

# Cape Coral Charter School Authority

## Safety Program



Cape Coral, Florida

City of Cape Coral Charter School Authority Governing Board  
Approval 04-20-2010

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**EMERGENCY TELEPHONE NUMBERS**

**Hospital –** Cape Coral Hospital  
636 Del Prado Blvd.  
Cape Coral, FL 33990  
574-0354 (Emergency Services)

**Lee County EMS –** 911

**The Cape Coral Charter School Authority**

Christa McAuliffe Elementary School North – 283-4511  
Oasis High School 541-1167  
Oasis Middle School South – 945-1999  
Oasis Elementary School, South – 542-1577

Schools Nurse – 542-1577, ext 201

Risk Management – 574-0529

**Cape Coral Police –** 911

**Cape Coral Fire Department –** 911

**Approved Treatment Center** (to be used after consulting with Risk Management) –

Dr. Dana Killam  
Accident and Urgent Care Center  
2721 Del Prado Blvd.  
Suite 240  
Cape Coral, FL 33904  
333-0084

**Poison Control Center –** 1-800-282-3171

Cape Coral Charter School Authority  
SAFETY MANUAL GENERAL POLICY

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## MANAGEMENT POLICY STATEMENT

The management of **The Cape Coral Charter School Authority** is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

**The Cape Coral Charter School Authority** places a high value on the safety of its employees and the school district is committed to providing a safe workplace for all employees. This program has been designed for injury prevention and involves management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

Remember, that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our Administration. The Administration will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, Administration will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

Administration will be actively involving employees in establishing and maintaining an effective safety program. Our program will include

- Promoting employee participation;
- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules.

This policy statement serves to express Administration's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

NOTE: Not all information included in this manual may pertain to your specific position but please be familiar with the areas of safety that do.

## **I. EMPLOYEE SAFETY TRAINING**

### **New Employee Orientation**

The Administration or his designee, will talk to each new employee and present the safety program. This will include a presentation dealing with the basic safety rules and regulations.

1. The new employee is told that any work-related injury, no matter how minor, must be reported to a supervisor immediately.
2. Personal Protective Equipment-- Employees will be instructed on the use of safety equipment pertinent to their position.

The time during which employees are participating in training and education activities shall be considered as hours worked for purposes of wages, benefits, and other terms and conditions of employment. The training and education shall be provided at no cost to the employees. Members of the Safety/Health Committee will be allowed reasonable time to exercise the rights of the committee without any loss of pay or benefits.

### **Safety Training**

Supervisors are responsible for providing proper safety procedures to all employees. The following is a listing of the required training:

1. School(s) Safety Policy
2. School(s) Safety Rules
3. On-the-Job Training
4. Personal Protective Equipment as required

### **On-Going Training**

Safety training is offered to cover the safety program and safety hazards and processes specific to **The Cape Coral Charter School Authority**. All employees are required to participate in appropriate training meetings. Training meetings are administered by the Safety Director, Risk Manager or the location manager. Training may include the use of safety videos, safety meeting tip sheets, or safety booklets. All employees are required to sign attendance rosters. These records are maintained with Risk Management.

### **Training**

Each department has the responsibility of providing on-the-job training to each employee on the topics that will enable the employee to do his job safely and efficiently. This training shall include:

1. Orientation to departmental and overall School District safety.
2. Procedures for reporting on-the-job injuries and accidents.
3. Procedures for processing hospital/medical bills related to job-related injuries.
4. Workers' Compensation claims process.

5. Requirements of use of vehicles.
6. Reporting of unsafe conditions.

Use of hazardous chemicals in the workplace

In addition, specialized training must be offered in the use of tools and equipment in order to maximize the capabilities of the equipment as well as to prolong its usable life and to prevent accidents.

All employees are expected to request instruction in those tasks or for any equipment with which they are not familiar.

## II. TRAINING AND EDUCATION

Training is an essential part of our plan to provide a safe work place at **The Cape Coral Charter School Authority**. The Administration is responsible to verify that each employee has received an initial orientation (plus retraining whenever new hazards, chemicals, tasks or PPE are introduced) and has received any training needed to do the job. The Safety specialist will make sure that an outline and materials list is available for each provided and that written compliance plans are in place and current, as follows:

<b>Course</b>	<b>Who should attend</b>
Basic Orientation	*All employees (given by the employee's supervisor)
Safe Lifting	Any employee who lifts more than 20 pounds
Chemical Hazards (General)	*All employees
Chemical Hazards (Specific)	*An employee who uses or is exposed to a particular chemical
Fire extinguisher safety	*All employees
Respirator Training	Employees who use a respirator
Lockout Training (Advanced)	Employees who service/repair equipment/machinery
PPE Training	Employees who use PPE (Personal Protective Equipment) e.g., safety glasses, safety-toe shoes
Confined Space (Awareness)	Employees involved in confined space entry
Confined Space (Advanced)	Employees involved in confined space entry
Hearing Conservation (noise)	Employees exposed to >85 decibels (anything below 85 decibels is normal)
Electrical Safe Work Practices	Employees who work on energized (live) circuits/equipment
Chemical Hygiene Plan	Employees who work in laboratories
Blood Borne Pathogens	Employees potentially exposed to BBP (Blood born pathogens) medical staff, and emergency responders
Process Safety Management	All employees
Florida Fire Prevention (2004 ed.)	All employees
Evacuation/Means of Egress	All employees



Ladder Safety	Employees who use ladders
Machine Guarding	Employees who use machinery
Accident/Incident Investigation	Safety Committee, Supervisors
Hazard Identification/Surveys	Safety Committee, Supervisors
Rights/Responsibilities	Safety Committee, Supervisors, Principals/Directors
Recordkeeping	Safety Committee, Supervisors, Principals/Directors
Common on-the-job accidents	Safety Committee, Supervisors
Common safety violations	Safety Committee, Supervisors

**Employee Safety Meetings**

All employees are required to attend safety meetings held at each work/school site. These meetings are to help identify safety problems, develop solutions, review incident reports, provide training and evaluate the effectiveness of the safety program.

**III. SAFETY COMMITTEE**

**The Cape Coral Charter School Authority** will do its part by devoting the resources necessary to form a safety committee composed of administrative, instructional and non-instructional support staff. The safety committee is responsible for the development, organization, coordination, and implementation of safety programs and safety education. \*Responsibilities also include work-site inspections, hazard reduction and/or elimination, accident/injury investigation, and reporting and management, to be completed by the Maintenance Staff. **The Cape Coral Charter School Authority** will develop a system for identifying and correcting hazards and a plan for foreseeable emergencies. Administration will provide initial and ongoing training for employees and supervisors. The school Governing Board has established a disciplinary action to insure that school safety procedures are followed.

The Safety Committee will advise the School Administration of unsafe conditions, problems related to accident prevention, and recommendations for loss control. Once each month a safety committee meeting will be held.

1. Accidents occurring since the previous meeting, to evaluate preventative measures, and follow-up on their implementation.
2. Education as to accident causes general and specific hazards as they relate to facility operations.
3. Periodic review of the school’s prevention program to update priorities and bring problems to the supervisor’s attention.
4. Review property inspection reports for completeness and accuracy.
5. Any new problems brought up.

Minutes and notes from the safety committee are maintained in the safety manual under this section. These minutes are kept for 1 year.

**Safety Responsibilities – Safety is a team effort!**

## **Principal/Director Responsibilities**

The Principal/Director is responsible for the fulfillment of school or departmental goals and objectives as well as the health and welfare of each employee in the department. In the adopted safety policy, the highest priority has been placed on employee safety which becomes the responsibility of the respective school/department head. It is normal practice for the Job Supervisor to be delegated the authority to carry out safety programs in their departments, but the responsibility for meeting objectives and the protection of employees in the performance of their assignments cannot be transferred.

1. Insure that district wide safety committee is formed and carrying out responsibilities as described in this program.
2. Insure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
3. Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
4. Insure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
5. Insure that a record of injuries and illnesses is maintained and posted as described in this program.
6. Set a good example by following established safety rules and attending required training.
7. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

## **Supervisor Responsibilities (Maintenance, Head Custodians, Cafeteria Managers, and all other related supervisory positions) :**

Supervisors will assume the responsibility of thoroughly instructing their personnel in the safe practices to be observed in their work situations. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. Supervisors will act positively to identify (Attachment 1 is to be used in identifying hazards) and eliminate any potential hazards within the activities under their jurisdiction and they will set the example of good safety practices in all areas of their endeavors. Safety records shall be measured along with other phases of supervisory performance. Therefore, it is absolutely essential that such records are complete and accurate and that all accidents be fully reported. Attachment 2 is to be used by employee and supervisors to report accidents to the Safety Committee. Attachment 3 is an Affidavit for the employee to sign that they have read and understand the safety manual and the requirements. The principal duties of supervisors in discharging responsibilities for safety are as follows:

1. Enforce all safety regulations in effect and make employees aware that violations of safety rules will not be tolerated.
2. Insure that each employee you supervise has received an initial orientation before beginning work.
3. Insure that each employee you supervise is competent or receives on-the-job training on safe operation of equipment or tasks before starting work on that equipment, project, or any new work assignment.

4. Insure that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE, and that he/she is trained on any new PPE.
5. Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find.
6. Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
7. Set a good example for employees by following safety rules and attending required training.
8. Investigate all incidents in your area and report your findings to management.
9. Inform other employers/subcontractors of our safety program requirements prior to commencing work.
10. Inform the appropriate safety committee representative whenever outside contractors will have employees on site.
11. Talk to management about changes to work practices or equipment that will improve employee safety.
12. Give full support to all safety procedures, activities, and programs.

### **Employee Responsibilities**

Each employee, as a part of the comprehensive LOSS CONTROL MANAGEMENT PROGRAM, is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing other daily tasks. Each employee's safety commitment must include, but is not limited to, the following:

1. Follow safety rules described in this program, OSHA safety standards and training you receive.
2. Report unsafe conditions or actions to your supervisor or safety committee representative promptly.
3. Report all injuries to your supervisor promptly regardless of how serious.
4. Report all near-miss incidents to your supervisor promptly.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your words and example to use safe work practices on the job.
8. Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.
9. Using the safety equipment which has been provided for use in performing daily work assignments.
10. Not operating equipment for which training or orientation has not been received.
11. Warning co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident.
12. Reporting defective equipment immediately to a supervisor.
13. Reporting to his Supervisor and Risk Management or School District Manager any dangerous or unsafe conditions that exist in the workplace
14. Reporting of all injuries and accidents regardless of severity.

15. Taking care not to abuse tools and equipment, so that these items will be in usable condition for as long as possible as well as to ensure that they are in the best possible condition while being used.
16. Please follow the instructions on Attachment 3 and return it to your supervisor within fourteen (14) days after receiving this Safety Manual.

## **Safety Committee**

The Safety Committee shall, within reasonable limits and in a reasonable manner, exercise the following:

1. Review the safety program upon establishment and yearly thereafter.
2. Review incidents involving work-related injuries/illnesses, near-miss incidents and safety/health complaints.
3. Review work/school site work injury/illness records (other than personally identifiable medical information), and other reports/documents relating to occupational health/safety.
4. Conduct inspections at least quarterly and in response to employee/committee complaints.
5. Conduct interviews with employees during inspections.
6. Conduct meetings at least quarterly and keep written minutes.
7. Observe the measurement of employee exposure to toxic materials and harmful physical agents.
8. Make recommendations on behalf of the committee, and in making recommendations, permit any member(s) of the committee to submit separate views to management for improving the program. (e-mail the Director of Facilities)

A non-administrative committee member will be designated to keep minutes of all meetings. A copy of the minutes will be distributed to the committee members and posted on the District Web site and a copy forwarded to the Superintendent. After being posted for one month, the minutes will be kept on file for two years at the work/school site and in the office of the safety specialist.

## **IV. SAFETY RULES**

The safety rules contained on these pages have been prepared for your guidance and protection in your daily work. Employees are to study these rules carefully, review them often and observe these precautions and good common sense in carrying out their duties.

### **A. ALL EMPLOYEES**

#### **Specific Prohibited Actions:**

1. Use of Headset Radios, Tape Players  
As a general policy, the use of personal headset radios, tape players by employees shall not be permitted on the job.

2. Alcoholic Beverages

Under no circumstances shall an employee report to work anytime during normal working hours under the influence of alcoholic beverages. Failure to observe this rule will result in disciplinary action.

3. Drug Abuse

The use of non-prescribed prescription drugs and the abuse of prescribed drugs are prohibited.

- a. Employee shall inform their supervisor when taking a prescribed drug known to impair judgment or cause drowsiness.

## **General Rules**

1. Straighten or remove rugs and mats that do not lie flat on the floor.
2. Use caution signs or cones to barricade slippery areas such as freshly mopped or greasy floors.
3. Upon discovery of wet or greasy floors, take short steps when walking on them.
4. Use a ladder or step stool to retrieve or store items that are located above your head.
5. Use handrails when ascending or descending stairs or ramps.
6. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.

## **Office/Classroom Safety**

1. Use office/classroom furniture and equipment only for the purposes for which it was intended and designed.
2. Be sure to keep fingers in the clear when closing safes, vaults, bookcases, drawers, doors, and file cabinets. Always grasp the handles or doorknobs and keep fingers away from the edge of drawers or doors. Keep doors and drawers closed when not in use.
3. Do not reach above your head to remove heavy objects from shelves. Use only approved ladders or step stools to reach items on high shelves.
4. Heavy material should be filed in the lower drawers of file cabinets with lighter materials in the upper drawers. However, the lower drawers should be filed first. Every precaution should be taken to see that only one drawer of a cabinet is open at a time. There may be no locking device on inexpensive or older models.
5. Articles on desks or cabinets should not project beyond the edges of such surfaces.
6. "Good housekeeping" throughout the work area is of extreme importance. A clean and orderly work space makes a safe and desirable place in which to work.
7. Aisles should be kept clear of stumbling hazards. Electrical or telephone cords, bottles, lunch boxes, umbrellas, etc., should not be placed in the aisles.
8. Lunch papers and other refuse should be deposited in the designated containers. No food should be left overnight in desks. Store food in sealed containers in designated areas.
9. Every employee shall be responsible to ensure that his own desk, floor, and work area is clean and orderly. Pick up items such as pencils or paper clips that are strewn around.
10. Haste when walking between desks results in bruises, falls, slipping, or tripping. Hazards such as torn or loose floor covering should be brought to the attention of your supervisor. Be extra cautious when you come to a door that can be opened in your direction. Take it easy when pushing open such a door and slow down when coming to a "blind" corner.
11. In areas with raised floors make sure tiles are always in place. Check chair mats for cracks, broken, or upturned corners. Never bypass or ignore obvious hazardous conditions. Correct or report them as soon as observed.

12. Only authorized employees are permitted to operate or repair electrical equipment or office machines and then only in accordance with safe procedures. Be sure all electrical equipment is grounded and the cord is in good shape. If a machine gives you a shock or starts smoking, **UNPLUG** it, and report the defective device immediately to your supervisor.
13. Machines should be placed firmly on the desk or stand provided for that purpose and not to be placed on the side leaf or allowed to project over the edge of a desk or table.
14. Only approved paper cutting devices should be used for cutting. Keep the blades of paper-cutters closed when not in use.
15. Don't overload electrical outlets. Only School District-supplied and installed multi-plug outlets are to be used.
16. Report burned out or flickering lights to your supervisor.
17. Only School District-supplied and installed supplemental heating and/or cooling outlets are to be used.
18. Avoid loose clothing and jewelry which could get caught in typewriters, printers, or on corners of furniture. Avoid wearing high heels when working in an area with grates or slotted, slippery, or uneven floors.
19. Be considerate of others, avoid excessive perfumes and fragrances.
20. Don't eat or drink around office equipment.
21. Keep volume low on radios so as not to disturb others.
22. Use caution when operating electrical equipment and telephones during electrical storms.
23. When cleaning electrical equipment such as typewriters and computers turn the equipment off and unplug.
24. Office tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, loose wheels, etc.

### **Computer Safety**

1. When using a computer in the workplace follow these general rules:
  - a. Do not work on the computer for more than two continuous hours without a break.
  - b. Keep forearms level with the keyboard so your wrists aren't bent. Keep keyboard flat on the work surface.

### **Eyestrain**

1. Adjust brightness and contrast of monitor/terminal.
2. Obtain document holders. The distance between the keys and the key board or the eyes and the paper text should be the same to avoid excessive eye movement. Paper text should be on the same level as the monitor or terminal.
3. Adjust the angle of the monitor or terminal to eliminate glare and veiled images.
4. Arrange the monitor or terminal so the background lighting is not greater than the screen, or control the background light with window treatments.

## Seating

If you are sitting at a desk or work table for extended periods of time, the adjustment of your chair is very important in order to avoid back and arm pain. Every person requires a different setting to suit their height, build, and task. Basically, the chair should be adjusted for three different settings:

1. Height - Knees should be slightly higher than the hips.
2. Seat Back Depth and Height - Back should make firm contact with the lumbar (lower) part of the back.
3. Back Tilt - Seat and Back - Be sure stops and springs are adjusted to prevent tipping over and wheels and swivels move easily.

## Desks

Work surfaces for typing or keyboard use should be between 23" and 28" depending on your height. This should allow you to type with your arms and wrists in a level straight line position with an approximately 90° bend at your elbow. Use a higher desk height for handwriting and other desk work. Move your chair close to your desk to avoid bending over at your lower back.

## General Rules

1. When manually stocking shelves, position the materials to be shelved slightly in front of you so you do not have to twist when lifting and stacking materials.
2. Do not let items overhang from shelves into walkways.
3. Move slowly when approaching blind corners in the warehouse.
4. Place heavier loads on the lower or middle shelves.
5. Remove one object at a time from shelves.
6. Place items on shelves so that they lie flat and do not lean against each other.
7. Follow the safe handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom.
8. Obey all safety and danger signs posted in the workplace.

**C. MECHANICS** (includes bus mechanics, carpenters, plumbers, electricians, and general maintenance workers)

## General Rules

1. Wear safety goggles and closed-toe shoes when working in the service bay.
2. Do not use your hands or fists as hammers.
3. Do not use gasoline for degreasing or cleaning automobile engine parts.
4. Do not wear loose clothing or jewelry in the service shop.
5. Long hair must be contained under a hat.
6. Wash your hands with soap and water after working in the service shop.

## **Lifting Procedures**

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use a carrying aid such as a hand truck or get assistance from a coworker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees and keep your back straight.
8. Get a firm grip on the object with your hands and fingers. Use handles when present.
9. Never lift anything if your hands are greasy or wet.
10. Wear protective gloves when lifting objects with sharp corners or jagged edges.
11. Hold objects as close to your body as possible.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

## **Housekeeping**

1. Sweep up shavings from around equipment such as lathes and sanding equipment by using a broom and a dust pan.
2. Keep air hoses and electrical extension cords coiled up and off the floor when not in use.
3. Return tools to their storage places after use.
4. Use caution signs or cones to barricade slippery areas such as oily, greasy or freshly mopped floors.

## **Shop Machines**

1. Replace the guards before starting machines and after making adjustments or repairs.
2. Do not remove, alter or bypass any safety guards or devices when operating any piece of shop machinery.
3. Read and obey safety warnings posted on or near any drill press, lathe or other shop machinery.
4. Do not try to stop a work-piece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.

## **Bench Grinders**

1. Do not use grinding wheels that have chips, cracks or grooves.
2. Do not use the grinding wheel if it wobbles. Tag it "Out of Service".
3. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
4. Do not try to stop the wheel with your hand, even if you are wearing gloves.\



## **Battery Handling and Storage**

1. Do not lay tools or metal parts on top of a battery.
2. When lifting batteries or other heavy objects from the engine compartment of a vehicle, use the following procedures:
  - a. Press your thighs against the fender by leaning into the vehicle.
  - b. Grasp the battery with both of your hands when lifting it.
  - c. Keep the battery close to your body, with your elbows close to your body.
  - d. Turn your body using your feet, not by twisting at your waist.
  - e. Move the battery to a work bench and lower it onto the bench. Use your arms to lower it and do not bend at your waist.

## **Pneumatic Tools**

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
2. Place an "Out of Service" tag on damaged tools to prevent usage of the tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace belt guards before use.
5. Turn the tool "Off" and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

## **Electrical Powered Tools**

1. Do not use cords that have splices, exposed wires or cracked or frayed ends.
2. Do not carry plugged in equipment or tools with your finger on the switch.
3. Do not carry equipment or tools by the cord.
4. Turn the tool off before plugging or unplugging it.
5. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
6. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.
7. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
8. Do not use extension cords or other grounded three pronged power cords that have the ground prong removed or broken off.
9. Do not use an adapter such as a cheater plug that eliminates the ground.
10. Do not connect multiple electrical tools into a single outlet.
11. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
12. Do not drive over, drag, step on or place objects on a cord.
13. Do not operate power hand tools or portable appliances while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic hand grip or other nonconductive areas designed for gripping purposes.

## Handling Chemicals

1. Do not use gasoline for cleaning parts.
2. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace.
3. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons and protective eye wear when using chemicals labeled "Flammable", "Corrosive," "Caustic" or "Poisonous."
4. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears or other visible signs of damage.
5. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
6. Do not perform "hot work", such as welding, metal grinding or other spark producing operations within 50 feet of containers labeled "Flammable" or "Combustible".
7. Do not drag containers labeled "Flammable."

## Ladders and Step Ladders

1. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or other visible damage.
2. Keep ladder rungs clean and free of grease.
3. Do not place a ladder at a blind corner or doorway without blocking or roping off the area and posting warning signs that will detour traffic away from your work.
4. Allow only one person on the ladder at a time.
5. Face the ladder when climbing up or down.
6. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
7. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
8. Do not stand on the top two rungs of any ladder.
9. Do not stand on a ladder that wobbles or leans.
10. Do not carry items in your hands while climbing up or down a ladder.
11. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

## Pedestrian Safety

1. When pedestrian traffic is impeded by official School District barricades, restrictive tape, rope, or other restraint will be used to keep the public from the worksite.
2. If pedestrian traffic must be routed off sidewalks and into the street, protection will be provided by cones, barricades, and signs to guard from vehicular traffic.
3. Holes in the sidewalk, which **must** be left open, will be covered whenever possible along with perimeter protection. Every possible means of preventing accidental entry into the hole should be used. Keep in mind that darkness can complicate this situation.
4. Where an unusual situation exists that cannot be easily resolved, or when personal injury or damage to equipment or property occurs as a result of operations, contact the responsible supervisor, the Department Head, or School District Manager immediately.

## **E. Food Service Safety**

### **1. To Prevent Burns:**

- a. Use thick, dry potholders or mitts. Stir food with long-handled spoons or paddles.
- b. Turn on hot water faucets cautiously.
- c. Follow instructions for the use of cooking equipment.
- d. Lift cooking lids and similar equipment away from yourself to avoid burns from steam.
- e. To avoid splattering and splashing, don't fill kettles too full.
- f. Make sure that food is DRY before placing it in a fryer.  
**HOT OIL AND WATER DO NOT MIX.**
- g. Point pan handles away from traffic, but within reach, to avoid knocking over other pans.
- h. Do not crowd cooking surfaces with hot pans.
- i. Remove cooked foods from cooking surfaces immediately.
- j. Allow oil to cool and use extreme caution when cleaning fryers.  
Wear insulated gloves or mitts, and be certain no one is in the removal path.
- k. Do not wear clothing that may drape onto a hot spot and catch on fire.
- l. Do not run cords under carpeting.

### **2. To Prevent Cuts and Abrasions:**

- a. Use the appropriate tools (not bare hands) to pick up and dispose of broken glass.
- b. Place broken glass into a separate clearly marked garbage container.
- c. Take care when cutting rolls of kitchen wrap with the cutter.
- d. be careful with can openers and the edges of open cans.
- e. Never use a knife to open cans or to pry items loose.
- f. Use a pusher to feed food into a grinder.
- g. Turn off and unplug slicers and grinders when removing food and cleaning.
- h. Use the guards on grinders and slicers.
- i. Replace equipment blades as soon as they are cleaned.
- j. Keep knives sharp. Never leave knives or equipment blades in the bottom of a sink.
- k. Carry knives by the handle with the tip pointed away from you.
- l. **NEVER TRY AND CATCH A FALLING KNIFE.**
- m. Cut away from yourself on a cutting board.
- n. Store knives and other sharp tools in a special place when not in use.

### **3. To Prevent Electrical Shock:**

- a. Never use equipment with frayed or damaged cords.
- b. Do not plug multiple electrical cords into a single outlet.
- c. Ensure that all electrical equipment is properly grounded.
- d. Do not use extension or power cords that have the ground prong removed.
- e. Ensure that all electrical outlets, receptacles or openings are covered.
- f. Use electrical equipment only when hands are dry.
- g. Unplug equipment before cleaning.

**4. To Prevent Objects from Falling and Striking Employees (and others):**

- a. Cafeteria tables, chairs, etc. Must be stored so they don't create a hazard.
- b. Containers, bags stored in tiers must be stacked and blocked so they are stable and secure.
- c. Round objects need to be blocked or secured to prevent rolling.
- d. Store heavier objects on lower levels; do not overload shelving and cabinets.

**5. To Prevent Fires and Protect Employees:**

- a. Fire extinguishers of the appropriate size and classification must be available in all areas where fires are likely such as in areas where grills and deep fryers are operated.
- b. Fire extinguishers must be properly identified, mounted outside the area where the fire is likely to occur and readily accessible. (Within 25 feet.)
- c. Employees who are required to use extinguishers must be properly trained.
- d. Fire extinguishers must be visually inspected monthly and an annual maintenance check performed and documented.
- e. Smoking is allowed only in designated areas.
- f. Employees must be familiar with evacuation routes and procedures.
- g. Avoid the accumulation of combustible materials such as boxes, crates, pallets, etc.
- h. Store flammables in a well-ventilated area away from heat sources.
- i. Investigate burning odors **immediately**.
- j. Fixed extinguishing systems must be inspected annually to ensure good operation.
- k. Filters and hoods over ovens must be cleaned to prevent grease and dust accumulation.

**6. To Prevent Slips, Trips and Falls:**

- a. Clean up wet spots and spills **immediately**.
- b. Let people know when floors are wet. Use signs that signal caution and prominently display them.
- c. Wear low-heeled shoes with non-slip soles.
- d. Remove boxes, trash and equipment from walkways and passageways.
- e. Keep aisles clear of obstructions, slipping and tripping hazards, etc.
- f. Ensure that rugs lie flat and are slip-resistant.
- g. Use handrails when ascending or descending stairs.
- h. **NEVER** string cords or wires across the floor.
- i. Use caution when stepping into aisles thru doors. **BE ALERT!**
- j. When using two-way doors, avoid striking other people approaching from the opposite direction. **OPEN DOORS SLOWLY!**
- k. Use a ladder or step stool to retrieve items out of reach. **NEVER STAND ON FURNITURE!**
- l. Never block your view by carrying large items. Use a hand truck or carry smaller loads.

## 7. To Prevent Strains:

- a. Store heavy items on lower shelves.
- b. Use dollies or carts when moving objects that are too heavy to carry.
- c. To move objects from one area to another, use carts with firm shelves and properly operating wheels or casters.
- d. Do not carry too many objects at one time. Use a cart.
- e. Do not try to lift heavy objects by yourself.
- f. Use proper lifting techniques. Remember to bend from our knees, not your back.

## 8. To lift an object off the ground, use the following steps:

- a. Make sure you have good footing and set your feet about 10 to 15 inches apart. It may help to put one foot in front of the other.
- b. Assume a knee-bend or squatting position, keeping your back straight and upright.
- c. Get a firm grip and lift the object by straightening your knees – **not your back**.
- d. Carry the load close to your body (not on extended arms).
- e. To turn or change your position, shift your feet, don't twist your back.
- f. Reverse the steps to set an object on the ground.

## V. SAFETY INSPECTIONS

Safety inspections are performed on a monthly basis at each facility. The Maintenance is responsible for ensuring that these inspections are completed and sent to the Risk Management by the 15<sup>th</sup> of each month. The attached safety inspection report will be utilized to assist in identifying potential hazards in the workplace. Deficiencies will be addressed as soon as possible.

## VI. SAFETY EQUIPMENT

It is the Administration's intent to provide all necessary personal protective equipment required in performing routine operations. Those items include, but are not limited to:

- Rain Gear
- Gloves
- Boots, Knee Boots, Hip Boots
- Protective Headgear
- Goggles/Eye Protection
- Visibility Vests
- Welding Clothing and Shields
- Special Application Tools
- Protective Clothing
- Hard Hats
- First Aid Kit in each vehicle
- Fire Extinguisher securely mounted in each vehicle

Requests for equipment not immediately available should be directed to the responsible supervisor. The use of available and required personal protective equipment is the employee's responsibility and ignoring this requirement will not be tolerated.

Other protective equipment is provided in order to protect employees from unnecessary exposures. This includes barricades, cones, warning lights and many other specialty items. Consult with a supervisor for information.

## **VII. FIRES**

Burns from fires can cause very serious injury. Avoid the accumulation of flammable material and store any material of this type in approved containers at proper locations. Know the location of fire fighting equipment and the proper use of this equipment. Safety practices with respect to fire prevention require knowledge of: the ingredients necessary for a fire; fire control methods; and fire prevention practices.

### **Ingredients Necessary for a Fire**

The three ingredients necessary for an ordinary fire are: fuel, heat, and oxygen. Fuel can be materials as diverse as paper, wood, solvents, hydrocarbons such as oil and gasoline vapors, and gases. These flammable materials require different levels of heat in order to burn. A concentration of 15 percent oxygen in the air is generally sufficient to sustain a fire. The greater the concentration of oxygen, the brighter the blaze with more rapid combustion.

### **Fire Control Methods**

To extinguish a fire, one need only remove one of its three necessary ingredients. Cooling involves removing or reducing the heat or temperature. Smothering requires removing oxygen. Isolation requires the controlling or removal of a fire's source of fuel.

### **Fire Types**

Fires are classed as A-, B-, C-, or D- type according to what is burning.

Class A fires - general combustibles such as wood, cloth, paper, or rubbish - are usually controlled by cooling--as by use of water to cool the material.

Class B fires - flammable liquids such as gasoline, oil, grease, or paint - are usually smothered by oxygen control--as by use of foam, carbon dioxide, or a dry chemical.

Class C fires - electrical equipment - are usually smothered by oxygen control--use of carbon dioxide or dry-chemical extinguishers--nonconductors of electricity.

Class D fires - occur in combustible metals, such as magnesium, lithium, or sodium. These fires require special extinguishers and techniques.

## **VIII. FIRE PREVENTION PRACTICES**

### **You can prevent fires by:**

1. Maintaining a neat and clean work area and preventing the accumulation of rubbish.
2. Putting oil- and paint-soaked rags in covered metal containers.
3. Observing all "No Smoking" signs.
4. Keeping fire doors, exits, stairs, fire lanes, and firefighting equipment clear of obstructions.
5. Keeping all combustible materials away from furnaces or other sources of ignition.
6. Reporting any fire hazards you see that are beyond your control, especially electrical hazards which are the source of many fires.

### **Finally, here again are the things to remember:**

1. Prevent fires by practicing good housekeeping and proper handling of flammable materials.
2. Make sure that everyone obeys "No Smoking" signs in all areas near explosive or flammable gases.
3. In case of fire, turn in the alarm immediately and make sure that the Fire Department is properly directed to the scene of the fire.
4. Action during the first few seconds of ignition generally means the difference between destruction and control. Use the available portable fire-fighting equipment to control the fire until help arrives.
5. Use the appropriate extinguisher for that fire.
6. Learn how to operate the extinguisher.

If it is necessary to evacuate the building, do not stop to get anything--just get out!

Can you prevent fires? You can if you try, so let's see what we can do to preserve our well-being. If you guard against fires, you will be protecting your lives and your community.

## **IX. ELECTRICAL SHOCK**

Electrical shock may cause serious injury. Do not attempt to repair electrical equipment unless you know what you are doing.

## **X. NOISE**

Loud noises from gas engines and gas or electrical blowers can cause permanent ear damage. Operators and maintenance men must wear the proper ear protection devices whenever working in noisy areas for any length of time.

## **XI. LIFTING**

When lifting, the use of the rule "Lift with your legs, not with your back" will help eliminate back strain. Avoid accidents. Learn the right way to handle materials. Improper lifting, in one careless moment, can cause you agonizing pain. Know your physical capacity and limitations. Get help, if needed, to lift.

## **XII. DRIVING RULES AND REGULATIONS**

All drivers of School Authority vehicles, and those using their personal vehicles in pursuit of School Authority business, will comply with all applicable laws of the state as well as any additional regulations of the School Authority. A valid operator's license of the class necessary for the particular type vehicle driven and necessary insurance for personal car use, shall be in the possession of the operator at all times. Emergency vehicles under pressing emergency situations are exempted from the usual motor vehicle laws to the extent permitted by law.

### **Parking**

1. School Authority vehicles are not to park in "NO PARKING" zones except in emergency situations or in required performance of official duties. At those times a vehicle is parked in a "NO PARKING" zone, emergency blinkers will be turned on.
2. No School Authority vehicle is to be left unattended with ignition key left in the ignition.
3. Any vehicle parked on a perceptible grade or incline must set the parking brake.
4. All School Authority vehicles should be locked when not in use. (Note: A vehicle is considered unattended and not in use when the operator is more than 100 feet from the vehicle.)
5. Before initial use of any vehicle each day, the driver will walk around and inspect the vehicle for damage, inoperable lights, loose hardware, under-inflated tires, or any other condition which may create an unsafe situation.
6. Any deficiency encountered will be reported to a supervisor immediately. It will be the supervisor's responsibility to ensure that appropriate action is taken to correct the problem.
7. Written authorization is required for daily personal use of a School Authority vehicle. Verbal authorization is needed for occasional personal use of a School Authority vehicle when one is not assigned to the employee.

### **Equipment**

1. Vehicle registration and insurance card shall be kept in the vehicle at all times and available in case requested by law enforcement officials.
2. Safety belts will be worn at all times by all drivers and passengers.
3. Turn signals will be utilized by all drivers at all times in ample time to warn oncoming or following vehicles of the intent to turn.
4. Drivers will ensure that the windows, headlights, taillights, and windshield wipers are clean and operational at all times.
5. Tailgates will be up and locked when vehicles so equipped are in motion. If a vehicle's function requires that the tailgate remain in the open position, red flags will be attached to the outward corners of the gate, or anything hanging out over the gate.



6. In any case, the driver of the vehicle is responsible to see that all necessary conditions are met on his vehicle before he operates it.
7. If the vehicle does not have a tailgate, but is loaded, the driver of the vehicle will ensure that the load is secure on the truck and that overhangs are properly marked in accordance with local laws.
8. When working on School District roadways, the wearing of a reflective safety vest is required.

## **General**

1. Backing vehicles without a clear view of the area in back of the vehicle will be done only with the assistance of a guide. If a second person is in the vehicle, he will exit the vehicle and guide it back using the appropriate hand and voice signals. If the driver is alone, he will exit the vehicle and inspect the area behind before backing.
2. Passengers are not allowed to ride in the bed of pickup trucks.
3. Each employee who operates a vehicle regularly or occasionally is required to report any suspension or revocation of his license to his supervisor who will in turn advise the applicable state agency of this fact. **Failure of an employee to report a change in license status will result in disciplinary action and/or possible suspension.**
4. Riding on running boards of trucks is strictly prohibited.
5. Posted speed limits will be strictly adhered to.
6. During periods of limited visibility or anytime windshield wipers are in use, vehicle headlights will be turned on.
7. Trailers are to be fastened securely to hitches. Safety pins in pintel locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle.
8. All items to be transported either in a truck or trailer, which may move around during transport, will be secured.
9. No more than three (3) persons will ride in the front seat of any vehicle. Where only two single seats exist, there is to be only one rider per seat. All riders shall utilize a seat belt.

## **XIII. PROCEDURES FOR REPORTING ACCIDENTS, DAMAGE TO, AND/OR BREAKDOWNS OF VEHICLES**

In the event an operator of a School Authority vehicle is involved in an accident, regardless of the severity, the Police Department shall be called to the scene and required to prepare a report. If the accident occurs outside the jurisdiction of the School Authority then, the police department of that jurisdiction should be contacted. **Risk Management is to be contacted immediately following notifying the Police Department regardless injuries or damages.** The operator of the municipal vehicle involved in the accident should provide all the necessary identification and insurance information to the other party involved; however, no other information or admission of liability should be made.

If a School Authority vehicle is disabled as the result of an accident, or if a School District vehicle breaks down and becomes inoperable, the responsible Supervisor is to be notified. Should the vehicle need to be towed, the appropriate department should be notified to arrange to tow the vehicle and return it to the School District or other locations the supervisor may authorize.

Operators of School District vehicles should be sure that whenever a serious incident occurs, whether a breakdown, traffic accident, or vandalism, the responsible supervisor should be notified immediately. .

#### **XIV. ACCIDENT, INJURY, AND INCIDENT REPORTING**

In the event of accident or injury to a School Authority employee, injury to a citizen by School Authority operations, or damage to property related to School Authority operations, the supervisor, or in the absence of the supervisor the School Authority, shall be notified immediately. Any fatalities occurring on School Authority property, whether an employee or not, shall require notification of the Safety Committee. This rapid notification is vital to the proper management of accidents, injuries, and incidents as well as to cause the necessary procedural steps to be taken.

#### **XV. FIRST AID PROCEDURES**

##### **EMERGENCY PHONE NUMBERS**

**School Nurse**  
540-1577, ext 201

**Risk Management**  
574-0529

##### **Medical Facility:**

Cape Coral Hospital 574-0354

**Emergency:** 911

##### **Minor First Aid Treatment**

First aid kits are stored in the front office. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

1. Inform your supervisor.
2. Administer first aid treatment to the injury or wound.
3. If a first aid kit is used, indicate usage on the accident investigation report.
4. Access to a first aid kit is not intended to be a substitute for medical attention.
5. Provide details for the completion of the accident investigation report.

##### **Non-Emergency Medical Treatment**

For non-emergency work-related injuries requiring professional medical assistance, Risk Management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

1. Inform your supervisor.
2. Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
3. Provide details for the completion of the accident investigation report.

## **Emergency Medical Treatment**

If you sustain a severe injury requiring emergency treatment:

1. Call for help and seek assistance from a co-worker.
2. Request assistance and transportation to the local hospital emergency room.
3. Provide details for the completion of the accident investigation report.

## **REPORTING AND INVESTIGATING ACCIDENTS!! (report immediately)**

### A. Fatalities

The administration and Risk Management are notified immediately after a fatality has occurred. Risk Management will conduct a thorough investigation as to the circumstances surrounding the fatality. Risk Management must inform the City Manager without delay.

### B. Serious Accidents

Risk Management receives copies of the supervisor's report of accident when the accident occurs. The School Nurse and/or School Administration will be responsible of making Risk Management aware of the accident. The School Administration and Risk Management will investigate the accident within 24 hours, if possible. Also, the employee will be present to discuss what happened, or at a later date depending on the gravity of the injury. The purpose of the investigation will include the following:

1. The source of the accident; what actually inflicted the injury or damage.
2. Type of accident or manner in which the person was injured.
3. Unsafe condition of equipment.
4. Unsafe act or practice of the person.
5. Personal factor or reason for the person's unsafe act or practice.
6. Action required to prevent reoccurrence.

### C. Minor Accidents

Accidents of this type are investigated directly by the immediate supervisor. Supervisors should pay close attention so that the injury/accident does not become a major accident.

### D. Non-Industrial Illness

1. If an employee suffers from a non-industrial illness, supervisors will advise the employee if he wishes to go home or to the hospital, should the employee complain of discomfort.

## **XVI. ON-THE-JOB INJURY PROCEDURES**

The following procedures apply to all employees, both full and part-time.

When other questions arise which are not covered herein, they should be referred to the Safety Committee.

If you have an injury at work, do the following:

1. If emergency, call 911. First aid may be administered by a qualified person.
2. Report the injury to your supervisor immediately no matter how minor the injury might be.
3. Follow the instructions of your supervisor.
4. Report injury to the School Nurse immediately, which will fill out the required workers compensation Notice of Injury.
5. After each doctor visit, to a School Authority approved Doctor, notify your supervisor of the results of the visit including your work status. If the doctor has returned you to a modified duty or regular duty position, you will be expected to work. If your condition worsens and you feel you are unable to work as the doctor indicated, contact your supervisor for instructions.
6. If the doctor gives you a prescription, you may have it filled. If the druggist will not accept Worker's Comp., contact Risk Management and they will assist in getting the prescription covered. (see attachment)
7. Your department head must be contacted before taking any time off from work due to an on-the-job injury.

**NOTE: Only Doctors Authorized By The Cape Coral Charter School Authority Will Be Accepted As Treating Physicians. Use Of An Unauthorized Doctor May Result In You Being Liable For Payment Of The Bill.**

## SUMMARY

Following is a summary of the safety precautions that have been discussed in the previous sections:

- Good design without proper safety precautions will not prevent accidents. **All personnel must be involved in a safety program and provided with frequent safety reminders.**
- Never attempt to do a job unless you have sufficient help, adequate skills, and the necessary safety equipment.
- "Lift with your legs, not your back" to prevent back strains.
- Use ladders of any kind with caution. Be certain that portable ladders are positioned so they will not slip or twist. Whenever possible, tie the top of a ladder used to enter below-grade structures. Do not use metal ladders near electrical boards or appliances.
- Wear or use safety devices such as safety glasses, and rubber gloves to prevent infections and injuries.
- Never use a tool or piece of equipment unless you are thoroughly familiar with its use or operation and know its limitations.
- When working in traffic areas, always provide:
  - Adequate advance warning to traffic by signs, flags, etc.
  - For channeling the flow of traffic around your work area by use of traffic cones, barricades, or other approved items.
  - Protection to workers by placing your vehicle between traffic and job area, and/or by use of flashing or revolving lights, or other devices.
  - Flagmen when necessary to direct and control flow of traffic.
- Before starting a job, be certain that work area is of adequate size. If not, make allowances for this. Keep all working surfaces free of material that may cause surface to be slippery.
- See to it that all guardrails and chains are properly installed and maintained.
- Provide and maintain guards on all chains, sprockets, gears, shafts, and other moving pieces of equipment that are normally accessible.
- Before working on mechanical or electrical equipment, properly turn off and/or tag breakers to prevent the accidental starting of the equipment while you are working on it. Wear rubber gloves and boots wherever you may contact "live" electrical circuits.
- These are the highlights of what has been previously discussed. Whenever in doubt about the safety of any piece of equipment, structure, operation, or procedure, contact Risk Management.

SAFETY MANUAL – Attachment 1  
**Cape Coral Charter School Authority**

HAZARD IDENTIFICATION ANALYSIS

Once a hazard has been recognized through regular inspection procedures or through a change in operations, new machinery or equipment, or physical plant changes, it must be determined just how to rectify the hazard. Concern about potential severity, likelihood of the loss occurring, cost of controls, and method of correcting the hazard must be addressed.

Attached is a form (Attachment 1) that will be utilized for this purpose. The analysis form will help determine what course of action is appropriate for the exposure. For instance, let us say the potential severity of a loss is classified as critical and the likelihood of a loss is classified as unlikely, it would not be prudent/practical to spend \$10,000 to correct the condition. Instead, a less costly approach to correcting the condition may be devised. On the other hand, if the potential severity of loss occurring is probable, and then the \$10,000 expenditure to correct the exposure/hazard must be spent. This form will be utilized by the Safety Inspectors and Risk Management.

**HAZARD IDENTIFICATION ANALYSIS**  
**Cape Coral Charter School Authority**

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Department: \_\_\_\_\_ Dept. Supervisor: \_\_\_\_\_

Name of Person Performing Survey: \_\_\_\_\_

1) Describe the hazard: (unsafe act or unsafe item)

\_\_\_\_\_  
\_\_\_\_\_

**FOR Principal/Director ONLY:**

2) Loss scenario:

\_\_\_\_\_  
\_\_\_\_\_

3) Potential severity of loss:

Catastrophic [ ] Critical [ ] Minor [ ] Negligible [ ]

4) Likelihood of loss occurring:

Probable [ ] Reasonable [ ] Remote [ ] Unlikely [ ]

5) Control measure to prevent loss from occurring:

\_\_\_\_\_  
\_\_\_\_\_

a) Cost of implementing control measure:

Initial: \$500/Less [ ] \$501-\$5,000 [ ] \$5001-\$10,000 [ ] Over \$10,000

Annual: \$500/Less [ ] \$501-\$5,000 [ ] \$5001-\$10,000 [ ] Over \$10,000

7) Decision/Resolution:

\_\_\_\_\_  
\_\_\_\_\_

Distribution: Superintendent, Principal/Director, and Risk Management

**SUPERVISOR ACCIDENT  
INVESTIGATION REPORT FOR  
WORKER'S COMPENSATION INJURY  
(PURPOSE TO PREVENT REOCCURRENCE)**

The Report of Injury is to be submitted within 24 hours following the date of injury. If the employee is unable to complete his/her account of the accident, the supervisor is to provide information, in addition to the analysis of the accident.

**EMPLOYEE'S ACCOUNT OF THE ACCIDENT**

Employee's Name: \_\_\_\_\_

Daytime Phone # \_\_\_\_\_

Date of Accident: \_\_\_\_\_

In your own words, explain in detail, what you were doing immediately prior to the accident and then how you believe the accident happened. \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

**SUPERVISOR'S ANALYSIS OF THE ACCIDENT**

Date/Time Employee reported injury \_\_\_\_\_ Was Employee seen by a physician? \_\_\_\_\_ If yes, name of Physician/Hospital \_\_\_\_\_

\_\_\_\_\_  AM  PM  Yes  No  Unknown \_\_\_\_\_

Hospitalized?  Yes  No  Unknown

Date Expected to Return: \_\_\_\_\_

Nature of injury and part of body involved (e.g. cut left hand, strained back, bruised leg, etc.) \_\_\_\_\_

Name of Witnesses to the Accident: \_\_\_\_\_

1. \_\_\_\_\_

Do you concur with the Employee's account of the accident?  Yes  No  Unsure

If you answer no or unsure, please explain: \_\_\_\_\_

What factors do you believe were instrumental in causing the accident? Please explain your rationale: \_\_\_\_\_

Describe actions taken, planned or needed to prevent reoccurrence (example: job instruction, guard installed, tool repaired, improved inspection: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

**DEPARTMENT DIRECTOR REVIEW**

Investigation Sufficient  Suggested additional actions on reverse  Report to be submitted to Safety Committee

Department Director Signature: \_\_\_\_\_



Safety Manual – Attachment 3  
**Cape Coral Charter School Authority**  
**AFFIDAVIT**

Department or School of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

I HAVE READ AND UNDERSTAND THE AFOREMENTIONED SAFETY RULES OF CONDUCT AND OPERATIONS.

I ALSO UNDERSTAND THAT FAILURE TO COMPLY WITH THESE RULES COULD RESULT IN DISCIPLINARY ACTION OR TERMINATION OF EMPLOYMENT

Position: \_\_\_\_\_

Employee's Name: \_\_\_\_\_  
(Please Print Full Name)

Date: \_\_\_\_\_

Any Allergies or Other Medical Problems That Will Affect Proper Treatment Should You Be Injured:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

**NOTE:** This page is to be retained in employee's personnel file.

## Personal Protective Equipment Requirements

Our organization is committed to providing employees with a safe workplace. Part of the commitment is in providing the tools necessary to do the job and to protect employees. In as much as we provide and require the personal protective equipment, it is the responsibility of the employees to properly use them. **If an injury is incurred as a result of an employee's refusal to use safety equipment provided and required by their employer shall have their workers' compensation benefits reduced by 25% - Florida Statutes 440.09**

### Hand Protection:

- Employees are required to use gloves when lifting and handling sharp or abrasive work materials.

### Eye Protection

- Employees must wear safety glasses when utilizing any electric or pneumatic power tools.
- Eye Protection is required when using welding and cutting torches and when using grinders.

### Hearing Protection:

- Disposable earplugs are available to employees.

### Traffic Control Protection:

- Traffic Control vests are available to employees.

**I have read and I understand the above requirements for use of prescribed personal protective equipment and will comply with the requirements.**

---

**Name of employee**

---

**Date**

**NOTE:** This page is to be retained in employee's personnel file.