this a reality is to work within the current building and fire codes to avoid the unintended consequences to life safety. We have seen a rise in a number of door security devices intended to secure classrooms. These devices may provide some level of security, but may also compromise other life safety aspects.

These devices may not meet current code requirements and may negatively affect life safety, such as emergency egress. The codes and standards adopted in Florida and followed in the design and maintenance of our educational facilities help to ensure life safety for all occupants of a school or postsecondary institution.

Current code requirements for classroom doors that are used as a means of egress require doors to function as fire-rated, smoke and draft control doors, be unlatchable in a single motion from inside the room, and unlockable and openable from the outside by authorized persons. Therefore, the Department of Education and the State Fire Marshal's office will not approve the use of these types of devices that do not comply with the current laws, codes and standards adopted in Florida. Unless the codes and standards change, our agencies will enforce the current code requirements as approved.

If you have questions, please contact either Darrell Phillips, Office of Educational Facilities, at [darrell.phillips@fldoe.org](mailto:darrell.phillips@fldoe.org) or 850-245-9224, or Casia Sinco, Chief, Bureau of Fire Prevention, at [Casia.Simco@myfloridacfo.com](mailto:Casia.Simco@myfloridacfo.com) or 850-413-3620.

PS/ss

cc: R.J. Castellanos, Director, Florida Division of Risk Management  
Julius Halas, Director, Florida Division of State Fire Marshal  
Jay Etheridge, Deputy Chief Financial Officer, Florida Department of Financial Services

Thomas H. Inserra  
Director, Office of Educational Facilities



**MEMORANDUM**  
**Division of Operations**  
**District Safety & Risk Mgmt Office**

## **Notice of Safety**

**DATE:** 11/28/2018  
**TO:** All Sites  
**FROM:** Corries Culpepper, Director of Safety & Risk Management  
**SUBJECT:** **Classroom Doors and Gate Exits**

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Alteration and/or modification to any Means of Egress (i.e., doors, gate doors or windows) shall not be performed or implemented at any site. **Means of Egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.** A proper means of egress allows unobstructed travel at all times. Any type of barrier, including a door gate or child-proof door lever attachment, is an impediment to free movement in the means of egress. Although viewed as a security device or system, these devices/systems create a hindrance that obscures the means of egress for occupants having impaired mobility and those without in the case of emergency situations. Additionally, magnets, tape, door stoppers, door blocks, chains with or without locks on the doors or gate openings to prevent proper designed latching is a code violation under Fire Life Safety. The pictures below are devices that the Safety Inspectors have written up during this year's annual school site inspections. **The devices shown below must be removed immediately to ensure all school sites are not in violation of fire safety codes.**

Questions may be directed to the District Safety & Risk Management Office at 840-7324.

Ref: NFPA 101- 4.5.3.2, 7.1.10.1, A.7.1.10.1 (e.d.2015); NFPA 80-5.1.2.3.1 (e.d.2019)

Items of concern regarding classroom doors and gate exits. These items are prohibited at all sites:





**MEMORANDUM**

**Division of Operations  
District Safety & Risk Management**

**DATE: February 11, 2019**

**TO: All Sites**

**FROM: District Safety & Risk Management**

**SUBJECT: Electrical Safety**

**Notice of Safety Issues**

**ELECTRICAL SAFETY**

**Electricity is commonly used in all workplaces by all employees. In any use of Electricity a potential hazard exists. The hazards associated with electricity include burns, shocks falls electrocution, and fire. Electrical current cannot be detected through normal senses until it is too late. These inherent characteristics of electricity make it very hazardous.**

**In any one-year, more than one thousand deaths occur from direct contact with electric currents. One-fourth of all industrial fires are caused by electrical malfunction. All electrical installations and repairs are required to comply with the national electrical code; yet electrical code violations are cited by OSHA five (5) times more often than the next most cited violation.**

**Household electrical devices are prohibited in all school classrooms, due to the potential safety and fire hazards. All classrooms should be free of any devices that require the use of an electrical outlet, unless the device have been approved by the Safety Office or purchased by the Hillsborough County School District. Below is a list of devices observed being used in the classrooms. During the annual safety inspection, safety inspectors wrote up several school sites throughout the district for having these items listed below.**

- 1. Household pole lamps**
- 2. Household lamps**
- 3. Household power extension cord/ multiple adapters**
- 4. Electrical air fresheners**
- 5. Lava lamps**
- 6. Salt lamps**
- 7. Air diffuser**
- 8. String lights**
- 9. Candle warmers**

**Please remove any and all device that have the potential to create a life safety/fire hazards in school classrooms.**

## Safety Office Areas of Concerns at School Sites

### Candles in the Classroom

Candles, the burning of incense or other types of flames is not allowed in the classroom. Plug-in scented oil warmers, candle warmers and wax melting devices are not allowed.

### Storage in mechanical rooms, electrical and boiler rooms

Combustible material should not be stored in boiler rooms, mechanical rooms or electrical rooms according Fire code. A lot of schools see this as extra space but the space and clearance is there for safety reasons.

### Use of Extension Cords/Surge Protectors

Extension cords cannot be used as a permanent source of power. Surge protectors are permitted but cannot “piggy-backed” off one to another.

### Chains and locks on emergency egress gates (panic hardware bar)

Means of Egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency. A proper means of egress allows unobstructed travel.



**MEMORANDUM**  
**Division of Operations**  
**District Safety Office**

**DATE:** February 21, 2019

**TO:** All District Personal and Staff

**FROM:** Corries Culpepper, Director of Risk Management and Safety

**SUBJECT:** USE OF BLEACH

**The District Safety Department will no longer approve the use of bleach at all sites. This memo will officially notify you and your staff of the decision to eliminate this product from our cleaning supply inventories.**

**Please ensure that all Head Custodians and their respective staffs are made aware of the discontinued use of bleach at all schools and office sites. This policy is to take effect immediately and is to be strictly enforced. There will no exceptions to the policy.**

**When making this information available to your staff, please ensure that they pass this policy statement to their schools' administrative staff. This ban is applicable to all district personnel.**

**Please remember that all replacement products shall be approved by the district safety department. All new items shall have an SDS and this document must be kept in the site's SDS book.**

**All personnel shall be trained on the use of any new products. This training shall take place before the product is used.**

**Head custodians will not be permitted to purchase their own substitute products.**

**Please explain to your staff the need for implementing this change, the importance of following it and their cooperation.**



**MEMORANDUM**  
**Division of Operations**  
**District Safety Office**

**DATE:** February 25, 2019

**TO:** **Brian Holt**, Manager of Communication & Electronics

**FROM:** **Corries Culpepper**, Director of Safety & Risk Management

**SUBJECT:** Fire Watch Requirements

The purpose of this memo is to clarify the use of a Fire Watch when a school Fire Alarm System is out of service for more than 4 hours. The current Florida Fire Prevention Code (FFPC) no longer allows the use of alternate evacuation systems in lieu of an operational fire alarm system. Specifically, FFPC requires a fire watch to be implemented whenever a fire alarm system is out of service for more than 4 hours. FFPC Section A. 13.7.1.4.3 outlines who may conduct a fire watch and the training requirements. Both are attached for your review.

C&E will be responsible for notifying the District Safety Office whenever a fire alarm is out of service more than 4 hours. The District Safety Office will authorize the use of fire watch. C&E will contact School Security and request off duty personnel to perform the fire watch and will be responsible for payment of all costs associated with the fire watch. C&E may also contract with private security companies to perform fire watch. Training will be provided by the District Safety Office. Attached are the procedures for conducting a fire watch as well as the required fire watch log.

If you should have any questions, please contact the Safety and Risk Management office at (813) 840-7324.

cc: Benjamin Moore

John Newman

Safety Specialist

Revised February 25, 2019



### Fire Watch Implementation Check List

The primary role of the Fire Watch personal is to serve as a “human smoke detector” and to notify the Local Fire Department at the first sign of smoke/fire.

\_\_\_\_ Fire Watch Log Sheet from the District Safety Office

- The log will need to be updated each half hourly by Fire Watch personnel.
- Inspection shall begin within 4 hours of being notified of the need for a Fire Watch.
- For the duration of Fire Watch, fax a copy of the Fire Watch Log to the Safety Office at the end of the school week and immediately after being removed from Fire Watch status.

\_\_\_\_ If the PA system is not operational then obtain a whistle(s) or an air horn form C&E (communication and electronics). Whistle / Air Horns are used to notify students and staff that evacuation is required. Obtain a radio(s) from C&E if necessary.

- Conduct a continuous patrol of the entire building, including corridors, hallways, laundry rooms, gymnasium, lobby, stairwells, recreation rooms, lounges, and any other common areas. Remain alert to signs of smoke and/or fire.

Being a “Human Smoke Detector”

- Remain attentive. Patrol your designated area at least once each half hour.
- Listen for in-room smoke detectors sounding.
- Look for observable signs of smoke and/or fire.
- Enter all stairwells – open doors and look into each stairwell.
- Enter all common areas including basement, lounges, laundry rooms, and dining areas.

At first sign of smoke or fire, Fire Watch personal must:

- Sound the whistle or air horn and radio the building administrator.
- Exit the building, calling the Fire Department form the nearest safe phone or by using two-way radio.
- Do not put yourself in jeopardy – if you suspect smoke and/or fire, exit the building; contacting the Local Fire Department as quickly as possible.

Personnel Notified Print \_\_\_\_\_

Personnel Notified Signature \_\_\_\_\_ Date \_\_\_\_\_

# Fire Watch Log

Name of Building under Fire Watch \_\_\_\_\_

I have read the instructions about conducting this Fire Watch and understand that I am responsible to follow those instructions and patrol my designated area at least once each half hour.

Date: \_\_\_ / \_\_\_ Time: \_\_\_:\_\_\_ am pm

Print/Signature:

Date: \_\_\_ / \_\_\_ Time: \_\_\_:\_\_\_ am pm

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Date: \_\_\_ / \_\_\_ Time: \_\_\_:\_\_\_ am pm

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Print/Signature:

**MEMORANDUM**

**Division of Operations  
District Safety & Risk Management**

**DATE: August 14, 2019**

**TO: All Sites**

**FROM: Corries Culpepper, Director, District Safety & Risk Management**

**SUBJECT: Furnishing and Decorations**

**FIRE CODE REQUIREMENT FOR FURNISHING AND DECORATIONS  
PROCEDURES**

This memo is to clarify the acceptable use of furnishings and decorations in School District facilities. **All donated upholstered furniture brought onto school board property must be inspected and approved. Donated furniture cannot be accepted if it does not have a manufacturer's tag attached stating it has had a flame resistance treatment.** According to the NFPA 101, Life Safety Code, all furnishings and decorations in educational occupancies shall be flame resistant. NFPA 101, Chapter 15.7.4 states: "...furnishings and decorations in educational occupancies shall be in accordance with the provisions of NFPA 101-10.3.1." NFPA 101, Chapter 10.3.1 states: "Where required by the applicable provisions of this Code, draperies, curtains, and other similar loosely hanging furnishings and decorations shall be flame resistant as demonstrated by testing in accordance with NFPA 701..."

All the aforementioned codes govern furnishings or decorations such as, but not limited to, draperies, curtains, combustible decorations and other similar furnishings and decorations. These codes do not govern upholstered furniture. The Life Safety Code Chapter NFPA 101-10.3.2 governs the use of upholstered furniture. Section 10.3.3 of the Life Safety Code states: "...Upholstered furniture, unless the furniture is located in a building protected throughout by an approved automatic sprinkler system, shall have limited rates of heat release when tested in accordance with ASTM E 1537, Standard Method for Fire Testing of Real Scale Upholstered Furniture Items..." The only way to determine if the upholstered furniture meets this requirement is by having the manufacturer attach a label stating the material meets the requirement of the ASTM E 1537 test and is flame retardant. **The exception in Section 10.3.3 is for buildings covered completely by an automatic fire sprinkler system.**

**Upholstered furniture purchased through the District Purchasing Department meets the flame resistance ratings, and heat release requirements as it is part of our bid specifications.**

**Draperies, curtains and other similar loosely hanging furnishings shall be flame resistant and treated.** The person treating the material must follow the manufacturer's recommendations to ensure proper treatment of the material. The school must maintain a file for documentation purposes. This file should contain a copy of the purchase order of the product and a written statement by the person applying the product indicating the item and date treated. This file must be available for review by district or municipal fire inspectors. The items being treated shall have identification on the item of who treated the item and when it was treated.

# TRAINING RECORD

**NOTE:** EAll job-specific safety training must be documented on the training logs.

# Policy and Procedure for Every Other Week Training

Introduction: Training employees on avoiding workplace hazards is one of the best ways to reduce injuries. Training programs have helped to reduce workplace accidents and illnesses.

One of the most effective and valuable tools for individual locations is the 5-minute Safety Talk. These brief, informal Safety Talks allow you to remind employees of important safety issues. It also reinforces the HCPS commitment to safety.

Policy: Starting in June 2007 the following procedure will be instituted:

Each department listed below will be required to conduct a safety meeting every other week, of five minutes duration, with their employees. These meetings will be conducted at the start of the work week and be an on going procedure.

The locations listed below will be responsible for conducting and documenting the training:

Pest Control	School security	Maintenance East
Transportation	Textbook Depository	Maintenance West
Warehouse	CCTVLAN	Maintenance Central
Custodial Operations	C & E Repair	Grounds
Sites	Air Cond. & Energy Mgmt.	

The meeting will focus on the safety topics provided. The Safety Office will issue a list of safety meeting topics each quarter. Each employee attending the training will sign the attendance sheet as well as the Supervisor.

Administrative Duties: The training will be documented on the included form with a copy being forwarded to the Safety Office, Attn: Ron Bellock, each week after the meeting. The site will keep the original sign in sheet and file it at their location.

Bi-Lingual Training: Each meeting will have a Spanish version of the talk included with the English form. This version shall be given to any employee requesting a Spanish version of the topic. (There may be a few sessions that will not have a Spanish version. We will try to have one for as many sessions as possible.)

Training Evaluation: You can evaluate the effectiveness of the Training by:

- Observing employees after the meetings
- Asking Supervisors or Workers if the group's safety performance has improved.
- Check the injury and illnesses for a decrease in your area.



# ACCIDENT/ Injury Reports

- STUDENT INJURY REPORT
- ACCIDENT INVESTIGATION REPORT
- VISITOR/NON- EMPLOYEE ACCIDENT
- LOSS Summary 200 Log

NOTE: The Accident Reports must be filled out for all on-the-job employee injuries/illnesses that can be attributed to an unsafe act or condition.

**Worker's  
Compensation  
Claim**

## Reporting Workplace Injuries

- Report your work-related injury or illness to your supervisor and school/site secretary *as soon as possible* on the day of injury.
- Fill out and sign the necessary paperwork provided by the secretary.
- If you do not need medical treatment, your injury will only be documented, and no claim will be filed.
- If you need medical treatment, the secretary will report your claim to Broadspire and obtain a claim number. You will then be sent to a medical provider/center authorized by the school district.
- If you need emergency medical treatment, your supervisor or site personnel will call 911 or arrange transportation for you to the nearest ER. Please stay in contact with your worksite and let them know the status of your injury when possible.
- If you are injured in the evening/after school hours and are not able to report to the school/site secretary but need medical treatment, you may go to any BayCare Urgent Care. You must follow up *as soon as possible* the next business day with your supervisor and site/school secretary in order to complete the required paperwork and have your claim reported.

**HAZAROUS**

**MATERIALS**

**PICK-UP OR TRANSFER**

**REQUEST**

NOTE: All substances that are not determined to be Hazardous Waste and no longer needed in support of site maintenance or an academic function must be itemized and listed on a SB 80712, Hazardous Material Pick-up/Transfer Request, then forwarded to the District Safety Office to be scheduled for pick-up and disposal.

## DISTRICT SAFETY OFFICE

TO: All Site Principals/Administrators  
FROM: Corries Culpepper, Director of Safety and Risk Management  
DATE: April 23, 2021  
SUBJECT: Hazardous Material use at District Sites

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The District Occupational Safety and Health Program defines hazardous materials as any material or substance for which there is enough data to indicate a reasonable risk to physical and/or environmental health. These substances are classified as poisonous, toxic, corrosive, flammable, explosive, radioactive or otherwise have any warning on the. Product label

Chapter 10 of the District Safety and Health Manual outlines in detail the rules regarding the purchase, storage, disposal, use and/or application of all products identified as hazardous material. All sites and operations within the District must follow these rules regarding the use of hazardous material. School Science Programs must also follow the chemical hygiene plan developed for each science lab within the District in addition to the rules outlined in the District Safety and Health Manual.

Further, Chapter 10 states: "No new hazardous material/products intended to be used by outside contractors. Current, legible copies of Material Safety Data Sheets (MSDS) will be used to evaluate all products. This information must be provided three days prior to use and must include the contractor's safety plan (precautions needed by the contractor's employees).

After review by the District Safety Office, the site, operation or department that provided the MSDS will be provided a copy of the MSDS stamped approved with or without additional restrictions or disapproved. Any restrictions identified must be followed when the product is being used or applied.

Any product used in the District shall be used in accordance with the manufacturer's instructions and applicable District Policies. Certain products will not be authorized for use in the District to prevent any incidence of exposure to students or employees. Further, stringent restrictions may be applied to the use of certain products to reduce or eliminate incidence of exposure.

Products that may be authorized for use by outside contractors will be evaluated on the same basis. However, some products that outside contractors will be authorized to use shall not be used by District employees. Whenever an outside contractor is using any approved product, the contractor shall follow any assigned restrictions, the manufacturer's instructions and applicable Federal, State, and District safety **regulations.**

Contractors shall not leave any products at school sites or use district dumpsters to dispose of containers or equipment contaminated with the product.

Questions concerning the issues addressed should be directed to the District Safety Office at 840-7324.





**MEMORANDUM**

**Division of Operations**

**District Safety & Risk Management**

DATE: 04/23/2021

TO: All Principals

FROM: Corries Culpepper, Director of Safety and Risk Management Programs

SUBJECT: Moving of Science Chemicals for Renovations

Chemicals that must be relocated during renovations in order to support academic requirements and/or be stored until the renovations are complete will need to be inventoried by school staff. The District Safety Office will contract and monitor the movement of chemicals to ensure the safety of students and staff. Individual school instructional staff should not move chemicals in support of any renovation.

On site moves will be packaged by the contractor in such a way that the total weight will not exceed 50 pounds and the container size will not exceed 30-gallon capacity. Science chemicals will only be moved into air-conditioned facilities where the instructional staff will have access during renovation. Any needed chemical disposal will be considered at the time of the move.

The Project Coordinators should allow enough notice to school staff and the District Safety Office in order that the movement of chemicals can take place without disruption of science instruction or delay of project.

Please contact the District Safety Office at 840-7324 for any further guidance on this matter.



## REMINDER

### MEMORANDUM

#### Division of Operations

#### District Safety & Risk Management

DATE: 04/23/2021

TO: All Sites

FROM: Corries Culpepper, Director of Safety and Risk Management

SUBJECT: Disposal of (RECHARGEABLE BATTERIES)

Hillsborough County Waste Disposal will no longer accept rechargeable batteries as regular waste. Examples of rechargeable batteries are; cell phones, video cameras, digital cameras, etc. Vehicle type lead acid batteries are not considered rechargeable and are controlled by the Maintenance Department. The following procedure will be used for the disposal of all rechargeable batteries.

1. The District Safety Office has purchased containers for all sites. E-mail Logistics requesting a "Disposable Battery Container" if your site does not have a container.
2. Site Administrator/Site Safety Monitor should establish a site collection point.
3. Notify all personnel that any non-serviceable rechargeable battery must be brought to the collection point and placed in the disposable Battery Container.
4. The District Warehouse will collect discarded batteries in the same manner as other controlled items, i.e., Mercury Lamps

Thank you for your continued concern for the safety of our student and personnel.

# NOTICE/WARNING

## DISPOSAL OF USED FLUORESCENT LAMPS

YOUR SCHOOL IS REQUIRED TO COMPLY WITH THESE RULES AT ALL TIMES:

- 1.1 USED LAMPS ARE REQUIRED TO BE RECYCLED AND NOT TO BE PUT IN TRASH.
- 1.2 TO PREVENT BREAKAGE OF FLUORESCENT LAMP, SCHOOL MAINTENANCE STAFF MUST PLACE ALL USED LAMP IN THE CARDBOARD BOX CONTAINERS INSIDE JANITORIAL ROOMS AS SOON AS POSSIBLE AFTER REMOVING FROM CEILING FIXTURE.
- 1.3 USED LAMPS SHALL NOT BE TRANSPORTED IN TRASH BINS FROM PLACE TO PLACE, NOR STORED ON SHELVES OR IN CORNERS OF ROOMS WITHOUT PROPER CONTAINERIZATION AND LABELING.
- 1.4 USED LAMP CONTAINERS/BOXES MUST BE TAPED SHUT AFTER EVERY USE.
- 1.5 THE CONTAINERS/BOXES MUST BE SECURELY CLOSED AND LABELED AT ALL TIMES WITH THE ATTACHED LABEL: "USED LAMPS."
- 1.6 IN THE EVENT OF BREAKAGE, BROKEN LAMPS MUST BE IMMEDIATELY AND SECURELY PUT IN A CONTAINER, CLOSED, TAPED SHUT AND LABELED AS "BROKEN SPENT MERCURY-CONTAINING LAMPS FOR RECYCLING." USE THE PROPER LABEL FOR THIS.
- 1.7 ALL FULL CONTAINERS/BOXES OF SUCH UNBROKEN OR BROKEN USED LAMPS MUST BE TAPED SHUT AND UPON COMPLETION OF WORK ORDER, PICKED-UP BY HANNA WAREHOUSE.

# AVISO/ADVERTENCIA

## ELIMINACION DE LAMPARAS FLUORESCENTES

SU ESCUELA DEBE CUMPLIR ESTAS NOR..MAS TODO EL TIEMPO:

- 1.1 SE REQUIERE QUE LAS LAMPARAS USADAS SEAN RECICLADAS Y QUE NO SEAN TIRADAS A LA BASURA.
- 1.2 PARA PREVENIR QUE LAS LAMPARAS FLUORESCENTES SE ROMPAN, LOS EMPLEADOS DE MANTENIMIENTO DE LA ESCUELA DEBERAN COLOCAR LAS LAMPARAS EN LAS CAJAS DE CARTON QUE ESTAN DENTRO DEL CUARTO DE CONSERJE INMEDIATAMENTE DESPUES DE REMOVERLAS DE SU INSTALACION.
- 1.3 LAS LAMPARAS USADAS NO SERAN TRANSPORTADAS DE UN LUGAR A OTRO EN ZAFACONES, NI SERAN GUARDADAS EN TABLILLEROS O EN ESQUINAS DE CUARTOS SIN ANTES HABER SIDO GUARDADAS EN UNA CAJA DE CARTON Y HABER SIDO IDENTIFICADAS.
- 1.4 LAS CAJAS PARA LAMPARAS USADAS DEBERAN SER SELLADAS CON CINTA ADHESIVA LUEGO DE CADA USO.
- 1.5 LAS CAJAS DE CARTON DEBERAN SER SELLADAS E IDENTIFICADAS CON UNA ETIQUETA QUE DIGA: "LAMPARAS USADAS."
- 1.6 EN CASO DE QUE ALGUNA SE ROMPA, ESTA DEBERA SER COLOCADA EN UN CONTENIDO, SELLADA Y MARCADA CON UNA ETIQUETA QUE DIGA: "*BROKEN SPENT MERCURY-CONTAINING LAMPS FOR RECYCLING*"- (ROTA DERRAMANDO MERCURIO - CON LAMPARAS PARA RECICLAJE). USE LA ETIQUETA APROPIADA PARA ESTE PROPOSITO.
- 1.7 TODAS LAS CAJAS O CONTENIDOS CON LAMPARAS USADAS O ROTAS DEBERAN SER SELLADAS CON CINTA ADHESIVA Y UNA VEZ QUE SE PREPARE LA ORDEN DE PROCESAMIENTO (*WORK ORDER*) DEBERAN SER RECOGIDAS POR UN EMPLEADO DEL ALMACEN DE HANNA.

Labels that will be available through the warehouse for light bulb recycling, and a memo on directions for ordering pickups and containment information.

**UNIVERSAL WASTE  
(DESPERDICIO UNIVERSAL)**

**BROKEN SPENT MERCURY.  
CONTAINING LAMPS FOR RECYCLING  
(ROTA DERRAMANDO MERCURIO -CON LAMPARAS  
PARA RECICLAJE)**

IN COMPLIANCE WITH CHAPTER 62-737, *F.A.C.*, AND 40 CFR 273  
(EN ACUERDO CON EL CAPITULO 62-737, *FA.C.*, Y 40 CFR 273)

**UNIVERSAL WASTE  
(DESPERDICIO UNIVERSAL)**

**USED LAMPS  
(LAMPARAS USADAS)**

IN COMPLIANCE WITH CHAPTER 62-737, *F.A.C.*, AND 40 CFR 273  
(EN ACUERDO CON EL CAPITULO 62-737, *FA.C.*, Y 40 CFR 273)

Please ensure all lamps are boxed and properly labeled. If there are broken bulbs, please cover boxes in plastic bags and seal with tape as required by the District Safety Office. Drivers are **not** authorized to pick up broken lamps unless sealed.

Depending on the amount of material and other scheduled services you can expect service in 1-3 weeks.

As we strive to provide exceptional service, your compliments and concerns are always welcome. Thanks for helping *us* support *you* ....

Central Warehouse Staff



# Safety Rules

CHAPTER 12

SAFETY RULES, POLICY AND PROCEDURES

12-1

## 12.1 GENERAL

Reduction of everyday employee injuries is the major objective of this Safety Program.

The following safety rules are designed to meet this goal. They are specific regarding the mandates in the District's Policies and Procedures Manual and Florida Statute, Section 442.001, Florida Occupational Safety and Health Act (FOSHA), and Chapter 381 Series safety Standards.

Some rules will apply to several job categories. Supervisors shall review all rules and provide instructions to employees and students for rules which apply to Principals and to the work environment for which they are responsible. Supervisors may expand the safety rules which are defined here by the type of activity and shall publish standard safety procedures for tasks within his/her area of responsibility which are considered high risk for injury. New safety rules and procedures shall be reviewed by the Safety Office to ensure conformity only - it is not intended for approval. The Safety Office will assist Supervisors with procedural content only when requested. See item Chapter 12-30 for procedures. Safety rules will be reviewed by the District Safety Office on an annual basis for applicability to specific job duties. Employees are encouraged to submit suggested changes.

## 12.2 GENERAL SAFETY RULES (ALL EMPLOYEES)

- (1) Wear Personal Protective Equipment (PPE) such as hard hats, safety shoes, back supports, safety glasses, or face shields as directed by the Supervisor.
- (2) Never stand up, sit on the side of, or ride on any exterior part of a moving vehicle. (3)  
  
Do not enter or exit any vehicle while it is in motion.
- (4) Do not work or drive while under the influence of alcohol or drugs.
- (5) Walk (do not run), watch your step, always keep firm footing and balance. (6)  
  
Do not engage in horseplay or practical jokes.
- (7) Do not use frayed, cut, or cracked electrical cords. Turn them in to the Supervisor for repair or replacement
- (8) Use only ladders and step stools to get additional height. Do not use a box, crate, or other improvised stand for climbing.
- (9) Do not use gasoline for cleaning purposes.
- (10) Place warning signs below and rope off the area when doing work overhead.
- (11) Do not walk or run in front of or behind moving equipment

- (12) Remove vehicles, equipment and tools from service when they are damaged and unsafe to operate.
- (13) Do not use corridors, attics, vestibules, halls, stairs, or the spaces under them for storage purposes.
- (14) Do not operate machines unless safety guards are in place.
- (15) Do not block exits.

### **12.3 LIFTING ( ALL EMPLOYEES)**

Injuries can be caused by improper lifting techniques and excessive loads. (1)

Get help if there is any doubt of your ability to lift an object.

- (2) Place feet close to the base of the object to be lifted.
- (3) Get a firm grip on the load.
- (4) Position your feet 6 inches to 12 inches apart on an area of secure footing. (5)

Bend at the knees, not at the back.

- (6) Keep your back straight.
- (7) Lift slowly and evenly with leg muscles and not with back muscles. (8)

Keep object as close to the body as possible.

- (9) Set objects down in the same manner as you picked them up, but in reverse.
- (10) Avoid twisting your back to turn when lifting. If you must change direction while lifting, pivot with your feet and turn your entire body to change direction.
- (11) Perform movements smoothly and gradually.
- (12) Avoid wet and greasy hands when lifting.

### **12.4 SLIPS, TRIPS, AND FALLS (ALL EMPLOYEES)**

- (1) Immediately clean up spills, water, oil, and other liquids from the floor by using mop, bucket, oil dry materials, sand, paper towels, and cloth materials. Post "WET FLOOR" or "SLIPPERY" caution signs/cones to warn of slippery areas.
- (2) Turn on lights before entering a dark room.

- (3) Pick up all foreign objects such as pencils, hammers, tools, etc., from floor surfaces, aisles, or stairs to prevent slipping or tripping.
- (4) If chair pads do not lie flat on floor, remove and replace them. (5)  
Immediately report torn, ripped, or loose carpet.
- (6) Walk around wet or oily areas, if possible.
- (7) Take short steps, walk slowly, and use hand rails when you must walk on slippery surfaces.
- (8) Keep cabinet and desk drawers/doors closed when not in use or unattended. (9)  
Walk, do not run, up and down stairs or steps. Take only one step at a time.
- (10) Avoid blocking your view when carrying/pushing objects so large that you cannot see where you are going.
- (11) Do not jump from truck beds, platforms, scaffolds, or other elevated places.
- (12) While seated, do not tilt chairs back on two legs.
- (13) Do not run electrical and other cords across doorways, aisles, or landings.

#### 12.5 AGGRESSION CONTROL PROCEDURES (ALL EMPLOYEES)

- (1) Immediately notify campus security or local law enforcement.
- (2) Notify other staff members or co-workers and have a stand-by to render assistance. (3)  
Post emergency call numbers.
- (4) See Emergency Checklist.

#### 12.6 CLASSROOM AND OFFICE SAFETY

- (1) General.
  - a. Close desk and filing cabinet drawers slowly to prevent finger injuries.
  - b. Position office furniture close to outlets to eliminate tripping over telephone and/or electrical cords.
  - c. Open doors slowly and keep them in either a fully open or fully closed position.
  - d. Do not tamper with office machines, phones, or wiring. Call appropriate repair shop if repairs are required.

- e. Use staple remover, not fingers, for removing staples.
- f. When refiling stapler, point the loading end away from yourself. g.  
Do not slide paper edge in hand\_
- h. Use a sponge and water moistener for sealing envelopes.
- 1. Do not place your fingers in or near the feed of a paper shredder. Verify guards are in place and working prior to use.
- J- Lock down the slicing arm on paper cutting devices when not in use. k.  
Do not use paper cutting devices unless finger guards are in place\_

(2) Office Machines.

- a. Do not place office machines in unstable locations where they may fail
- b. Do not touch electrical machines or connections with wet hands or while standing on damp floors.
- c. Turn off and unplug office machines before adjusting, lubricating, or cleaning\_
- d. Keep lids on copy machines closed.
- e. Never use carbon tetrachloride for typewriter cleaning\_

(3) Desks, Tables, Etc.

- a. Use only shatterproof glass tops with beveled edges.
- b. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.
- c. Check desks and tables for splinters, dangerous cracks, and loose veneer. Avoid these areas until repaired or replaced.

(4) Swivel Chairs.

- a. Do not stand or conduct horseplay in swivel chairs.
- b\_ Do not raise the seats on swivel chairs to the point that your feet do not touch the floor.

(5) Fans.

- a. Do not use fans with bent blades, excessive vibration, frayed cords or without guards.
- b. Do not place floor type fans in walkways, aisles, and doorways where they will present tripping hazards.

(6) Waste Containers.

- a. Do not place objects with sharp points or fragmented edges in waste cans.
- b. Never place hands or feet inside waste cans before checking for sharp objects. c.  
Do not use cardboard boxes as waste receptacles.
- d. Do not put oily rags, broken glass, or sharp objects in wastebaskets. Place them in designated containers labeled "OILY RAGS," "BIOHAZARD," "BROKEN GLASS," etc., for special handling by the custodian.

(7) File Cabinets.

- a. Do not leave file drawers open\_ Always use the handles to close them. b. Do not stack file cabinets on top of one another.
- c. Put heavy materials in the bottom drawers, lighter materials in the top drawers\_
- d. Pull only one drawer out at a time\_
- e\_ Check file cabinets periodically for safety hazards; remove burrs and eliminate or cover sharp edges.
- f\_ Never place materials, boxes, other files, etc.\_ on top of cabinets above five feet  
Not only can they fall, but they put undue strain on persons reaching to lift items.

## 12.7 SCIENCE/LAB SAFETY

(1) General

- a. Identify location of safety equipment, including emergency utility shut off switches, emergency eye wash stations, and shower stations.
- b. Never work alone in a science laboratory or storage area.
- c. Never eat, drink, or chew gum or tobacco in a science laboratory or storage area. Do not store food or beverages in the laboratory environment d\_ Never pipette by mouth\_
- e. Wash hands before and after work in a science laboratory and after spill clean-ups.
- f. Restrain loose clothing (e.g., sleeves, full cut blouses, neckties, etc.), long hair, and dangling jewelry.
- g\_ Tape all Dewar flasks.
- h. Never leave heat sources unattended (e.g., gas burners, hot plates, heating mantles, sand baths, etc.).
- L Do not store reagents and/or apparatus on lab bench. Keep lab shelves organized.
- J- Do not lean into the fume hood.
- k. Do not use the fume hood as a storage area.
- L Obtain and read the Material Safety Data Sheets (MSDS) for each chemical before beginning any experiment
- m. Do not mix chemicals in the sink drain\_
- n. Dispense and dispose of chemicals per MSDS requirements and manufacturer's recommendations.
- o\_ Store chemicals in labeled containers in designated storage areas.

(2) Safety Wear (Lab).

Follow safety instructions and use required Personal Protective Equipment (PPE) as provided by the Supervisor.

- a. Wear Supervisor-designated eye or face protection (e.g., safety goggles) while handling chemicals.
- b. Wear gloves approved by the Supervisor which will resist penetration by the chemical being handled and which have no pin holes, tears, or rips\_

- c. Wear a laboratory coat or apron to protect skin and clothing from chemicals.
- d. Wear shoes or boots that cover feet completely; no open-toe shoes are allowed. (3)

#### Facilities and Equipment (Lab).

NOTE: Prior to using chemicals, the employee shall identify and be familiar with location of all emergency eye wash and shower stations.

- a. Never block any escape routes.
- b. Never block a fire door open.
- c. Never store materials in Lab or storage area aisles.
- d. Do not use machines such as grinders, pumps, etc., unless all moving belts and pulleys have safety guards.
- e. Secure compressed gas cylinders always.

### 12.8 CAFETERIA/FOOD SERVICE SAFETY (FOOD SERVICE EMPLOYEES)

#### (1) General.

- a. Disconnect electrical appliances such as blenders, grinders, and coffee pots from the power source before cleaning.
- b. Keep aisles clean, clear, and dry always.
- c. Wear only closed-toe, low-heel and nonslip shoes. Shoes should be sturdy and well-maintained.
- d. Store cleaning products separately from food products. e. Clean steam tables and cutting blocks daily.
- f. Keep sharp, protruding objects out of the aisles; keep all drawers closed.
- g. Store all cleaning equipment such as brooms, mops, carts, pails, etc., in the utility closet.
- h. Turn on exhaust hood fans when ranges are in operation. Keep hood filters clean and free of grease.

#### (2) Receiving Area.

- a. Keep floors in a safe condition, free from broken tile, and sliding floor mats.
- b. Keep floors and/or deck areas dry, clear, and hazard-free.

#### (3) Storage Area.

- a. Store heavy items on lower shelves.
- b. Use a ladder to reach items above chest level.
- c. Store cartons and flammable materials at least 18 inches from light bulbs. d. After changing light bulbs, replace screen guards.
- e. Do not store ammonia and bleach together.

(4) Food Preparation Area.

- a. Before plugging in mixers, blenders, and other electrical equipment, check that the plug ground prong is in place and secure. If not, do not use, tag it as "out-of-service" and notify the Supervisor.
- b. Inspect electrical equipment regularly for defective or damaged cords or plugs. If defective, tag them as "out-of-service" and report them to Supervisor.
- c. Do not lean against equipment such as mixers, blenders, or toasters when turning them on and off.
- d. Check mixers and attachments for safe operating condition (per operation and maintenance manual) before using. Do not use if defective.

(5) Serving Area.

- a. Keep serving counters and tables free from broken parts and wooden or metal splinters.
- b. Inspect glassware, china, silverware, and plastic equipment daily. Dispose of chipped or cracked items.
- c. Use hair restraints such as net, clips, or hats approved by the Supervisor.
- d. If taking any medication, report it to the Supervisor. Do not operate any equipment while taking medication, unless authorized.

## 12.9 MAINTENANCE AND REPAIR FUNCTIONS

These rules apply to the following personnel: All maintenance personnel, carpenters, custodians, electricians, electronic technicians, groundskeepers, heating/air conditioning/ventilation technician (HVAC), painters, pest control, plumbers, mechanics, roofers, welders, equipment repair, printing, Teachers, Technical Instructors, and students involved in any of the above areas.

(1) Electrical.

- a. Use only three conductor and grounded extension cords to operate tools. b. When using electrical extension cord:
  1. Check that the wattage labeled on the tool, appliance or equipment does not exceed the wattage limit labeled on the cord.
  2. Do not install through doorways, holes in ceilings, walls, floors, or windows.
  3. Never remove, bend, or modify any metal prongs or pins.
  4. Do not use in wet environment.
  5. Do not plug one extension cord into another.
  6. Never drive, drag, or place objects over cord or walk on it.
  7. Always unplug when not in use.
  8. Do not use as a permanent power source.
- c. Do not repair or test live circuits except when necessary to effect repair.
- d. When working on live circuits, use only tools with insulated handgrips, having UI approval for live line work.
- e. When doing electrical work, use only ladders with nonconductive side rails.
- f. Never connect a heating appliance using in excess of 1500 watts into a

- convenience outlet with a 15 Ampere Rating.
- g. Use fuse handling equipment to remove or install fuses when fuse terminals are energized.
- h. Do not enter spaces or work on items containing exposed or energized parts unless you are a Qualified electrician or accompanied by a Qualified electrician.
- l. Use safety signs, symbols, or accident prevention tags to warn personnel of electrical hazards.
- j. Verify that circuits or equipment cannot be reenergized or restarted prior to the completion of work.
- k. Use gloves, aprons, and face protection approved by the Supervisor while working in battery service areas.
- l. Inspect an electrical cord and its connections before using, Remove the plug from the outlet before any mechanical or electrical adjustments are made.
- m. Do not hang an extension cord over nails, bolts, or sharp edges. Do not allow it to become kinked or leave it where someone may trip over it. Always keep the cord away from oil, hot surfaces or chemicals.

(2) Materials Handling.

- a. Inspect materials for splinters, jagged edges, burrs, and rough or slippery surfaces. If you detect a hazard, correct it.
- b. Wipe off greasy, wet, slippery, or dirty objects before trying to handle materials. Keep hands clean and free of grease or oil.
- c. Prior to adjusting or changing a grip, set the object down.
- d. Never carry glass under an arm. (A fall could sever an artery.)
- e. When moving materials on hand trucks or dollies, push rather than pull.
- f. Test the load first. Get help if the weight, size, bulk, or shape of the article prevents you from maintaining balance and/or puts excessive strain on your back or abdominal muscles.
- g. When two or more persons are carrying materials, all should face forward whenever possible. If one must walk backward, be especially alert to slipping, tripping, or bumping hazards. Have another person guide.
- h. Use the proper tools, such as wrenches, pry-bars, or special handling tools, to lift heavy covers, etc.

(3) Lockout/Tagout.

This is applicable to service, maintenance department and food service personnel. a.

- Do not remove locks from equipment unless they are your own.
- b. Do not rely on other workers' memories; place the lock yourself. Each person required to isolate an energy source shall place his/her own individual lock or tag on the source.
- c. Do not commence equipment repair or maintenance work until verifying that the Lockout/tagout control cannot be overridden or bypassed.

(4) Ladders/Scaffolds.

- a. Do not use any ladder with cracked or damaged rails, steps, or rungs.
- b. Open step ladders fully and lock spreaders.
- c. Use extension ladders only up to 60 feet. If the ladder is extended less than 36 feet, have 3 feet of overlap between sections; if extended between 36 and 48 feet, have 4 feet of overlap between sections; if extended between 48 to 60 feet, have 5 feet of overlap between sections. Lash or otherwise secure the ladder in place.
- d. Only one person is allowed on a ladder.
- e. Supply firm footing for ladder. If the ground is soft or uneven, use plywood under the feet of the ladder.
- f. Use 4-to-1 rule in setting up extension ladders. This is easy to compute since the rungs on most ladders are one foot apart. Count the rungs up to where the ladder rests on the wall. If it is 16 feet, set the ladder base 4 feet from the wall.
- g. Face the ladder when climbing up or down. Hold on with both hands. Carry supplies in tool pouches or haul them up with a line
- h. Move the ladder instead of over-extending yourself. Follow the rule of keeping your belt buckle between the side rails.
- i. Carry the ladder with the front end high enough to clear anyone ahead of you.
- j. Never paint wooden ladders as paint could hide a defect in the wood and you would not see it. When wooden and/or metal ladders require replacement, purchase safer fiberglass ladders.
- k. Do not use or mount scaffold if it is not sturdy, free of knotty or defective planks, level, and solidly positioned.
- l. Keep the scaffold free of scraps, loose tools, or tangled lines.
- m. Follow the manufacturer's instructions when assembling a scaffold.
- n. Lock and block scaffold wheels before climbing. Never ride a rolling scaffold.
- o. Level the scaffold after each move, but do not extend adjusting leg screws more than 12 inches.
- p. Lash fixed scaffolds at intervals of 30 feet of length and 25 feet of height. Verify safety locks are in working condition.
- q. Prior to mounting a scaffold, check all pulleys, blocks, hooks, fittings, and ropes on swinging scaffolds for defects such as loose pins, frayed ropes, cracked scaffolds, etc.

(5) Tools (General).

- a. Keep cutting edges sharp and carry in a sheath or holster made for that purpose. b. Report defective (worn, damaged, etc.) tools promptly to the Supervisor for repair or replacement.
- c. Keep tool handles free from splinters, burrs, etc. Handles are to be tight on the head and not weakened by cracks or splits.
- d. Do not use impact tools such as hammers, chisels, punches, or steel stakes that have burred heads. Dress heads to reinvoke burrs or chipped edges.
- e. When handing a tool to another person, direct sharp points, and cutting edges away from both you and the other person.
- f. Use only insulated tools when working around energized electrical circuits or

'equipment.

- g. When using a knife, pliers, or other cutting tools, avoid directing the blade toward yourself. Cut away from your body and stand clear of others.
- h. Never carry hand tools in your pockets, especially screwdrivers, scribes, aviation snips, scrapers, chisels, files, etc.
- 1. Never use a file as a pry. When using a file or rasp, grasp the handle of the file or rasp in one hand and the toe in the other.

(6) Hammers.

- a. Do not use a hammer with a cracked, broken, splintered, or loose handle. The handle must be securely set. Replace loose or damaged wooden handles and discard hammers with damaged metal or fiberglass handles
- b. Do not use a hammer with oily, greasy, or wet hands; keep hammer handles clean. c. Use the claw for pulling nails. Do not use it as a pry or wedge or for pulling spikes. d. Never use a hammer with a hardened face on tempered, machined, or hardened surfaces. Rawhide, plastic, rubber, lead, brass, or copper hammers will prevent damage to parts and eliminate the danger of flying metal chips.

(7) Knives.

- a. Do not place the hand or fingers over the back of a knife blade while it is in use. b. Do not try to catch a falling knife. Move from its path and allow it to fall; then pick it up.
- c. Keep knives sharp.
- d. Replace knives with worn handles.
- e. Use knives with retractable blades when available.

(8) Pliers.

- a. Never cut through live wires; turn off the current first. Use insulated pliers for electrical work.
- b. When using diagonal cutting pliers, place the free hand over the ends of cotter pin, safety wire, or whatever is being cut. This will prevent the loose ends from flying and causing possible eye injury.
- c. Do not cut hardened steel parts with pliers.

(9) Saws/Hacksaw.

- a. Adjust blade so that it is taut in the frame before using.
- b. Keep saw blades sharp.

(10) Screwdrivers.

- a. Select the correct size and type of screwdriver to fit the job.
- b. Never use a screwdriver as a chisel or as a substitute for a pinch bar or pry bar. (Exceptions are dry point and impact screwdrivers.)

- c. Do not put fingers near the blade when tightening a screw.
- d. For electrical work, use only screwdrivers that have insulated handles of nonflammable material.
- e. Do not use screwdrivers to tighten/loosen screws on handheld objects.

(11) Wrenches.

- a. Do not use a makeshift wrench.
- b. Do not use a wrench if the jaws are cracked or worn.
- c. Always use box or socket wrenches on hexagon nuts and bolts as a first choice and open-end wrenches as a second choice.
- d. When using an adjustable wrench, always place it on the nut so that the pulling force is applied to the stationary jaw side of the handle.
- e. Never use a piece of pipe, tubing, or another wrench to extend the handle of the wrench in order to secure additional leverage.
- f. Do not use a wrench with oily, greasy, or wet hands; keep handles clean.

## 12.10 MACHINES/POWER TOOLS

(1) General.

- a. Wear Personal Protective Equipment (PPE), e.g., goggles, face shield, hearing protection, etc., when provided by your Supervisor.
- b. Operate a machine only after you have received thorough instructions and been advised by your Supervisor that you are qualified to operate that machine.
- c. When working around machinery, do not wear loose clothing, tom sleeves, ties, key chains, rings, watches, or any item that could become entangled in the machinery.
- d. Use a hair net, rubber band, cap, clamp, or other mechanism approved by your Supervisor to contain long hair when working around machinery such as drills, grinders, power saws, and other related machinery.
- e. Make all adjustments with the power off.
- f. Never attempt repair on live circuits, electrical appliances, power tools, cables, or wiring unless you are Qualified.
- g. Inspect all portable power tools before operating. Inspect power cables, extension cords, and adapters. Do not use if defective or damaged.
- h. Use Ground Fault Circuit interrupter (GFCI) protected circuits to operate all portable power tools.

(2) Drills.

- a. Adjust the table or depth stop to avoid drilling into the table. b. Securely lock drill bit or cutting tool into chuck.
- c. Wear eye protection (e.g., safety glasses or a face shield) when using drills.
- d. Always keep a finger on the portable drill switch so that power may be shut off instantly.
- e. Do not use a distorted or bent drill bit.
- f. Disconnect extension cord before attempting to loosen a chuck on a portable tool.



- g. Discontinue using a drill which overheats.
- h. Secure workpiece before drilling.

(3) Grinders.

- a. Adjust the tool rest to within 1/8 inch of the abrasive wheel and thoroughly tighten in place so it cannot shift position while in use.
- b. Adjust the movable tongue guard to within 1/4 inch of the abrasive wheel.
- c. Inspect the wheels for chips, cracks, or grooves on the face or side before turning on grinder. Do not use wheels if any of these problems are recognized.
- d. Dress grinding wheels on the face only.
- e. When grinding, use the face of the wheel only.
- f. If the grinding wheel vibrates, do not use it. Tag it as out-of-service and report it to the Supervisor.
- g. Do not touch the ground portion of workpiece until you are sure it has cooled.
- h. When finished using the grinder, shut off the power. Do not leave until the wheel has come to a complete stop and the work area is clean.
- i. Do not operate grinders near flammable containers or where gasoline fumes are present.

(4) Saws (Power).

- a. When operating scroll saws, stop the machine before removing scrap pieces from the table.
- b. Always keep hands and fingers away from the saw blade.
- c. Turn off the machine if the material is to be backed out of an uncompleted cut or if the blade is pinched.
- d. Disconnect the machine from the power source when adjusting.
- e. Shut off power. Clean the saw and work area before leaving.
- f. Do not operate any power saw unless properly trained by the Supervisor or other Qualified trainer.
- g. Do not operate saws unless the safety guards are in place and operational.
- h. Clamp the work when using the hole saw or cutting tool larger than 1/2-inch diameter.
- i. On band saws, adjust the upper blade guide about 1/8 inch above the material being cut.
- J. On band saws, check adjustments for taut blade tension and centered blade tracking.
- k. Hold workpiece firmly against the table.
- l. Use push sticks when operating power table saws.

(5) Gasoline Engine-Powered Tools.

- a. Always disengage the clutch before starting; never start under a load.
- b. Always shut off the engine, wait for the machine to stop, and disconnect the spark plug wire before adjusting or cleaning jammed objects.
- c. Never operate the machine without the guards installed.

- d. Always wear Personal Protective Equipment (PPE) that you have been provided when operating the machine.
- e. Never refuel running or hot engines.
- f. Never smoke while refueling the machine.

#### 12.11 GROUNDSKEEPER MOWING SAFETY

- (1) Inspect the area to be mowed for hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, toys, etc. Remove any hazards where possible. Avoid those that cannot be removed.
- (2) Use Personal Protective Equipment (PPE), e.g., eye/face protection, gloves, hearing protection, etc., provided by the Supervisor.
- (3) Always look ahead of the mower's path while staying aware of your surroundings. (4)  
Check for oncoming cars when mowing near streets.
- (5) Inspect the mower, e.g., blade, belts and wheels, prior to use. Look for any loose screws or nuts and make sure that the guard is in place. Before using the machine, make any needed adjustments or repairs according to manufacturer's specifications.
- (6) Do not put your hands or feet under the mower deck.
- (7) Turn off the mower and disconnect the spark plug wire before servicing or adjusting. (8)  
Always cut across slopes with an upright mower.
- (9) When using a riding mower, mow up and down the slope.
- (10) Keep mower in gear when going down a slope.
- (11) Turn off the mower when dumping the grass catcher.
- (12) Do not try to unclog the grass chute while mower is running.
- (13) Only the operator is permitted to ride a riding mower.
- (14) Disengage the drive before starting a riding mower.
- (15) Disengage the drive before shutting off the mower.
- (16) Do not direct the discharge toward bystanders.
- (17) Do not work outdoors in electrical storms.

## 12:12 PESTICIDE AND FERTILIZER APPLICATION/SPRAYING

- (1) Only personnel properly trained and licensed will apply pesticide except consumer strength premix. Follow product label instructions and Material Safety Data Sheet (MSDS) precautions when applying weed killers, fertilizers, pesticides or herbicides.
- (2) Inspect equipment for leaks and loose nuts.
- (3) Wear Personal Protective Equipment (PPE), e.g., goggles, gloves, respirator, rubber boots, etc., provided by the supervisor.
- (4) Protect any open cuts or scratches with impervious bandages or gloves before handling or applying pesticides.
- (5) Never transfer any pesticide or fertilizer into an unmarked or unlabeled container. Keep containers tightly closed.
- (6) Do not store pesticides near sources of heat.
- (7) Do not transport pesticide containers in the cab of a vehicle.
- (8) Do not smoke or carry smoking materials while handling or spraying pesticides and fertilizers.
- (9) At the end of the workday, shower immediately after you have completed application of pesticides and fertilizers.
- (10) Do not mix fertilizers with gasoline or cleaning agents.
- (11) Wash hands and nans thoroughly before eating, smoking or drinking.
- (12) Store pesticides on impervious surfaces, e.g., metal shelves, plastic shelves, etc. (13)

Remove any clothing that is saturated or impregnated with pesticides and place in a metal container labeled "PESTICIDE CLOTHING". Do not take clothing home.

## 12.13 GARAGE AND REPAIR SHOP SAFETY

- (1) Use jacks only to raise a piece of machinery into position. After machinery is in position, place jack stands under a load-bearing member.
- (2) Keep covers on floor openings, such as drain troughs. If any unguarded floor openings are found, inform the supervisor at once.
- (3) Keep steps into grease pits clean and free of grease, oil, and water by using a degreaser or other cleaning agent approved by your supervisor. Do not leave tools, parts, etc., on steps.

- (4) Use only cleaning solvents provided by your supervisor. Do not use carbon tetrachloride or gasoline for cleaning parts or in degreasing jobs.

#### 12.14 ROOFING SAFETY

- (1) Do not operate felt-laying machines or mechanical mopers within three feet of any unprotected roof opening or within five feet of any unprotected roof edge.
- (2) If catch platforms are not being used, you must use a safety belt attached to a lifeline which is securely fastened to the structure.
- (3) Do not work around kettles and tankers being used or heated up for use unless supervised or monitored by Qualified Person.
- (4) Never place a pumper or agitator into a hot kettle or tanker.
- (5) Park kettles and tankers within a minimum of 25 feet of air intakes, such as windows, doors, etc., only when used with a fume-recovery system.
- (6) Roofing of student occupied buildings prohibited; except by approval of District Safety Manager.

#### 12.15 WELDING SAFETY

- (1) Do not perform any welding until properly trained and certified by your Supervisor. (2)  
Obey all warning and precaution signs posted in designated welding areas.
- (3) Use helmets or hand shields with filter lenses and cover plates to view the arc when arc welding and arc cutting.
- (4) Use face shields or goggles when operating resistance welding or brazing equipment. (5)  
Wear protective flame-resistant gloves when welding or cutting.
- (6) Open windows/doors and turn on local exhaust fans to reduce air contaminants. (7)  
Use respiratory protective equipment provided by Supervisor.
- (8) Do not transfer gases from one cylinder to another or mix gases in a cylinder. (9)  
Keep all cylinders not in use capped and secured with safety chain.
- (10) Do not use oxygen from a cylinder or cylinder manifold unless a pressure regulating device intended for use with oxygen is provided.

- (11) Check all cylinders and equipment (e.g., hoses, regulators, etc.) for leaks before and after use. Do not use if leaking.
- (12) Use flash guard shields to isolate the welding area. When not in use, turn off supply and bleed off-cylinders.
- (13) Do not handle oxygen cylinders, apparatus, and fittings with oily hands, gloves, or other greasy materials.
- (14) When moving compressed gas cylinders by crane, cradles shall be used in order to reduce the possibility of dropping. Do not use electromagnets or rope when moving compressed gas cylinders.
- (15) Place oxygen and fuel gas cylinders and acetylene generators away from the welding position so that they will not be unduly heated by radiation from heated materials, by sparks or slag, or by misdirection of the torch flame.
- (16) Keep one or more approved Class B or Class C fire extinguishers at the location where welding or cutting is being done.

#### 12.16 VEHICLE! DRIVER SAFETY

- (1) Operator must have a current license for that vehicle classification and always wear safety belts.
- (2) Slow down when crossing rough terrain, making a turn, and watch for pedestrians. (3)  
Keep hands, fingers, head, and feet clear when closing doors, hoods and trunks. (4)  
Stand clear of vehicles moving in reverse.
- (5) Do not mount or dismount a moving vehicle and do not jump off a moving truck bed or trailer.
- (6) Turn off the engine, remove the ignition key, and set the parking brake before leaving the vehicle.
- (7) Do not operate any engine-driven construction or agriculture equipment until Qualified and certified by your Supervisor.

#### 12.17 BUS OPERATION

- (1) Keep the path to the bus emergency equipment and exits clear and unobstructed. (2)  
Immediately report bus defects identified on checklist to the Supervisor or other designated person.
- (3) Keep all mirrors properly adjusted.

- (4) Do not coast with the clutch disengaged or the automatic transmission in neutral. (5)  
Operate warning light systems when stopping to load or unload passengers.
- (6) All personnel must be off the bus before refueling\_
- (7) Always shut off the motor and set the parking brake before leaving the bus. Do not leave the bus key in the ignition when the bus is unattended.
- (8) Stop the bus only where it can be seen at least 200 feet by traffic approaching from either direction.
- (9) Do not tailgate vehicles.
- (10) When crossing railroad tracks, bring the bus to a complete stop before crossing\_
- (11) Do not shift gears when crossing railroad tracks.
- (12) Do not drive bus through, around or under any crossing gate or barrier at a railroad crossing while such gate or barrier is closed or being opened or closed\_
- (13) See Appendix G for additional instructions.

#### 12.18 WAREHOUSE PERSONNEL

- (1) Keep floors clean and aisles unobstructed to allow easy access to all exit.
- (2) Use only Supervisor-approved equipment (e.g., mobile stairs, ladders) to retrieve materials from high shelves\_
- (3) Secure materials that cannot be laid flat
- (4) Report inadequate lighting, (e.g.\_ burned out bulbs or blocked lights) to the Supervisor.
- (5) Use Supervisor-approved hand trucks, dollies and other equipment to move heavy and/or awkward loads.
- (6) Immediately upon receipt, store all hazardous or potentially hazardous products in area designated by the Supervisor.

#### 12.19 FORKLIFTS

- (1) Do not operate the forklift unless you have been trained as required by the standard on that specific type of lift and has been documented and license issued by the District Safety Manager.

- {2) Move the forklift with the forks elevated just enough to clear the floor.
- {3) When approaching a blind corner, sound the horn, reduce speed, and proceed. (4)  
Do not leave a forklift unattended with the motor running.
- {5) Do not permit riders on the forklift at any time.
- (6) If seat belts are provided, use them.
- (7) Turn the forklift slowly to prevent tipping or over-turning a load. (8)  
Lower the load before moving the forklift.
- (9) Do not run over rubber hoses, welding cables, etc., with forklifts.
- (10) Do not lift a load which exceeds the rated capacity of the forklift.
- (11) Follow instruction in procedure's 12.30-B" Chapter 12.

## 12.20 HEAVY EQUIPMENT SAFETY

Do not operate any equipment unless you have been properly trained by Competent Person and training is documented.

- (1) Mobile Cranes.
  - a. Do not lift a load which exceeds the rated capacity of the operating boom.
  - b. Use standard operating signals (coordinated in advance) to direct all operations. Permit only one person to give signals to the operator unless the load is being transferred to a point which is out of sight of the signalman. In such cases, a second signalman should be designated.
  - c. Use outriggers on rubber-tired cranes as directed by the supervisor. d. Use mats when cranes are being operated on soft ground.
  - e. Prior to operation, ensure that maintenance and operator inspections have been performed per manufacturers recommendations.
- (2) Bulldozers and Tractors.
  - a. Check the condition of brakes, clutches, steering mechanisms, hydraulics, and electrical systems before operating. If a defect is detected, do not use. Tag it "out-of-service" and report it to the Supervisor for correction.
  - b. Before starting down a hill, lower the blade to secure a load of earth in front of the blade and maintain the load all the way down the hill. If the load is lost, do not jam the blade into the ground. Do not use the dozer blade as a brake on downgrades.
  - c. When coupling a tractor to other equipment, co-workers must stay clear of the space between the units. Stop the machine; place it in neutral; and set the brakes

before allowing a person to couple the equipment.

- d. At the end of a work shift or when leaving the machine, shut off the power, set the brakes, land the blade, and place the shift lever in neutral.

(3) Scrapers.

- a. Do not make sharp downhill turns. When going downhill, do not kick the machine out of gear. Leave the machine in gear and use the brakes to control the speed. If the brakes will not hold the load, drop or drag the bowl or make an emergency stop.
- b. Block up the scraper or dozer bowl when blades are being replaced. After the scraper is lifted to the desired height, place blocks under the bottom near the ground plates.
- c. Keep the center of the fill low and the outside edges high to prevent the scraper from slipping off the edge of a fill.

(4) Motor Grader.

To avoid overturning, extend the blade when scraping shoulders and operate the grader off the shoulder.

(5) Shovels, Clamshells, Loaders.

- a. Stay clear of the bucket swing and the cab rotation. Do not swing the bucket or clamshell over other workers.
- b. When soil is soft, make sure the equipment is on a solid foundation by using mats or heavy planking. Have the outriggers fully extended before starting to operate.
- c. If operating on a bank next to an excavation, check with the Supervisor or engineer to determine whether shoring or bracing is necessary.
- d. No one is permitted in the cab with the operator.
- e. Do not leave the machine on an inclined surface or on loose material, such as sand or gravel, with the motor idling.

## 12.30 SAFETY PROCEDURES

This area shall be used to publish written local shop procedures by supervisors. See chapter 12 paragraph 12.1 for additional information. Each procedure shall include:

- (1) Purpose.
- (2) Scope.
- (3) To whom it applies.
- (4) Procedural steps.
- (5) Effective date.
- (6) Supervisors name and signature.
- (7) Safety Office review.
- (8) Shall be numbered procedure number (shop name- 12.30-A through Z).

The District Safety Office shall publish safety procedures using the format as outlined above.

**MEMORANDUM**  
**Division of Operations**  
**District Safety & Risk Management**

TO: ALL SCHOOL SITES  
FROM: Corries Culpepper, Director of Safety and Risk Management  
DATE: May 4, 2021 (Updated)  
SUBJECT: Statement of Safety Program Policy - Animals

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The Hillsborough County Public School Safety Program Policy regarding the presence of animals in classrooms is as follows:

The housing of animals is only allowable in classrooms with the Principal's permission for curriculum development purposes. Such qualifying animals must be maintained in a healthy condition, kept confined in appropriately clean cages or tanks of an appropriate size. At no time shall animals be left on site during non-operational times of two or more days nor allowed to move about independently. (SREF5(l)(g)6, h-April 1997) Poisonous animals, or wild, animals that could pose a health risk (rats, snakes, bats, etc.) are not allowed.

Please assure that this policy is followed. The unnecessary presence of animals within structures contribute to Indoor Air Quality and problems.

(l) The presence of live animals on School Board property shall be reviewed and approved by the principal of the facility. Humane treatment of all animals on a school campus is always required. This concept shall be taught and modeled by the staff. If approved, the person(s) or organization bringing the animal onto School Board property shall comply with the following.

(a) Display of the animal must fit within accepted curricular or educational goals and no undue risk may be presented to staff, students or the facility (i.e., some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement).

(b) Proper personal hygiene practices, particularly hand-washing immediately following the handling of animals, is required for all personnel and students. Students should be discouraged from handling animals, except under direct supervision as determined by the facility principal. (c) Animals that exhibit any tendency toward biting, nipping or that display aggressive behavior should not be allowed on the school site.

(d) Poisonous, dangerous, or unhealthy animals shall not be allowed, nor will any warm-blooded animals secure from the "wild", unless declared safe and documented as such by a qualified licensed veterinarian. Wild animals will be caged at all times and handled only by adults.

(e) Live birds shall only be allowed for demonstration or shows within a given period of the day and then removed from the site. Birds shall be handled by adults only.

(f) Since all amphibians and reptiles are potential carriers of different strains of salmonella and have been implicated in outbreaks as well as individual severe cases of salmonella disease, the presence of these animals in the classroom should be restricted and they should be handled only by adults.

(g) Aquariums may be allowed by the facility principal but must be located over non-carpeted floors and have an accessible water drain (sink or floor drain). All electrical devices such as lights, heaters, pumps, or circulators must be G.F.I. protected. Students, with the exception of those

enrolled in marine biology, should not be allowed to handle fish or be involved in the cleaning of aquariums.

(h) Cages, aquariums, and other such containment devices and surrounding areas must be kept clean by a responsible adult. Proper food, water, ventilation, heating and lighting must be provided commensurate for normal species behavior and health.

(i) No warm-blooded animals shall remain on the site during any facility closing longer than three days. Facilities that have animal curriculum incorporated into their program with proper supervision and have designated "caretakers" for such animals are exempt.

G) Parents or other guests visiting School Board facilities shall have personal pets leashed or caged.

(2) Facility principals are encouraged to call the Science Supervisor, Plant Operations Safety Supervisor, Area Maintenance Supervisor, or the Supervisor of School Health Services for assistance with any questions regarding the presence of animals at their facility.

(3) The Maintenance Department shall be notified when complaints either real or perceived, arise regarding the presence of animals impacting health or Indoor Air Quality. The Maintenance Department shall assign the problem to the Industrial Hygienist for resolution.

(4) Students with personal health problems which are exacerbated by the presence of animals in the classroom should be referred to the Supervisor of School Health Services. Under certain circumstances, it may be necessary to make accommodations for these students.

(5) This policy does not apply to law enforcement canine units, approved assist animals, and animals involved in district approved curriculum programs.

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