



Clint Independent School District

Safety Handbook

Department of Human Resources



Safety Statement

Safety is of primary importance at Clint Independent School District. It is our priority to strive to provide and maintain safe and healthy working conditions that will safeguard our students, employees and visitors.

Each of us has the responsibility to make the safety of our students, our co-workers, and ourselves a basic concern. This objective is fundamental to our well-being, as well as to the efficient operation of our school district.

This handbook is intended to assist you in performing your job safely. This Safety Handbook contains practical and useful information to serve as a guideline and provide rules that will help to achieve a safety-minded attitude and work environment.

Safety policies alone cannot prevent accidents. The most important aspect of a safe working environment is individuals that are dedicated to the principle that accident prevention is an essential part of the planning and efficient execution of every job.

The Clint Independent School District recognizes its responsibility to provide healthful and safe working conditions, safe working rules based upon experience and safety knowledge, and competent work direction.

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I. INTRODUCTION

The Employee Safety Handbook outlines the safety policies for Clint ISD. It is designed to provide employees with a set of guidelines for working safely. Although every attempt has been made to cover the most common safety issues relevant to CISD, this safety handbook is not intended to be all-inclusive. Employees are still expected to follow safe work practices even if they are not specifically covered in this document.

Many accidents that occur are the result of unsafe acts or unsafe conditions. Some are caused by the use of unsafe equipment or tools. However, nearly all accidents can be prevented by using a little common sense and following safe work practices.

CISD employees are expected to study and know their Safety Handbook. Violations of safety policies or conducting unsafe work practices could result in painful injuries and/or disciplinary action. Compliance with the safety policies contained herein is a condition of employment at CISD.

In return, CISD is committed to providing a safe and healthful work environment for all employees. Additionally, you can expect accident prevention information to be issued regularly by your supervisor, safety committees, and the Department of Human Resources.

Questions and requests for additional information relative to the contents of this handbook should be directed to the CISD Department of Human Resources at 915-926-4061.

REMEMBER. . .
YOU ARE RESPONSIBLE FOR SAFETY

II. SAFETY RESPONSIBILITY

The CISD Superintendent of Schools has overall Direct responsibility for the CISD Accident Prevention (safety) Program.

The Department of Human Resources is responsible for coordinating safety activities throughout CISD.

The Principal or Director of each school/department is responsible for the safety program within his/her school/department.

Each employee is responsible for complying with CISD safety policies and following safe work practices.

A. Management Responsibility

Management is responsible for providing a place of employment that is free from recognized hazards that could result in injury or accidents. The manager of each department must assume responsibility for an effective employee safety program.

Management duties relating to safety include, but are not limited to:

1. Providing leadership and direction to department staff.
2. Initiating and enforcing safety policies.
3. Ensuring that prompt preventive and corrective action is taken on unsafe conditions/actions.
4. Ensuring that all accidents are reported and investigated.
5. Cooperating with the Department of Human Resources on all programs.

B. Supervisor Responsibility

Supervisor duties related to safety include, but are not limited to:

1. Promoting safety awareness and encouraging safe work practices by setting a good example.
2. Training all employees on the correct and safe ways to do their jobs and pointing out where hazards exist.

3. Making sure that the necessary safety equipment and protective devices for each job are provided and properly used.
4. Conducting safety inspections of all work areas and operations in order to eliminate unsafe conditions and encourage safe work practices.
5. Taking prompt corrective action whenever unsafe conditions and unsafe actions are observed.
6. Reporting and investigating all accidents.
7. Instructing employees about disciplinary policies for violations of safety rules.
8. Conducting regular safety meetings.

C. Employee Responsibility

Employee duties related to safety include, but are not limited to:

1. Following supervisor instructions.
2. Being familiar with and observing the safe methods of doing your job.
3. Using all required safety equipment for your job.
4. Reporting all accidents and unsafe conditions to your supervisor immediately.
5. Following good housekeeping practices (keeping clean and orderly work areas).
6. Not operating equipment that you are unfamiliar with or have not been assigned to.
7. Learning to lift and handle material properly.
8. Knowing the location of fire-fighting equipment.
9. Not engaging in horseplay. Horseplay of any kind is strictly prohibited.
10. Not being under the influence of alcohol or illegal drugs at any time during work hours.

11. Knowing the location of first aid kits and automated external defibrillators (AEDs).

D. Reporting of Hazards and Unsafe Conditions

Each employee is responsible for taking prompt and appropriate action to determine if a hazard exists. It is the responsibility of each employee to immediately report any hazards or unsafe working conditions. If it is determined that a hazard does exist, immediate attention for correction or interim protective measures will be taken. No job or task regardless of importance or duration should be undertaken if it involves an unsafe act.

E. Departmental Safety Meetings

Supervisors will ensure that all employees meet on a regular basis to discuss safety and health issues or concerns and increase employee awareness. Regular meetings will offer an avenue for employees to voice concerns regarding workplace safety and health. Documentation of all safety meetings must be kept in the department's worksite.

III. SAFETY POLICIES

A. Office/Classroom Safety

1. Office/classroom work areas must be kept neat and orderly. Avoid accumulating unnecessary items to eliminate clutter.
2. Close desk, cabinet, and file drawers after use. To prevent the cabinet from falling over, only one file drawer should be opened at a time.
3. Report all defective equipment and furniture, such as chairs, worn electrical cords or inoperative machines. All broken District furniture must be immediately removed. Rolling chairs must at least 5 wheels.
4. Any personal furniture brought to work from home must first be approved by the campus administrator or immediate supervisor. Employees are responsible for the maintenance and upkeep of all personal furniture and equipment. Any broken and/or unsafe furniture must be removed immediately.
5. Report any unsafe conditions, such as loose floor tiles, loose ceiling tiles, loose hand rails, damaged equipment, improper lighting, etc.

6. Keep aisles and walkways clear to avoid creating trip hazards. Aisles must be at least 3 feet wide.
7. Only CISD purchased ladders or self-locking step-stools, of an approved design, are to be used for access to high shelves or to reach items above your reach. It is prohibited to climb on chairs, boxes, or file cabinets.
8. Do not overload electrical outlets with more electrical cords than they are designed to handle. Only use approved power strips for multiple plugs. Common household extension cords are not allowed. Do not connect a power strip to another power strip.
9. Copiers and shredders must be kept at least 6 inches from any wall. Restrain any loose items such as ties, necklaces and hair before using the paper shredder.
10. Portable space heaters and fans are ONLY allowed with a valid doctor's note. Documentation and approval from the campus administrator or immediate supervisor must be obtained prior to bringing a portable space heater or fan. All portable space heaters and fans must be directly connected to the wall outlet. Space heaters must be disconnected when not in use.
11. Burning candles and plug-in deodorizers are not allowed in any District facility.
12. Door mats should be kept lying flat with no folds or wrinkles to prevent trips and falls. Loose or damaged door mats must be removed immediately.
13. All liquid spills should be cleaned up immediately to prevent slips and falls. Wet floor signs must always be displayed when cleaning up spills or when floors are wet.
14. Small kitchen appliances such as microwaves, personal refrigerators and coffee makers are only allowed in approved classrooms such as developmental skills classrooms, science prep rooms and other approved classrooms.
15. All food items must be kept in sealed plastic containers. This includes unopened packaged, boxed, bagged, canned or wrapped food items.

B. Personal Protective Equipment (PPE)

1. Eye Protection
 - a) Appropriate safety glasses, goggles, or a face shield must be worn when there is a chance of eye injury.
 - b) Examples of where proper eye protection must be worn include exposure to:
 - Flying particles (chipping, grinding, etc.)
 - Dust (wood working)
 - Splashing liquid (transfer of chemicals)
 - Gases, fumes, and mists (spraying, use of chemicals, etc.)
 - Radiant energy (welding)
 - Ceilings and lightbulbs
 - c) Eye protection must be kept in a sanitary and serviceable condition and shall be replaced when it becomes warped, scratched, or pitted.
 - d) Safety glasses, goggles, and/or face shields must be provided by CISD to those employees who work in areas requiring eye protection.
2. Head Protection
 - a) Approved head protection (hard hat) is to be worn whenever there is a chance of head injury, such as being struck by falling objects, or striking the head against an object.
3. Hearing Protection
 - a) Approved hearing protection devices must be worn wherever the District has determined that noise levels exceed the permissible exposure limits.
 - b) When required, hearing protection devices shall be provided by CISD.
4. Clothing & Footwear
 - a) Shoes or boots suitable for work area conditions must be worn at all times.
 - b) Suitable hand protection (gloves) must be worn where appropriate to prevent hand injury.
 - c) Examples of where hand protection must be worn include exposure to:
 - Pinch points
 - Sharp edges (cutting, handling sharp edges, etc.)
 - Chemicals
 - Cement
 - Hot objects (welding, hot engine maintenance, etc.)
 - d) Loose clothing shall not be worn while working around or near moving equipment.

- e) Uniforms and job-appropriate clothing must be worn as assigned by the supervisors.
- f) Avoid wearing clothing that has been soiled by oil or chemicals.

5. Respirator Use

- a) Every reasonable attempt must be made to remove airborne hazards before opting to use respirators.
- b) Employees who use respirators must be trained on their proper use, cleaning, and storage.
- c) Any employee who wears a respirator must have a fit test to ensure a proper seal around the face.
- d) Each employee must have his or her own respirator – no sharing.
- e) Dust masks are allowed for low levels of non-hazardous dust, but are not to be used in place of a respirator when respirator use is required.

C. Fire Protection

1. Flammable liquids must be stored in accordance with acceptable guidelines for each liquid and in accordance to the International Fire Code.
2. Adequate emergency fire-fighting equipment must be in appropriate locations and properly marked.
3. Each employee is responsible for knowing the location of fire extinguishers and pull stations in their area and how to use them.
4. Fire extinguishers, pull stations and other fire protection equipment must remain clear and unblocked at all times, no exceptions.
5. Any fire extinguisher that has been used or has lost pressure shall be immediately taken out of service and replaced.
6. Each employee should know the exact locations of the nearest exit and an alternate exit from their work area.
7. Emergency evacuation maps must be displayed next to the exit door in classrooms, workrooms, offices as well as assembly areas.
8. In case of fire:
 - Initiate emergency evacuation procedures.
 - Activate the fire alarm by pulling the fire alarm pull station next to the exit door.
 - Dial 911.

- Do your part as learned in organized fire drills.
 - Walk toward the nearest exit. Do not crowd or push others.
 - Leave any tools and/or personal belongings. Your life and the lives of others are more important.
 - Do not attempt to put out a fire unless you have been trained on how to use an extinguisher and it is safe to do so. If in doubt, get out!
9. All CISD employees must participate in monthly fire drills and are expected to exercise emergency procedures whenever necessary.
 10. All CISD facilities are smoke free. This includes e-cigarettes, vapor and electronic cigarettes.
 11. Be cautious when handling flammable liquids. Avoid open flames and sparks.
 12. Keep work areas clean. Do not give fire a place to start. All exits, fire escapes, hallways, corridors used in connection with an exit are free from obstruction/storage, kept closed, not blocked or wedged open
 13. Only 20% of corridor and hallway walls can be used to display combustible teaching materials.
 14. Do not obstruct ceilings. Leave at least a 24-inch space between the ceiling and storage. This applies to the top of cabinets and open shelves and inside closets.
 15. Do not hang any combustibles from the ceiling, both inside and outside classrooms.
 16. Know the procedures for fire reporting, fire escape, and fire extinguishing.

D. Blood-borne Pathogens

1. Always treat blood or other body fluids as if they are infectious.
2. Latex or vinyl gloves should be worn at all times when handling blood or body fluids. Use caution when removing gloves so that blood or bodily fluids do not touch the skin. Dispose of soiled gloves in an appropriate biohazard bag or container.
3. All other soiled materials such as gauze and paper towels should also be placed in a biohazard bag or container.

4. Wash hands thoroughly with soap and water after coming in contact with blood or bodily fluids, even if gloves were worn.
5. Report any contact with blood or bodily fluids to your supervisor. It may be necessary to see a doctor if blood or bodily fluids come in contact with your mouth, inside of your nose, eyes, or an open wound.
6. Refer to the CISD Blood-borne Pathogen Exposure Control Plan for additional information.

E. Drugs and Alcohol

1. No employee shall possess, be under the influence, or distribute illicit drugs and/or alcohol while on school premises or at any school-related function. An employee in violation of this policy shall be subject to disciplinary action.
2. Avoid driving, operating machinery, etc. if you are taking a legal drug (prescription or over the counter) that may cause side effects that could affect job performance (i.e. drowsiness).

F. Chemicals and SDS

1. Employees have the right to know about any chemicals that they come in contact with as part of their job. Each facility must have a safety data sheet (SDS) book that outlines the CISD Hazard Communication policy and provides directions for obtaining SDSs.
2. Supervisors must ensure that all employees are thoroughly trained in the proper use of chemicals and all applicable personal protective equipment.
3. All chemicals must be used, stored, and disposed of in accordance with the manufacturer's directions.
4. All chemical containers must be accurately labeled.
5. Avoid chemical exposure whenever possible by wearing appropriate personal protective equipment. If exposed to a chemical or if there is a chemical spill, notify your supervisor immediately.
6. Only district-approved disinfectant brand products are allowed in classrooms and offices. All other brand products will be removed from the employee's work area.

G. Storage and Housekeeping

1. Keep a clean and orderly work area, and avoid accumulation of unnecessary items.
2. Keep materials clear of aisles and walkways to avoid blocking exits or creating tripping hazards.
3. Stack items securely. Damaged containers should not be used when stacking on top of one another.
4. When stacking items, place heavier items on the bottom. Only the lightest items should be stored above shoulder height.
5. Avoid storing combustible items or liquids in electrical or water heater closets.

H. Safe Lifting

1. Do not attempt to lift or move items that appear to be heavy or awkward. Get help from another employee; use a dolly or cart; or break the load into smaller, more manageable sizes.
2. It is the responsibility of the employee to ask for help if the load is too heavy or unmanageable by one person.
3. Try to avoid stacking heavy boxes or items higher than shoulder height. If unable to, place heavier boxes on the bottom to avoid the stack from falling.
4. Proper lifting procedures:
 - Plan a route that is free from tripping hazards and face the direction you want to go before lifting.
 - Get a firm base of support by keeping your feet shoulder's width apart.
 - Bend at your knees, not your waist.
 - Get a good grip, using your whole hand, not just your fingers.
 - Keep the load pulled in close to your body.
 - Arch your lower back inward and lift slowly using your leg muscles.
 - Do not twist when moving the object. Pivot your feet and turn your entire body at once.

I. **Slips, Trips and Falls**

Slips, trips, and falls are one of the most common injuries on the job, accounting for more than 15% of workers' compensation injuries. The most important thing you can do to prevent a slip, trip, or fall is to be aware of your surroundings.

1. Precautions

- Make sure floors are free from tripping hazards
- Tape down all cords securely
- Make sure there are no objects in high traffic areas
- Use only safe walk off mats that are securely placed
- Tape down all rugs securely to the floor
- Do not use rugs or mats that are torn, or insecurely placed on the floor.
- Clean up wet spills or leaks immediately, don't wait for someone else to do it.
- If surfaces are wet, block off areas from traffic, using "Caution –Wet Floor" signs until completely dry.
- Wear slip resistant shoes.
- Use handrails when climbing or going down stairs
- Use a sturdy ladder; NEVER STAND ON A CHAIR OR DESK.

2. Awareness

- During inclement weather such as rain or ice, take extra precaution when walking. Wet surfaces present a huge risk for a slip & fall.
- Always be aware of uneven surfaces such as: rugs, mats, curbs, cracks, stairs, rocks, etc.
- Make sure your employer has safety signs in stairways and any areas that are more likely to cause a fall.

3. Footwear Requirements: Safety Sensitive Positions

Employees assigned to safety sensitive positions are expected to follow the appropriate footwear requirements.

- The employee's shoes shall be identified by the manufacturer as "slip-resistant"
 - Random sole patterns and patterns perpendicular to the direction of travel are most slip-resistant.
 - Shoes with too much grip or tacky surfaces will impede forward-travel and are not recommended.
- The employee's shoes must be closed-toe.
- The employee's shoes must cover the employee's entire foot and not fit loose.
- Shoes made of thin material or material with large holes or openings will not be allowed. This includes shoes made of thin plastic or sponge.

- Recreational shoes, even if “slip-resistant” will not be allowed. This includes Crocs.
- Employees are to wear the proper footwear as part of their daily uniform.
- Employees are to inspect their shoes daily for cleanliness, presence of liquid or solid contaminants wedged in the treads, and wear and tear.
- Supervisors are responsible for monitoring employees to ensure they are wearing the appropriate footwear.
- Supervisors are responsible for evaluating all work areas on a daily basis to prevent slip, trip and fall injuries.

J. Operating Motor Vehicles

1. District Standards for Operating Motor Vehicles
 - All employees must receive authorization from the Department of Human Resources before being allowed to drive a District vehicle.
 - All District drivers shall possess a valid Texas Driver's License with the appropriate class and endorsements(s).
 - Any person who has been excluded from coverage by the District's auto insurance company shall not be eligible to drive a District vehicle.
 - Employees who are assigned and responsible for a District vehicle must report any moving violations to their supervisor immediately.
 - Any person who receives a DWI/DUI while eligible to drive a District vehicle will be subject to an investigation to determine if his/her driving privileges are to be revoked.
 - All Clint ISD employees (including bus drivers) eligible to drive a District vehicle shall complete an approved defensive driving course within 90 days of their driving eligibility.
 - A defensive driving course must be completed once every 3 years after the initial course is completed. For bus drivers, this requirement is met by attending the Region 19 bus driver certification.
2. All employees who drive vehicles for CISD are governed by the Texas Department of Public Safety regulations, CISD policies, Texas Education Agency, Department of Transportation and any other regulations established by our current insurance carrier. The Department of Human Resources will conduct an annual Motor Vehicle Record (MVR) audit on all CISD drivers to help insure compliance.
3. Employees are required to obey all Texas traffic laws. Costs for violations of traffic laws are the responsibility of the employee.

4. CISD vehicles should be parked off the traveled way where they will not interfere with the normal flow of traffic and will not obstruct the view of other drivers.
5. When parking, put the transmission in the lowest gear or in park, set the parking brake firmly, and turn the front wheels toward the curb.
6. Engines are to be stopped, ignition keys removed, and the doors locked when leaving a vehicle unattended.
7. Every person riding inside a CISD vehicle must have a designated seat and must use a seat belt.
8. All employees who drive a CISD vehicle are required to perform a pre-trip inspection at the beginning of each shift. This includes checking the following:
 - Fluid levels
 - Directional signals
 - Lights
 - Safety belts
 - Tires
 - Windshield wipers
 - Heater and defroster
 - Horn
 - Fire extinguisher
 - Rear view mirrors
 - Brakes
 - Steering
 - Exhaust system
9. When a vehicle is returned to the facility a post trip inspection is required. It is a requirement that vehicles transporting students be parked with no less than 1/2 tank of fuel. All other vehicles will be fueled as designated by the appropriate department.
10. Always consider proper loading and proper load distribution as factors in safe driving.
11. Tools and equipment placed in cars or truck cabs shall be stored in such a manner as not to interfere with vision or in any way interfere with the proper operation of the vehicle. Any equipment or materials being transported in the bed of a truck must be properly secured.

12. Use caution when entering, exiting, or dismounting a vehicle. Watch footing to avoid slipping or falling.
13. All items being pulled on a trailer must be properly secured with safety chains.
14. Trailer mounted equipment shall be towed at speeds no greater than what is recommended by the trailer manufacturer.
15. Defective vehicles and equipment must be taken out of service immediately until repaired. CISD employees must not operate, nor instruct others to operate unsafe vehicles or equipment.
16. If involved in an injury accident, your first duty is to help the injured. Call 911 or send someone for medical help. Do not attempt anything beyond emergency first aid.
17. In the event of an accident, all employees must contact the Police Department and their supervisor immediately. Any employee involved in an accident is subject to a drug and alcohol test.
18. A vehicle accident report must be filled out and returned to the Department of Transportation within 24 hours of the accident.
19. Never take drugs that may affect performance before driving.
20. Cell phone use is prohibited while driving. Pull over to a safe and legal place to answer or place cell phone calls.
21. Emergency/hazard warning lights must be used when CISD vehicles are operating (or parking) under conditions that might interfere with other vehicle traffic.
22. When transporting loose materials such as dirt, sand or gravel, the material must be covered with canvas or otherwise secured.

K. Tools and Equipment

1. All tools and equipment must be used in accordance with manufacturer's directions and only for the purposes for which they were designed. Learn the capacity and the limitations before operating any piece of equipment.
2. Employees must be trained on the safe and proper operation of any tool or piece of equipment before being allowed to operate it. It is the

employee's responsibility to ask for training if not initially trained on any machinery or tools.

3. Before operating a forklift, employees must attend and pass a forklift certification class.
4. Good maintenance is essential. Inspect equipment periodically for loose connections and broken or badly worn parts. Make sure cutting knives or blades are tight, sharp, and in good condition.
5. Do not use equipment that is damaged or is missing safety equipment such as a guard. Report any unsafe or damaged equipment to your supervisor immediately.
6. Do not refuel any piece of equipment that is either hot or running. Never smoke while refueling.
7. To protect against exposure to hazardous concentrations of carbon monoxide gas, internal combustion engines must not be operated in a closed area without proper ventilation.
8. Do not depend on hydraulic jacks or hoists when working under equipment. Use back-up protection such as blocks or equipment stands.
9. Portable electric tools and cords should be repaired and tested by qualified maintenance personnel. Always report defects or minor shocks from any piece of equipment. Electric cords should be guarded against damage from heat, oil or sharp objects.
10. All electric tools (i.e., grinders, sanders, etc.) must be properly grounded.
11. Do not leave any tool or piece of equipment running while unattended.
12. When operating heavy equipment, use barricades and warning signals to prevent unauthorized people from entering the work area.
13. All compressed gas cylinders must be secured upright, kept out of direct sunlight, and have valve protection caps in place while being stored. Oxygen cylinders must be stored at least 20 feet from other flammable substances, including acetylene. Proper signs must be placed outside the area or room where compressed gas cylinders are stored.
14. Compressed air must not be used for blowing dirt from hands, face, clothing, or parts.

15. Ladders must be of an approved height and industrial grade type for the applications they are to be used for. Inspect ladders for signs of damage before climbing. Set up ladders in appropriate areas, avoiding doors, walkways, uneven surfaces, etc.
16. Non-maintenance personnel must not work above heights that cannot be reached by an eight-foot ladder. Any maintenance-related work or cleaning duties to be performed above the eight-foot ladder capability must be performed by the Maintenance Department.
17. Appropriate lockout/tag-out procedures must be followed whenever maintenance is performed on any piece of equipment. Disconnect power to the equipment at the source of power. Install a lock at the power source to prevent the equipment from being started while it is being serviced. If it is impossible to lock out the power source, a tag may be used to notify other employees that the equipment is being serviced.

L. Confined Spaces and Excavations

A confined space is a space that has restricted entry and exit points; is large enough for a person to get into and work; but is not designed for continuous occupancy.

1. Any employee working inside a confined space or excavation must be properly trained on appropriate safe work practices.
2. Any confined space must be tested for oxygen levels and hazardous atmospheres before an employee is allowed to enter.
3. No employee shall enter a confined space that has been determined to be hazardous.
4. Excavations (trenches) that go to a depth greater than 4 feet must be adequately protected to prevent cave-in.
5. No materials, soil, debris, equipment, etc., shall be stored, moved, or placed within two (2) feet of an open excavation.
6. Excavations must be adequately guarded and marked with a warning sign or encircled with warning tape.
7. Contact your supervisor with any issues or questions regarding safe work practices inside confined spaces or excavations.

M. Kitchen Safety

1. Prevent slips, trips, and falls by wearing slip resistant shoes and immediately cleaning up any dropped food, spilled liquids, or grease.
2. Clean the entire floor with a degreasing agent each day. Post a "Wet Floor" sign when necessary to alert others to slippery conditions.
3. Keep knives sharp, and choose the proper knife for the job. Wear cut resistant gloves when handling knives, as recommended. Keep knives properly stored when not in use.
4. Pick up broken glass and other sharp items with a broom and dust pan. Do not use your bare hands.
5. Pull long hair back and wear a hair net or restraint at all times while in the kitchen.
6. Remove can lids carefully and completely to avoid cuts.
7. Assume that all objects on the range or in the oven are hot. Use mitts or pot holders to move hot pots, pans, etc. Be sure that equipment is cool before cleaning.
8. Direct steam away from the body when removing the lid of a pot or pan by raising the far edge of the lid with a mitt or pot holder.
9. Avoid reaching across steam tables when serving food.
10. Use pressure cookers only if you have been properly trained. Keep a close watch on gauges. Always vent the pressure cooker before opening.
11. Help prevent fires by regularly cleaning hoods, convection ovens, ranges, and broiler trays of accumulated food drippings and grease.

IV. AFTER/BEFORE SCHOOL HOURS FACILITY OCCUPANCY

1. If an employee is planning on working late or working before hours, the employee must first seek approval from his/her supervisor or campus administrator.
2. Employees are responsible for notifying their supervisor or campus administrator prior to staying late or arriving early to work. Failure to do so

can result in disciplinary action as this is a safety liability for the both the employee and the District.

3. If the employee has been granted approval to work after hours or before hours the employee must exercise the following safety guidelines:
 - If you are working late or reporting in early, try to meet another employee to enter or leave together. Check with neighboring coworkers to see if any other employees have similar schedules.
 - Be extra cautious when using restrooms that are in isolated locations, or open to the public.
 - Never leave your keys lying about.
 - Check the identification of any strangers walking in the hallways.
 - If you notice any suspicious persons or vehicles notify the Clint ISD Security Department immediately.
 - Report any broken or flickering lights, dimly lit corridors/hallways, doors that don't lock properly, broken windows, or any other safety concerns immediately.
 - Keep a phone or communication radio with you at all times.
 - Post a list of co-workers who are trained in CPR or emergency first aid along with their extension numbers.
 - Know the location of emergency exits, fire alarm pull stations and fire extinguishers.
 - Know your co-workers and look out for each other.
 - Always let someone know where you'll be, whether it's coming in early or working late. If you have an accident they will have an idea about where you are and eventually come looking for you.
 - Park in a well-lit, heavily traveled areas if possible. If you know you are going to be staying late, check for lights when you park in the morning. If there are no spaces near lights, move your car to a better location at noon or when other employees begin to leave for the day.
 - If you notice any strangers lurking in the parking lot, notify the Clint ISD Security Department.
 - When you approach your car, have your key ready and check the floor and back seats before you get in.
 - Avoid walking alone at night unless absolutely necessary.
 - Call 911 to report suspicious persons or activity in or around your neighborhood.
 - Avoid shortcuts and dark, isolated areas.
 - Walk purposefully, know where you are going, and project a no-nonsense image.
 - LOOK LOOK LOOK! Look all around you and make yourself aware of your surroundings.

V. ACCIDENT INVESTIGATIONS AND REPORTING

A. Accident and Injury Reporting

All employees are required to immediately report any of the following to their direct supervisor, nearest campus nurse or to the CISD Benefits Department:

- Accidents with injury or illness of any magnitude. All injuries, even minor ones, must be reported immediately to your supervisor and an injury report must be filled out.
- Accidents resulting in property or equipment damage of any magnitude.
- Any near miss incidents that could potentially have resulted in injury, illness or property damage.

Arrangements for emergency transportation will be provided, if required.

All injuries must be verbally reported within 24 hours regardless of weekends and an injury report must be filled out within two business days.

B. Accident Investigations

Supervisors will initially investigate all work related accidents, injuries or near miss incidents involving employees or district property in order to develop preventive measures and implement corrective actions.

Supervisors will be responsible for conducting the initial investigation of accidents that occur in their areas or that affect employees under their supervision immediately following the accident, injury or near miss. Upon notification of an accident or near miss incident, the responsible Supervisor will begin investigative proceedings to determine the following:

- When, where and how the accident or incident occurred and who was involved.
- Underlying, indirect, or associated causes.
- Corrective actions or preventive measures and controls.
- Follow-up of corrective actions and who will perform them.

Accidents and incidents involving situations where multiple supervisors are affected, (such as an employee of one department injured in another), will be investigated jointly.

C. Injury Investigations

All accidents resulting in injury and requiring medical attention will be investigated by the Department of Human Resources.

Depending on the investigation outcome, employees might be subject to disciplinary action, mandatory training and job specific retraining.

VI. EMERGENCY PREPAREDNESS

District employees are required to follow emergency response procedures as outlined in their campus emergency plan. Auxiliary and administrative employees are to follow the District emergency response plan.

Employees are expected to report all suspicious activity immediately. In case of an emergency immediately call 911.

Employees are empowered to activate emergency response procedures at any time. This includes, activating lock down procedures by making the appropriate announcement over the intercom system or initiating evacuation procedures by pulling the fire alarm pull stations located by every exit.

A. Campus Emergency Teams

Each campus is required to have a campus emergency team. The team must be comprised of campus administration, nurse, teachers, security personnel, food service department, custodial staff and other faculty and staff members who play an important role in the safety and security of the campus.

Campus emergency teams must meet on a regular basis with a minimum of at least one meeting per semester. Documentation must be filed for each meeting.

Employee are encouraged to become part of their campus emergency team. The team must have representation from each grade level and/or hallway or campus area.

B. Visitor Policy

District employees are required to enforce the District's visitor policy as outlined in policy GKC Regulation. Employees are required to wear an employee identification badge at all times while at work or conducting work related business.

1. All visitors to a campus, including District employees must first report to the main office.
2. Anyone needing to go beyond the waiting area must register at the office and receive a pass.
3. Passes must be worn by visitors at all times and must be returned to the office when the visitor signs out.
4. District employees are to report any visitors not wearing or displaying a current visitor's identification pass or an employee identification badge. All visitors not wearing a visitor's pass must be directed to the main office immediately.

C. Emergency Response Drills and Practices

District employees are required to participate in all emergency response drills. Employees are to participate by immediately taking action and responding to the drill as if it is a real emergency.

VII. DISCIPLINARY POLICY

The disciplinary policy is a tool to ensure enforcement of the rules and procedures for a safe and healthy working environment. The disciplinary policy applies to all employees of this district.

A. VERBAL WARNINGS

Department Heads or supervisors may issue verbal warnings to employees who commit minor infractions or violations of the safety rules or safe work practices. Continued violations or verbal warnings will lead to more stringent action.

B. WRITTEN WARNINGS

Supervisors must issue written warnings for the following:

- Repeated minor violations of safety rules or procedures.
- Single serious violations of a rule or procedure that could have potentially resulted in injury to them or another employee or could have caused property damage.
- Activities that could potentially result in injury or property damage.
- Activities that resulted in injury or property damage.

C. Accountability & Documentation

Violations of district rules or safety rules, regulations or procedures will be documented by filling out a report on the employee. The report will state the type of violation and corrective action taken. The employee must read and sign the report acknowledging that he or she understands the seriousness of the violation. Failure to sign may result in further disciplinary action.

Supervisors are responsible for enforcing the appropriate disciplinary action. Failure to do so will result in the direct violation of this policy.

VIII. ONLINE SAFETY TRAINING RESOURCES

Online safety training resources are available for all District employees. Employees are encouraged to visit and review online training resources in order to augment their knowledge of safety practices that can ultimately help them furnish a safe work environment for them and their coworkers.

Supervisors and department leaders are encouraged to review the available online resources in order to share with their teams.

To access safety training click on the link below.

[Claims Administrative Services, Inc.](#)



Statement & Receipt of Acknowledgement

I, _____ (CISD Employee) have been provided with a copy of the CISD Safety Handbook. I take full responsibility to read and understand its content and agree to follow all safety policies contained herein.

I further understand that my willful disregard of safety policies could result in disciplinary action up to and including termination of employment with the Clint Independent School District.

Employee Signature

Date of Signature