

2.13 MAINTENANCE AND CUSTODIAL SAFETY

Catastrophic Risks

The greatest catastrophic risks associated with Maintenance and Custodial Safety are:

- ?? The explosion of pressurized cylinders and vessels
- ?? Fire
- ?? Amputation of limbs while using machinery
- ?? Inhalation of paint or chemical vapors and welding fumes
- ?? Chemical contamination

Common Hazards

Most frequently reported accidents include:

- ?? Eye injuries while grinding, sanding, sawing, etc.
- ?? Cuts from operating machinery
- ?? Electrical shock involving power tools and equipment
- ?? Slips, trips, and falls
- ?? Burns in welding or other metal working operations
- ?? Improper use of ladders

Accident Prevention

To minimize the opportunity for accidents to occur, these procedures should be followed:

- ?? All staff should review the "Maintenance and Custodial Safety Rules" developed by the department. A sample guideline is provided in this chapter. Staff should sign the statement indicating their knowledge and pledge to comply with the rules. This signed form should be forwarded to the School Personnel Office.

- ?? Formal written inspections of the school facilities should be completed on a weekly basis using a checklist developed by the staff. A sample inspection checklist is included in this chapter to assist in development of a checklist which meets local conditions. Completed inspection checklists should be maintained for a period of three years.
- ?? All HVAC equipment should be maintained in accordance with scheduled manufacturers maintenance and inspection procedures.
- ?? Unauthorized visitors should be prevented from entering school and/or the boiler room(s) and other key areas through the appropriate use of locks and other security measures as deemed necessary. A limited number of keys should be available to maintain effective security. However, the Life Safety Code must be followed with regard to all egress and exits security.
- ?? Building security inspections should be conducted before school opens each day and at each closing.
- ?? Safety inspections should be conducted of the school and grounds before school opens each day, at closing, before and after special events, and before and after use of the school by other organizations.
- ?? Checklists from sections 2.1 through 2.12 should be completed within the time period recommended in each section.
- ?? General housekeeping of the mechanical/boiler rooms and storage rooms should be maintained to minimize the potential for fire.
- ?? For general school inspections utilize and modify the attached school and boiler checklist to meet the needs of your school.

MAINTENANCE AND CUSTODIAL SAFETY RULES

IMPORTANT NOTE: These are general safety rules for all staff members. Specific safety rules which apply to individual areas should also be adhered to and are listed in sections 2.1 through 2.12 of this manual.

Personal Protective Equipment

1. Only nationally approved personal protective equipment (OSHA/NIOSH/MSHA/ANSI) will be worn by all individuals when working with chemicals, power tools such as table saws and any other procedure requiring protection.
2. Use is mandatory for all personal protective equipment as required by the job.

Clothing

1. Short sleeves are recommended (Long sleeves must be rolled up above the elbows) when working with or around power tools. (No loosely rolled sleeves.)
2. All jewelry such as rings, watches, bracelets, etc., must be removed when working with chemicals and/or power tools.
3. No loose clothing such as ties, coats, sweaters, or loose shirts tails are permitted to be worn while working with power tools or moving machinery.
4. Sandals and open toed shoes are not to be worn - a safety shoe/boot is recommended.
5. Long hair/braids must be protected by a hat or band when working with chemicals and/or power tools.

Machines

1. Never use a machine unless you have been instructed in its proper operation.
2. All machine guards should be in the proper position before the machine is put into operation.
3. Never leave an operating machine unattended. When not in use turn the machine off.
4. Do not distract or talk to anyone while a power machine is running.
5. The use of a lockout and tag system s mandatory when servicing or providing maintenance on any machinery or equipment.

General

1. Report all accidents, no matter how slight, to the Principal/Designee.
2. Know the location of all emergency exits, fire extinguishing equipment, emergency eye washes, quick drench systems, first aid kits, and emergency numbers.
3. Maintain good housekeeping in all areas under your supervision.
4. Follow good lifting practice and materials handling -Never attempt to lift heavy objects alone.
5. Unauthorized visitors are to be reported to the Administration and not allowed to remain unescorted..
6. The Principal/ Designee should be alerted to hazardous conditions and defects in and around the school buildings, on playgrounds, athletic fields, and parking lots.
7. In addition to the scheduled weekly and monthly inspections, daily before and after school inspections should be conducted for safety and security.
8. Clearly visible notices of regulations, possible hazards, safeguards and precautions should be posted in maintenance areas.
9. Floor cleaning, mopping, etc. in aisles and exits should only be done on one side of the aisle at a time with warning signs/cones placed .
10. Spill cleanup procedures should be developed and implemented as needed.
11. Accident investigation reports should be completed by the staff for all accidents.

12. Temporary wiring should be used for only limited duration.
13. An adequate number of easily accessible fire extinguishers must be provided and strategically positioned in maintenance areas. They must be clearly identified by signs and/or clearly visible symbols.
14. All flammable liquids must be stored in approved safety containers and cabinets.
15. Fire extinguishing equipment should be made available in appropriate areas.
16. Inspection of all exit door operation, clear aisles and passageways should be completed daily.
17. Specific guidelines, regulations, and a preventive maintenance program for each piece of machinery, equipment, and building in the school should be developed and maintained by the staff.
18. A concise Chemical Hazard Communication Program should be in-place. that includes Materials Safety Data Sheets, emergency procedures for medical attention and spill control, chemical handling, storage and staff training