



Employee Safety Program

for

Elizabeth City-Pasquotank County Schools

November, 2019

EMPLOYEE SAFETY

1.0 PURPOSE AND INTRODUCTION

Elizabeth City-Pasquotank County Schools is fully committed to the health and safety of all staff, students, and visitors. Elizabeth City-Pasquotank County Schools believes that employee safety and a healthy environment are important factors in the functioning of the educational process and making the schools a better place to work.

To help meet this commitment, Elizabeth City-Pasquotank County Schools has developed the following safety rules and procedures. Elimination of employee injuries in the workplace is the major objective of these safety rules and procedures.

2.0 SCOPE

Coverage includes all Elizabeth City-Pasquotank County Schools employees.

3.0 RESPONSIBILITIES

3.1 Principals and Site Administrators

- a) Responsible for overseeing the proper documentation and forms are completed and filed.
- b) Responsible for the general safety and wellbeing of employees, students, and the public when on school property and during school functions.
- c) Responsible for the oversight and adherence of all employees to the Employee Safety Program.
- d) Along with staff, assist in identifying risks and reducing or eliminating them accordingly.
- e) Purchase Personal Protective Equipment (PPE) as recommended by the Safety Coordinator.

3.2 Administrators and Supervisors

- a) Responsible for completing the proper documentation and forms are completed and turned into the Principal/Site Administrator.
- b) Responsible for training each employee of the specific hazards in their job functions.
- c) Ensure that each employee is competent or receives on-the-job training on safe operation of equipment or tasks before beginning work.

3.3 Safety Coordinator

- a) Responsible for evaluating and revising this procedure annually or as regulations change.
- b) Provide technical assistance to schools regarding safety.
- c) Conduct periodic safety inspections of all facilities including members of the safety committee.
- d) Assist and support the Principals and Site Administrators in determining Personal Protective Equipment (PPE) needs based on safety and environmental regulations.

3.4 Employees

- a) Responsible for abiding by this procedure. Safety is everyone's responsibility.
- b) Exercise safe work practices.
- c) Assess hazards in your own work places.
- d) Report unsafe conditions or actions to your supervisor.
- e) **Immediately** report fires, smoke, or potential fire hazards to the school/site administrator.
- f) Report and document accidents and injuries to your supervisor immediately.
- g) Complete employee statement as soon as possible



- h) If an injury has occurred, report to NextCare (Urgent Care) to receive medical attention
- i) Follow up to ensure that the incident has been documented and given to the designated personnel.
- j) Do not remove or defeat any safety device or safeguard provided for employee protection.

4.0 TRAINING AND CERTIFICATION

- 4.1** Read and understand this procedure.
- 4.2** Participate in monthly safety training and meetings.
- 4.3** Participate in all fire drills.

5.0 EMPLOYEE SAFETY

5.1 General Safety

- 5.1.1** Use only ladders and step stools to get additional height. Do not use boxes, crates, or any other improvised stand for climbing. Do not stand in chairs or on desks.
- 5.1.2** Do not block exits, exit doors, and exit windows.
- 5.1.3** Walk (do not run), watch your step, and keep firm footing and balance at all times.
- 5.1.4** Position office furniture with telephone and electrical devices close to outlets to eliminate tripping over telephone and/or electrical cords.
- 5.1.5** Close desk and filing cabinet drawers slowly to prevent finger injuries.
- 5.1.6** Do not use corridors, attics, vestibules, halls, stairs, or the spaces under them for storage purposes.
- 5.1.7** Lock down the slicing arm on paper cutting devices when not in use.

- 5.1.8** Hold on to the slicing arm on paper cutting devices when the arm is lifted.
Do not rely on the tension mechanism to keep the arm in the raised position.

5.2 File Cabinets

- 5.2.1** Do not leave file drawers open.
- 5.2.2** Put heavy materials in the bottom drawers, lighter materials in the top drawers.
- 5.2.3** Always use the drawer handles to close file cabinets.
- 5.2.4** Do not stack file cabinets on top of one another.
- 5.2.5** Pull only one drawer out at a time.
- 5.2.6** Never place materials, boxes, other files, etc. on top of cabinets above five feet. Not only can they fall, but also they put undue strain on persons reaching to lift the items.



5.3 Office Equipment

- 5.3.1** Do not place office equipment in unstable locations where they may fall.
- 5.3.2** Do not touch electrical equipment or connections with wet hands or while standing on damp floors.
- 5.3.3** Turn off and unplug office machines before adjusting, lubricating, or cleaning.
- 5.3.4** Keep lids on copy machines closed.

5.4 Fans

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

5.5 Desks and Chairs

- 5.5.1** Do not stand in chairs.

5.5.2 Desks and chairs shall not be used in lieu of ladders.

5.5.3 Check desks and tables for splinters, dangerous cracks, ..

5.6 Ladders

5.6.1 Inspect ladders before each use for any defects. Do not use any ladder with cracked or damaged rails, steps, or rungs. Defective ladders should be repaired or destroyed.

5.6.2 Fully extend the stepladder spreader and set the locking device before climbing.

5.6.3 When working on a ladder, do not work on the top step or cap.

5.6.4 All straight extension ladders must have nonskid feet.

5.6.5 Do not use a stepladder as an extension ladder.

5.6.6 Ascend or descend ladders one step at a time, facing the ladder, and using both hands.

Note: Follow the rule of keeping your belt buckle between the side rails.

5.6.7 Keep both feet on a ladder. Do not overreach.

5.6.8 Only one person is allowed on a ladder at a time.

5.6.9 Do not shift a ladder's position or "walk" a ladder while on it.

5.6.10 Keep debris and material clear at the ladder base and landings.

5.6.11 Lift do not drag a ladder to prevent damage to floor or ladder

5.7 Slips, Trips & Falls

Generally, more injuries in school districts are associated with slips, trips and falls than any other situation.

5.7.1 Immediately clean up spills, water, oil, and other liquids from the floor by using a mop, "oil-dry" materials, paper towels, and/or cloth materials.



Post "CAUTION WET FLOOR" signs to warn of slippery areas.

- 5.7.2** During cold weather, snow and ice removal controls, such as rock salt (or alternative), should be used at each facility. It is each facility's responsibility to attain and use rock salt.
- 5.7.3** Grounds department will prepare the sidewalks for inclement weather for Central Services and Edgewood Support services

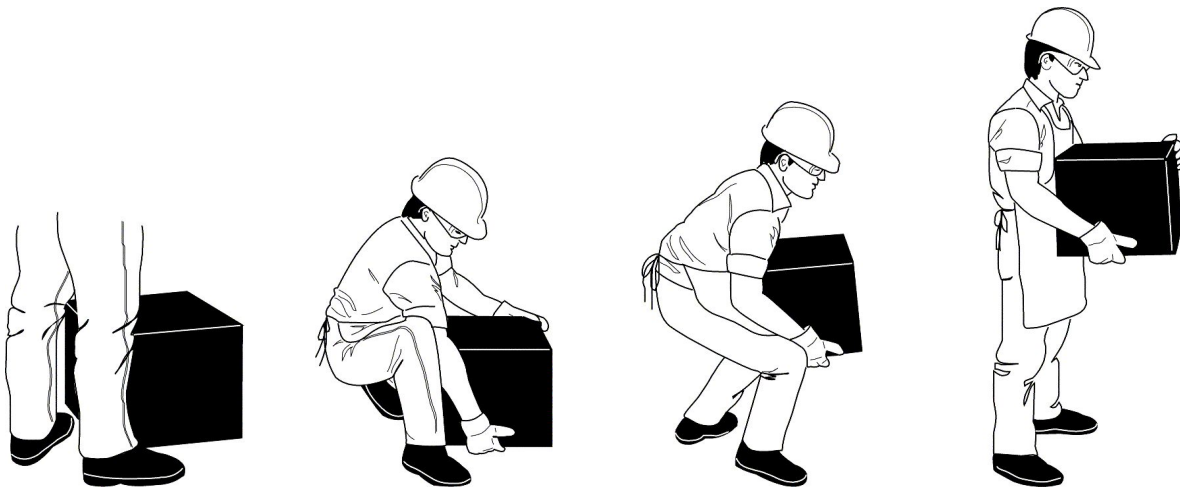
Note: Rock salt can be obtained from the Maintenance Department Team Works ordering system.

- 5.7.3** Do not run electrical and drop cords across doorways, aisles, landings, or any other walk area. Electrical cords and power strips are for temporary electricity only, not to exceed 90 days. (Surge protectors can be used permanently to prevent electrical surges from electronic devices)
- 5.7.4** Pick up all foreign objects such as boxes, trash, pencils, tools, etc., from floor surfaces, aisles, hallways, or stairs to prevent slipping or tripping.
- 5.7.5** While seated, do not tilt chairs back on two legs.
- 5.7.6** Turn on lights before entering a dark room.
- 5.7.7** Report torn, ripped, or loose carpet to the Maintenance Department.
- 5.7.8** Take short steps, walk slowly, and use handrails when you have to walk on slippery surfaces.
- 5.7.9** Keep cabinet doors and desk drawers closed when not in use or unattended.
- 5.7.10** Do not run up and down stairs or steps. Take only one step at a time.
- 5.7.11** Avoid blocking your view when carrying/pushing large objects – especially objects that are difficult to see around.
- 5.7.12** Do not jump from truck beds, platforms, or other elevated places.
- 5.7.13** Only carry loads you can handle safely.

5.8 Back Safety and Proper Lifting

Improper lifting techniques and excessive loads are one of the greatest causes of injuries. Get help if there is any doubt of your ability to lift an object. Follow the steps listed below when lifting and carrying objects.

1. First, make a preliminary “lift” to be sure that the load lifts easily with your lifting capacity. 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.
2. Place your feet close to the base of the object to be lifted.
3. Get a firm grip on the object.
4. Take a balanced stance; feet shoulder width apart.
5. Bend at the knees, not at the back. The leg muscles are bigger and stronger than the back muscles.
6. Keep your back straight.
7. Lift slowly and evenly with leg muscles and not with back muscles.
8. Keep objects as close to the body as possible.
9. Set objects down in the same manner as you picked them up, but in reverse.



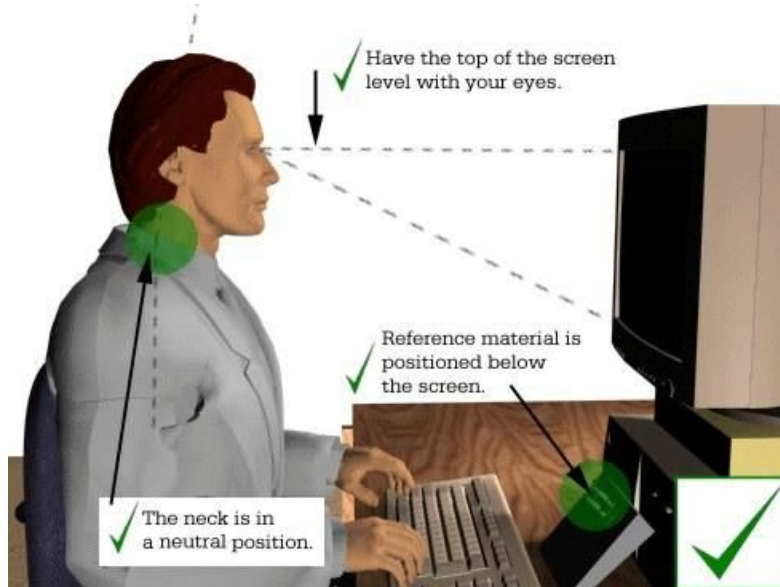
- 5.8.1** Avoid twisting your back to turn when lifting. If you must change direction while lifting, pivot with your feet and turn your entire body to change direction.



- 5.8.2** Perform movements smoothly and gradually. Never run with a load.
- 5.8.3** Avoid wet and greasy hands when lifting.
- 5.8.4** Prior to adjusting or changing a grip, set the object down.
- 5.8.5** 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.

5.9 Ergonomics

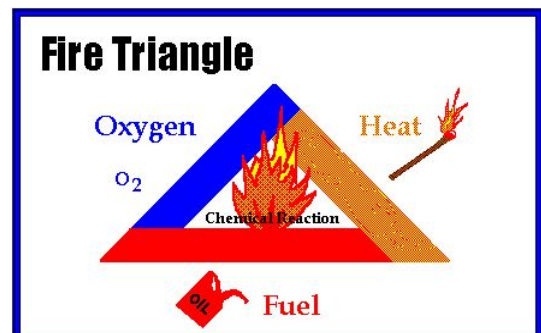
- 5.9.1** Organize work areas to accommodate you. Rearrange desktops, placing items within reach.
- 5.9.2** Computer monitors should be placed directly in front of the user while at the keyboard.
- 5.9.3** Position the top of the monitor screen at or below eye level and about an arm's length away.
- 5.9.4** Sit at least 2 to 3 feet away from the monitor. Look away from the monitor periodically. Blink frequently to keep eyes moist.
- 5.9.5** Use copy stands to hold typing material so it is the same height as the screen of your computer. Be sure there is adequate lighting.
- 5.9.6** Hands and wrists were not designed for prolonged keyboard use, so take breaks often while typing. Try to maintain a position that does not overly flex, extend, or bend the wrists for long periods of time.
- 5.9.7** Maintain proper posture. Try to prevent slouching, which can be hard on your back. Your feet should rest firmly on the floor with knees at the level of your hips.



5.10 Fire Prevention

The Fire Prevention Program establishes procedures for a fire safe environment through safety practices and procedures.

The full Fire Prevention Program can be seen by reviewing the full safety program or by contacting the Safety Coordinator. Shown below are some regulations that apply to employees.



- 5.10.1** Artwork and teaching materials may be attached directly to walls, but may not exceed 20% of any individual wall area.
- 5.10.2** Flame producing devices, such as scented candles, shall not be used in general classrooms. Exceptions include science and vocational classrooms where open flames are part of an experiment or curriculum.
- 5.10.3** Also prohibited are plug-in oil scent warmers/air fresheners/deodorizers that use electrical current to warm the fragrance. Plug-in air fresheners use heat to disperse a fragrance and in some cases fires have resulted from the usage of these products.
- 5.10.4** Electric space heaters shall be used in accordance with the following safety guidelines.

- 5.10.4.1 The heater must have an automatic safety switch that turns the unit off if it is tipped over.
- 5.10.4.2 Units must be grounded and UL approved.
- 5.10.4.3 Before using the heater, inspect the electrical cord. Look for frayed wire or cracked insulation. If there are any defects in the cord or unit, **DO NOT USE**.
- 5.10.4.4 Never leave the unit on while you are out of your office. Always check the unit before leaving your office for lunch or at the end of the day and make sure it is shut off.
- 5.10.4.5 Do not place the heater near combustible materials such as papers, magazines or office furniture. Allow at least three feet between the heater and combustible material.
- 5.10.4.6 Do not place the heater in or near wet areas or in high traffic areas such as exit ways.
- 5.10.4.7 Before operating the heater, always read and follow the manufacturer's operating instructions.
- 5.10.4.8 **Do not connect an extension cord or power strip to the heater.**
- 5.10.5 Gasoline-powered equipment such as lawn mowers, weed trimmers, and blowers must be stored in sheds or exterior rooms that can be entered from outside the school. Rooms attached to the school must have solid masonry walls and cannot be connected to the main building's ventilation system. Detached storage sheds are preferred.
- 5.10.6 Mezzanines, Mechanical Rooms, Boiler Rooms, and Electrical Rooms shall not be used for storage and must remain locked at all times.
- 5.10.7 Science chemical storage rooms shall be kept locked at all times.

5.11 Fire Exits and Fire Doors

- 5.11.1 Exit doors must be kept unlocked and shall not have any type of locking device (ex. tape, ropes, chains, etc...) that impedes safe exiting through a doorway.



- 5.11.2 Fire exits must never be obstructed, even temporarily.
- 5.11.3 Doors and exits shall be maintained to ensure good working condition with free and easy operation should an emergency evacuation be required. Any condition likely to interfere with safe exiting shall be reported to Facility Services for repair via the Work Order System.
- 5.11.4 Corridors and stairwells shall be kept clear of combustibles and any materials that would delay or prohibit the exit of staff and students during a fire or emergency evacuation.
- 5.11.5 Exit doors and exit windows shall not be covered with or concealed by decorative or combustible materials such as drapes, curtains, blinds, paper covered doors, cardboard, etc.
- 5.11.6 Vehicles, including motorcycles and scooters, shall not be parked near exterior doors as this may impede the flow of traffic from an exit.
- 5.11.7 Magnetic door holders are found on corridor fire doors. Do not prop these doors open any other way. The magnetic door holders allow the doors to remain open until a fire alarm is activated and then automatically release allowing the doors to close and seal.
- 5.11.8 An evacuation plan shall be posted in every classroom. The evacuation plan shall show both the primary and the secondary evacuation routes.
- 5.11.9 In case of fire, do not use elevators. Use the designated stairways.

5.12 Fire Extinguishers

- 5.12.1 Employees are not required to put out fires with fire extinguishers. If a fire is discovered, evacuate the building and dial 911.
- 5.12.2 Fire extinguishers shall not be obstructed or obscured from view.
- 5.12.3 Discharged fire extinguishers should be reported to Facility Services via the Work Order System.

5.13 Automatic Fire Sprinkler Systems

Automatic Fire Sprinkler Systems are found at the following schools:

Elizabeth City Middle School	
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- 5.13.1 Items should not be hung or attached to sprinkler heads or piping.

5.13.2 Sprinkler heads should never be obstructed or tampered with in any manner.

5.13.3 Items should not be hung or stored within 18 inches of sprinkler heads.

5.13.4 Balls, Frisbees, and other items that can damage the sprinkler head are not to be thrown at sprinkler heads.

5.14 Kitchen Hood Fire Suppression Systems

A kitchen hood fire suppression system is required over kitchen equipment that produces smoke and grease-laden vapors or grease of appreciable depth.

5.14.1 Fire suppression discharge nozzles are aimed at specific pieces of kitchen equipment. As a result, kitchen equipment should not be moved without consulting with the Maintenance Department first.

5.14.2 Hood fire suppression systems shall be inspected and tested in accordance with NFPA 17A.

5.15 Fire Curtains

5.15.1 Nothing should be in the path of the fire curtain or on the stage below the fire curtain should an emergency occur.

5.15.2 The fire curtain shall not be tampered with in any way, including manually lowering the fire curtain.

5.16 Seasonal Decorations

5.16.1 Natural cut Christmas trees are prohibited in educational occupancies. Fire retardant Christmas trees are permissible, however confirm that the tree is labeled as fire retardant.

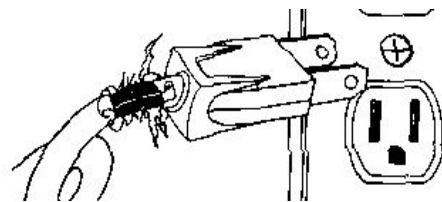
5.16.2 The required width of any portion of a means of egress shall not be obstructed by decorations.

5.16.3 Artificial decorative vegetation shall be flame resistant or flame retardant. Such flame resistance or flame retardant shall be documented and certified by the manufacturer.

- 5.16.4** Use of other natural decorations such as hay bales, dry corn stalks, and holly boughs are also included and should be used in accordance with the above information.
- 5.16.5** Use only UL listed lights.
- 5.16.6** Any string of lights with worn, frayed, or broken cords or loose bulb connections should not be used.
- 5.16.7** Avoid placing breakable tree ornaments or ones with small, detachable parts on lower branches where small children can reach them.
- 5.16.8** Do not hang popcorn chains and candy canes on the tree when small children are present. They may think that other tree ornaments are also edible.
- 5.16.9** Prior to leaving, all lights shall be unplugged.
- 5.16.10** Do not overload outlets. Be careful how many items are plugged into a receptacle. (Lights usually have a maximum number of strands that can be linked together)
- 5.16.11** Decorations may not disguise, cover, or interfere with any safety device (fire extinguishers, fire alarm pull stations, exit signs, fire sprinkler pendants, and alarm boxes).

5.17 Electrical

- 5.17.1** Periodically examine permanent electrical cords on equipment and machinery and drop cords for breaks and fraying. Contact the Maintenance Department to replace equipment cords if needed.



- 5.17.2** Electrical panels may not have open holes in unused spaces. Unused spaces must have spare breakers or blank plates installed.
- 5.17.3** A minimum of three feet of clearance is required in front of and on each side of all electrical panels.
- 5.17.4** Extension Cords
 - 5.17.4.1** Use extension cords only when necessary on a temporary basis.

- 5.17.4.2** Extension cords shall be of continuous length without any splicing.
- 5.17.4.3** Extension cords shall not be used in lieu of permanent Wiring (90 day). Surge protectors are only allowed when protecting an electronic device.
- 5.17.4.4** Damaged cords shall be removed from service and discarded to prevent further use.
- 5.17.4.5** Arrange all extension cords so that they do not present a trip hazard. In addition to the immediate danger of injury to the person who trips on the cord, the sudden tug on a cord can damage the insulation or plug prongs.
- 5.17.4.6** Do not remove, bend, or modify any metal prongs or pins.

5.18 Personal Protective Equipment (PPE)

The Personal Protective Equipment (PPE) Program is required by Elizabeth City-Pasquotank County Schools for the protection of its employees. Personal Protective Equipment (PPE) for the eyes, face, head, ears, extremities, and respiratory system shall be provided, used, and maintained when and where needed because of a hazard that cannot be eliminated or lessened with engineering controls and/or administrative controls.

Shown below are PPE regulations that apply to all employees.

- 5.18.1** Jobs assessments that require closed-toe shoes shall be non-slip. Canvas shoes are not allowed. Shoes should be sturdy and well maintained.
- 5.18.2** ANSI Z87.1 approved safety glasses should be required when exposed to chemicals and/or the possibility of flying objects (weed eating, etc.).
- 5.18.3** Latex free gloves are to be utilized when in contact with human fluids and/or chemicals.



- 5.18.4** Per ECPPS Bloodborne Pathogens Program, non-latex gloves are provided in bloodborne pathogen cleanup kits located in various locations (including nurse clinics and administrative offices) at each school.
- 5.18.5** Latex free rubber gloves are provided for pre-k and exceptional children teachers.
- 5.18.6** When working in most material handling situations that involve rough edges and/or splinters, workers should use leather gloves.
- 5.18.7** When dealing with dust or debris in work areas, dust masks may be worn as an optional piece of PPE.
- 5.18.8** Hardhats are to be worn by employees during construction activities and when work is being conducted where there is a possible danger of head injury from impact, from falling or flying objects, and/or from electrical shock and burns.

Note: In general, hard hats will only be required in construction sites, tree limbing, and when working near power lines.
- 5.18.9** Jewelry, ties, and other dangling objects should not be worn while operating any machinery.
- 5.18.9** When using a string trimmer, grinder, or any fast rotating tools, long pants to cover the legs must be worn.

5.19 Hazardous Communication

Elizabeth City-Pasquotank County Schools has developed a Hazardous Communication Program to ensure that the hazards of all chemical substances produced or used are evaluated and information concerning hazards is transmitted to all affected employees.

The Hazardous Communication Program covers hazardous chemicals, infectious agents, harmful physical agents, container labeling, maintaining Safety Data Sheets (SDS's), and hazardous chemical inventories.

The full Hazardous Communication Program can be seen by reviewing the full safety program or by contacting the Safety Coordinator. Shown below are some regulations that apply to employees

- 5.19.1** It is the responsibility of each employee to ensure that all chemical products used are properly labeled. Do not use chemicals from unlabeled containers.
- 5.19.2** Chemicals that are removed from original containers and placed in secondary containers must be labeled with the chemical's name and hazard warning.
- 5.19.3** Existing labels on chemical containers shall not be removed or defaced and must remain readable.
- 5.19.4** Safety Data Sheets (SDS's) must be obtained from vendors for all chemicals obtained by the schools. SDS's contain a listing of the chemical hazards as determined by manufacturer and are an important part of hazard determination.

Note: The Safety Coordinator maintains a master SDS file of all chemicals supplied by the Maintenance Department Warehouse. [SDS sheets](#) can be found in a SDS book located in the office area of each school or department or by contacting the Safety Coordinator.

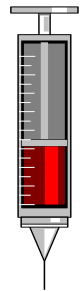
5.19.5 Mercury

Per the School Children's Health Act of 2006, ECPPS does not allow the usage or storage of any mercury or mercury containing devices. To have mercury-containing devices properly disposed of, contact the Safety Coordinator.

5.20 Bloodborne Pathogens

The Bloodborne Pathogens Program eliminates or minimizes exposure to bloodborne pathogens and/or other infectious materials by:

- Educating all employees regarding policy and procedures related to exposure and infection control.
- Protecting employees designated as "at occupational risk" from the health hazards associated with bloodborne pathogens.
- Providing appropriate treatment and counseling should an employee be exposed to bloodborne pathogens.



The full Bloodborne Pathogens Program can be seen by viewing the full safety program or by contacting the Safety Coordinator. Shown below are some regulations that apply to employees.

5.20.1 Universal Precautions

All human blood and body fluids such as blood, semen, and vaginal secretions are treated as if they are known to be infectious for Hepatitis B, HIV, and other bloodborne pathogens. In circumstances where it is difficult or impossible to differentiate between body fluid types, all body fluids are assumed to be potentially infectious.

5.20.2 Hepatitis B Vaccination

“At Occupational Risk” employees are given the opportunity to receive the Hepatitis B Vaccine, which is provided at no charge. The vaccination program consists of a series of three inoculations within a six-month period. The shots are followed up with a post-vaccination serology test. As a part of the bloodborne pathogens training, employees will receive information regarding Hepatitis B vaccination, including its safety and effectiveness.

5.20.3 Employees shall wash their hands or any other skin with soap and water, or flush mucous membranes with water immediately, or as soon as feasible, following contact with blood or body fluids. When hand washing facilities are not available, employees should use antiseptic hand cleaners or towelettes. When antiseptic cleaners or towelettes are used, employees should still wash their hands with soap and water as soon as possible.

5.20.4 Employees will wash their hands immediately or as soon as feasible, after removal of gloves or other Personal Protective Equipment used in close proximity to bloodborne pathogens even if an exposure has not taken place.

5.20.5 ECPPS will provide, at no cost to the employee, appropriate Personal Protective Equipment (PPE) needed to protect employees against exposure.

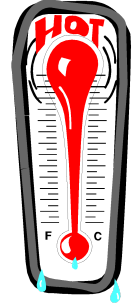
5.21 Heat Stress

5.21.1 Heat Rash also known as “prickly heat” can keep your body from releasing heat. Heat rash occurs in humid conditions when perspiration cannot evaporate from the skin.

TIP: To prevent heat rash keep skin dry and clean and wear loose fitting clothing.

5.21.2 Sunburn can stop your body from thermo regulating efficiently. Skin that is already hot may not release body heat to the air. Sunburn may also lead to skin cancer over the long term. If you are sunburned, stay out of the sun as much as possible.

5.21.3 Dehydration can trigger a very dangerous chain reaction. When your body perspires, perspiration glands secrete salts and water onto your skin for evaporative cooling. You must replace these vital body fluids with five to seven ounces of water every 15 to 20 minutes or risk dehydration. When you are dehydrated, your body stops perspiring and retains internal body heat. You risk hypothermia in which heat overwhelms your body temperature control. Uncontrolled hypothermia can lead to heat exhaustion or heat stroke.



Note – Often your body needs fluids before you feel thirsty, so do not wait for thirst to drink fluids.

Note – Many people do not realize that a hot meal adds to body heat. Heavy meals can also reduce your ability to release heat because your blood flow is redirected to your stomach instead of to your skin for cooling. A light cool lunch may actually provide more work energy for the rest of the day.

5.21.4 Heat Cramps are severe muscle cramps. They occur when your body's cellular fluid is depleted through perspiration, cooling, or decreased mineral content. Heat cramps cause your arm, leg, or abdominal muscles to cramp while working or later while relaxing. If you are suffering from heat cramps move into the shade and drink lightly salted water.

5.21.5 Heat Exhaustion occurs when your body's thermoregulation is overwhelmed but not completely broken down. Since perspiration glands have secreted salts and water onto your skin for cooling, fluid loss increases, and blood volume drops. You may suffer headache and nausea and eventually collapse. During heat exhaustion, pain from heat cramps is possible. You may risk heat stroke if you do not take action. Victims of heat exhaustion must be given immediate medical attention.

5.21.6 Heat Stroke is the most severe of the heat disorders. Heat stroke is a life-threatening emergency. Outwardly a victim may experience heat cramps or heat exhaustion, and then fall into a rapid physical and

mental decline. Heat stroke victims must be given immediate medical attention.

- 5.21.7** Restrict liquids that contain caffeine or large amounts of sugar as these actually cause you to lose more body fluid.
- 5.21.8** Limit your outdoor activity to morning and evening hours.
- 5.21.9** Try to rest often in shady areas.

5.22 Cold Stress

- 5.22.1** Encourage employees to wear proper clothing for cold, wet, and windy conditions, including layers that can be adjusted to changing conditions.
- 5.22.2** Be sure that employees in extremely cold conditions take frequent, short breaks in warm dry shelters to allow their bodies to warm up.
- 5.22.3** Try to schedule work for the warmest part of the day.
- 5.22.4** Avoid exhaustion or fatigue because energy is needed to keep muscles warm.

5.23 Playground Safety

Periodic playground inspections are conducted at each applicable facility by the Safety Coordinator following guidelines from the Consumer Product Safety Commission (CPSC) and the American Society for Testing and Materials (ASTM). Repairs are conducted based on the inspection results.

- 5.23.1** Teachers are responsible for closely observing students while on playgrounds.
- 5.23.2** Contact Facility Services if playground equipment is damaged or vandalized.

5.24 Lockout/Tagout

The Lockout/Tagout standard requires employers to establish a program that will protect employees from the dangers of stored energy in machinery or equipment or in the event of an unexpected start up while machinery is in service. This could potentially affect any Elizabeth City-Pasquotank County School employee.



Lockout is accomplished by installing a lockout device (commonly a lock, but could also be a block, chain or other means of lockout) at the power source so that equipment powered by that source cannot be operated.

5.24.1 Only trained and qualified employees will be allowed to lockout/tagout any source of energy. This will usually include only the Maintenance Department, facility contractors, or Transportation Department.

5.24.2 All other employees must follow precautions and warnings near locked out electrical equipment. Only the person who attached the lock or tag may restart the equipment. When it becomes necessary to remove the lockout/tagout devices of an employee who is unavailable at the facility, the lockout/tagout device can only be removed by the direct supervisor of the unavailable employee.

5.25 Confined Spaces

A confined space is defined as a space that is large enough for an employee to enter, has restricted means of entry or exit, and is not designed for continuous employee occupancy. Generally, this regulation will not affect employees, but employees should be aware of confined spaces within our facilities, such as boilers, hot water tanks, sewer manholes, and pipe tunnels.

Confined Spaces are potentially hazardous because of the following variables:

- **Oxygen deficiency** that is less than 19.5% of the air. At 16% a person will feel disoriented and between 8% and 12% will generally become unconscious.
- **Combustible materials** stored in confined spaces pose a fire hazard because trapped fumes and vapors can cause them to ignite.
- **Toxic air contaminants** occur from chemicals located within the confined space that have nowhere else to go.
- **Physical hazards** include steam lines, machinery, equipment with moving parts, electrical equipment, and others.

Elizabeth City-Pasquotank County Schools will only work in non-permit required confined spaces. It is the responsibility of the supervisor to check the space prior to beginning work to ensure that hazardous conditions do not exist. This includes monitoring for combustible gases, oxygen level, toxic gases, and any other potentially unsafe condition. If conditions change, work will immediately stop and not resume until all unsafe conditions have been eliminated.

5.26 Asbestos Management

Elizabeth City-Pasquotank County Schools has been inspected for asbestos following AHERA requirements.

Asbestos management plans detailing asbestos locations, asbestos descriptions, complete inspections, and response actions involving asbestos-containing materials, are to be maintained on-site for each facility with asbestos-containing materials. A master copy of each school's asbestos management plan is located in the maintenance facility's main office.

All asbestos maintenance, repair, or removal activities are performed under contract with a qualified asbestos abatement contractor.

If your facility was built prior to the late 1980's, then it may have asbestos-containing materials within it.

Asbestos is most hazardous when it crumbles easily or is "friable". Some materials are more friable than others. For example, sprayed on insulation is easily friable but floor tile is not. It is important to remember that the more friable a substance, the greater the release of fibers and the greater the hazard.

Asbestos is harmful when you breathe it. When asbestos-containing materials are crushed they do not produce ordinary dust. Instead, the asbestos breaks into tiny, sharp microscopic fibers. The fibers are small enough to make it into your lungs. Asbestos exposure can cause asbestosis, lung cancer, and mesothelioma.

The Asbestos Management Program can be seen in each school office or by contacting the Safety Coordinator. Shown below are some regulations that apply to employees.

5.26.1 Do not damage asbestos floor tile or ceiling tile. This includes no chipping, sanding, sawing, drilling, or scraping.

5.26.2 If damaged asbestos materials are found, notify the Safety Coordinator immediately.

5.27 Indoor Air Quality (IAQ) and Mold Complaints

The IAQ program helps monitor and improve the quality of air in school buildings. The objectives of the IAQ Policy are to:

- Reduce the levels of indoor air pollutants through preventive measures such as routine maintenance activities, periodic building evaluations and inspections, and IAQ specific policies
- Provide and maintain adequate air exchanges by repairing and maintaining ventilation equipment, which will promote a comfortable and healthy learning and working environment.
- Respond to IAQ related concerns and problems in a thorough and prompt manner, and to effectively communicate the progress of investigations and their resolution.

5.27.1 Custodians are responsible for cleaning classrooms, but teachers and staff play an important role in maintaining a clean classroom. Unsanitary conditions attract pests and can lead to mold growth.

5.27.2 Drain traps in sinks and floor drains can present a problem when water in the trap evaporates due to infrequent use, allowing sewer gasses to enter the room. At least once a week make sure that sinks and floor drains have water poured in. Run the sink for a while or pour water in the floor drain.

5.27.3 Make sure return grills in classrooms are not blocked. If they are blocked they will not remove the air within the classroom.

5.27.4 Report all roof leaks to the Maintenance Department as soon as possible.

5.28 Integrated Pest Management (IPM)

The Integrated Pest Management (IPM) Program manages pest activity in such a manner that provides the staff and students a healthy learning environment with limited exposure to pests and pesticides. This program strives to preserve the integrity of the buildings and structures of the school and provide safe playing and athletic fields.

5.28.1 Effective pest management should not rely entirely on the application of pesticides but rather a variety of techniques and devices. Some of these include sealing of cracks and crevices during renovations, improvement of surface water drainage off campuses, improved sanitation, and the removal of food and food products from the classrooms. Alternative methods of pest removal such as glue boards will be used when and where it is feasible.



5.28.2 Chemical pesticides will be applied according to need, not according to schedule. The determination to use pesticides will be based upon inspections and monitoring.

5.28.3 The following things can be done at the school level to prevent pest problems:

- A.** Clean up spills immediately.
- B.** Store all food items in tightly sealed containers.
- C.** Do not store food products in Classrooms.
- D.** Ensure all exterior doors seal properly.
- E.** Fix or report leaking water fixtures.
- F.** Seal cracks and crevices around walls, pipes, and windows with caulking.
- G.** Do not spray any pesticides in schools that have not been approved by the Maintenance Department.
- H.** Do not use pesticides in rooms occupied by people.
- I.** Limit appliances in classrooms.

5.28.4 Pesticide applications will not be made when children are occupying a room or area.

5.28.5 Classrooms, corridors, cafeterias, and other common areas will not be treated during school hours.

5.28.6 Employees are not authorized to bring any pesticides onto school property other than those supplied by the Maintenance Department.

5.28.7 For help with certain wildlife (ex. cats, dogs, squirrels, snakes, and bats) contact the school Maintenance department.

6.0 CHILD NUTRITION EMPLOYEE SAFETY

In addition to the general safety requirements above, the following apply to Child Nutrition employees.

6.1 General

- 6.1.1** Wear only closed-toe, non-slip, leather or leather-type shoes. Canvas shoes are not allowed. Shoes should be sturdy and well maintained.
- 6.1.2** Keep aisles and mats clean, clear, and dry at all times.
- 6.1.3** Be aware of any floor drains and protruding electrical outlets. When possible, position tables and equipment over protruding electrical outlets. Take care to prevent damage to electrical connections when moving tables and equipment.
- 6.1.4** Store cleaning products separately from food products.
- 6.1.5** Keep sharp, protruding objects out of the aisles; keep all drawers closed.
- 6.1.6** Be careful with can openers and the edges of open cans and can lids. Never use a knife to open cans or to pry items loose.
- 6.1.7** Keep knives sharp. Dull blades are harder to work with and can cause more cuts than sharp ones.
- 6.1.8** Carry knives by the handle with the tip pointed away from you. **NEVER TRY TO CATCH A FALLING KNIFE.**
- 6.1.9** Place knives and other sharp utensils in drawers or other containers separate from other utensils.
- 6.1.10** Do not place knives or other sharp objects in the sink; place on the side of the drain board and hand wash individually.

- 6.1.11 Turn on hot water faucets cautiously. Never reach into the third compartment sink after the booster heater has been turned on; the water temperature reaches 170° or higher.
- 6.1.12 Never open dish machine doors while the machine is operating.
- 6.1.13 Do not overload handcarts or dollies. Keep loads within the weight limit for the cart and keep the load low enough to see over/around.

6.2 Storage Areas

- 6.2.1 Store heavy items on lower shelves.
- 6.2.2 Do not store or mix ammonia and bleach together.

6.3 Food Preparation Areas

- 6.3.1 Exhaust hoods must be operated at all times when steam kettles or braising pans are in operation. Filters in hoods should be kept clean and free of accumulation of grease.
- 6.3.2 Follow instructions for the use of cooking equipment – particularly steam equipment. Be sure all steam is expelled from steamers before opening the door.
- 6.3.3 Open doors to steamers or lift lids to steamer/braising pans slowly to release steam in order to avoid burns.
- 6.3.4 Use caution when removing hot pans from ovens. Only use oven mitts or other approved pan handlers. Do not use dish towels, especially if they are wet or thin. Replace all oven mitts when they are worn or torn.
- 6.3.5 To avoid splattering and splashing, do not fill kettles too full. Do not allow food to boil over.
- 6.3.6 Point pan handles away from traffic, but within reach, to avoid knocking over other pans.
- 6.3.7 Do not overfill pans.
- 6.3.8 Stir food with long-handled spoons or paddles.
- 6.3.9 Do not wear clothing that may drape onto a hot spot and catch on fire. Do not wear loose clothing or jewelry that may become caught in equipment.

- 6.3.10** Keep serving counters and tables free from broken parts and wooden or metal slivers.
- 6.3.11** If a slicer jams, cut off the machine and unplug the power before removing obstructions.
- 6.3.12** When using a food processor, do not reach up the chute or into the exposed blades to pull items out. Always use the plunger to push food items through. Unplug the power before cleaning or removing any food that may be jammed or clogged in the food processor.
- 6.3.13** Disconnect all other electrical appliances from the power source before cleaning.
- 6.3.14** Before plugging in mixers, blenders, and other electrical equipment, check that the plug ground prong is in place, the cord is not damaged, and the switch is in the OFF position.

7.0 ENERGY SAVING STRATEGIES

- 7.1** Keep exterior doors closed at all times.
- 7.2** When applicable, set air conditioning temperature higher during weekends, holidays, and after normal hours. Turn off bathroom exhaust fans when not in use.
- 7.3** Check that all doors and windows are closed properly.
- 7.4** Turn the lights off when the room is unoccupied. The rule of thumb should be – If a room is unoccupied for 10 minutes or longer the lights should be turned off. This rule applies to incandescent, fluorescent and projector lights.
- 7.5** Turn off auditorium, gymnasium, and sports field lighting when not in use.
- 7.6** Turn off televisions and VCRs when not in use. Like the lights, leaving equipment running when not in use wastes energy.
- 7.7** Turn off computers at night and on weekends. In addition, computers generate a significant amount of heat that will need to be removed from the room. This additional heat will cause the air conditioning system to work longer and harder to remove the heat load.



7.8 Unplug appliances such as televisions and VCRs over the summer. Appliances like these draw a small amount of power even when turned off. Although the savings on each appliance is small, the number of TVs and VCRs throughout the county magnifies it.

8.0 DEFINITIONS

AHERA – Asbestos Hazard Emergency Response Act

Asbestos – A general name given to naturally occurring minerals that possess a unique crystalline structure that is separable into fibers. When fibers are present in the air, they are normally invisible to the naked eye. Asbestos is heat resistant, chemical resistant (particularly to acids), bacterial resistant, pliable, very strong, is fire resistant, and has excellent insulating properties. Asbestos is used in many building products such as floor tile and pipe insulation. Asbestos in ECPPS is found in facilities built before the mid 1980's.

Asbestos-Containing Material – Any material or product that contains more than 1 percent asbestos.

Bloodborne Pathogens – Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, the Hepatitis B Virus and the Human Immunodeficiency Virus (HIV).

CO² Fire Extinguisher – Carbon dioxide fire extinguisher. A colorless, odorless, and electrically nonconductive inert gas that should be used for extinguishing electrical fires.

Confined Space – A space that is large enough for an employee to enter, has restricted means of entry or exit, and is not designed for continuous employee occupancy. Examples of a confined space include: boilers, man holes, and pipe tunnels.

Ergonomics – The field of study concerned with finding ways to keep people safe, comfortable, and productive at work. Ergonomics stressors include repetition, force, extreme postures, and static postures.

Hazardous Chemical – Any chemical that presents a physical or health hazard to an employee.

IAQ – Indoor Air Quality

IPM – Integrated Pest Management. A system of controlling pests in which pests are identified, action thresholds are considered, all possible control options are evaluated and selected controls are implemented. Control options, which include biological, chemical, cultural, and mechanical methods, are used to prevent or



remedy unacceptable pest activity or damage. Choice of control options is based on effectiveness, environmental impact, site characteristics, worker/public health, safety, and economics. **Integrated Pest Management is proactive rather than reactive.**

Means of Egress – A continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three separate and distinct parts: (1) the exit access, (2) the exit, and (3) the exit discharge.

Exit Access – The portion of an exit route that leads to an exit.

Exit Discharge – The part of the exit route that leads directly outside or to a walkway, refuge area, public way, or open space with access to the outside.

SDS – Safety Data Sheet. A document which describes pertinent information related to the use of a chemical product, including its physical and health hazards, the permissible exposure level, precautions for safe handling, spill cleanup, emergency and first aid procedures, Personal Protective Equipment (PPE) needs, and the name and telephone number of who can be contacted to obtain emergency procedures or other related information.

NC-DPI – North Carolina Department of Public Instruction

NEC – National Electric Code

NFPA – National Fire Protection Association. An organization whose aims are to promote and improve fire protection and prevention.

OSHA – Occupational Safety and Health Administration. A federal agency under the Department of Labor that publishes and enforces safety and health regulations.

9.0 REFERENCE DOCUMENTS

Centers for Disease Control and Prevention. **Tips for Prevention Heat-Related Stress.**

National Fire Protection Association. **NFPA 10 Standard for Portable Fire Extinguishers.**

National Fire Protection Association. **NFPA 17A Standard for Wet Chemical Extinguishing Systems.**



National Fire Protection Association. **NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.**

National Fire Protection Association. **NFPA 101 Life Safety Code.**

North Carolina Occupational Safety and Health Administration. **Occupational Safety and Health Standards for General Industry: 1910.106, Flammable/Combustible Liquids.** Raleigh, NC: N.C. Department of Labor.

North Carolina Occupational Safety and Health Administration. **Occupational Safety and Health Standards for General Industry: 1910.157, Portable Fire Extinguishers.** Raleigh, NC: N.C. Department of Labor.