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WELCOME!

Welcome to Pinellas County Schools Maintenance Department. Over the next few months, you will learn about our commitment to delivering world-class customer service, and, how safety, quality workmanship and timely productivity are equally important to consistently achieving this goal.

Safety and health in our business must be a part of every operation. Without question it is every employee's responsibility at all levels.

We do not expect any employee to work in hazardous or unsafe conditions. Safety is so important, that violation of safety rules, policies or procedures, is considered a basis for termination.

Safety training will be provided throughout your employment with us. However, this safety handbook is being provided to guide you during your introduction to Pinellas County Schools work sites.

We accept our responsibility to provide you with a safe and healthful place to work. Show us your commitment to safety by following all safety rules, watching out for the safety of your fellow employees, and reporting all unsafe conditions to your supervisor.

Again, welcome! We hope you have a safe and rewarding career at Pinellas County Schools.

General Safe Work Practices



1. Employees shall follow these, and all other safe work practices and procedures established by Pinellas County Schools.
2. Supervisors shall insist that employees' follow established safe work practices and procedures, and they shall take such action as is necessary to obtain compliance.
3. Employees shall report to work on time, rested and physically fit to perform their job.
4. Employees shall promptly report all injuries to their supervisor, so that arrangements can be made for first aid or medical treatment.
5. Employees shall not run in the shops or at work sites, or engage in horseplay or other acts which may endanger their safety or the safety of others.

6. Employees shall attend all regularly scheduled safety meetings and required safety training classes, and they shall make every effort to attend other provided safety training classes which are relevant to their job classification.
7. Employees shall wear proper clothing at all times while at work. Tank tops, sleeveless shirts, tennis shoes/sneakers and flip-flops are not permitted in the shop or at work sites. Loose clothing, jewelry and long hair shall not be worn around moving equipment or machinery. Employees shall utilize available safety equipment in order to maximize the safe performance of their work.
8. Employees shall report observed unsafe conditions or actions to their supervisor, or to the Director of Maintenance.
9. Employees shall not use or operate any tool, equipment, motor vehicle or machinery for which they are not specifically trained.
10. Prior to use, employees shall be alert to see that all guards and other protective devices are in place and properly adjusted on all tools, equipment and machinery, and report all deficiencies.
11. When personal protective equipment is specified for a particular task, the use of such equipment is **mandatory**.
12. Employees shall observe and follow all safety rules and precautionary notices posted in shops and at work sites.
13. Employees shall maintain good housekeeping at all times in shops, storage areas and at work sites, in order to minimize hazards including, but not limited to slips, trips and falls.
14. Employees shall pre-plan their work in order to prevent injuries when working with equipment and handling heavy materials. When lifting heavy objects, bend your knees and use your legs instead of your back.
15. Employees shall wear appropriate gloves when handling sharp objects, including loading, unloading and moving metal sheets and ductwork.

Drug & Alcohol Policy

1. It is the intent of the School Board to provide a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcoholic beverage is prohibited in the workplace. Violations of this policy may result in disciplinary action, up to and including termination.
2. Pursuant to the Drug-Free Workplace Act of 1988, employees shall abide by the terms of this policy and shall notify the Superintendent or his/her designee of any arrest or conviction under a criminal drug statute not later than forty-eight (48) hours after such arrest or conviction.

3. Employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, being under the influence of, or use of alcohol and/or a controlled substance (as defined in F.S. Chapter 893) in the workplace, during the workday, when on duty, and/or in the presence of students or students' families as part of any school or work-related activities. Violation of this prohibition shall result in appropriate disciplinary action up to and including termination and referral for prosecution.
4. "Workplace" is defined as the site for the performance of work done in connection with employment. This includes any place where work for the Board is performed, including a school building or other school premises, any vehicle owned by the Board or a vehicle used to transport students to and from school or school activities, off school property during a school-sponsored activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the Board.
5. A copy of the Board's drug-free workplace policy will be provided to employees upon initial employment. Each employee will sign a statement to indicate receipt and understanding of the drug-free workplace policy and that statement will be retained in the employee's personnel file. The drug-free workplace policy may be posted at each worksite.
6. Pre-employment drug abuse screening examinations shall be required for positions requiring CDL licenses in order to prevent hiring individuals who use drugs or individuals whose use of drugs indicates a potential for impaired or unsafe job performance.
7. Employees in job classifications which require an annual physical will be required to submit to a drug screening as part of the annual physical.
8. As a condition of continued employment, current employees shall submit to drug screening when reasonable suspicion exists to believe that an employee is using a substance that is impairing the employee and/or his/her job performance. Reasonable suspicion may include, without limitation, observation of one (1) or more of the following:
 - A. aberrant or unusual behavior observed by the employee's worksite supervisor;
 - B. observed alcohol/drug use during working hours;
 - C. observation of physical symptoms commonly associated with substance abuse such as:
 1. impairment of motor functions;
 2. slurred speech;
 3. incoherent or irrational mental state;

4. drowsiness;
 5. smell of alcohol or marijuana;
 6. extreme weight loss;
 7. red eyes;
 8. running nose or sniffing;
 9. frequent or extreme mood changes;
 10. lack of physical coordination;
 11. frequent absences or lateness;
 12. unexplained absence from assigned work;
 13. deterioration in dress and/or grooming;
 14. deterioration in work performance;
 15. other marked, unexplained changes in personal behavior.
9. When a reasonable suspicion exists, the Superintendent's designee shall be contacted. The employee will be provided an opportunity to explain his/her condition. The employee will be provided with information regarding available drug counseling, rehabilitation, assistance program, and leave options. One rehabilitation contract including drug testing may be agreed upon. Failure to participate in a treatment program following a positive drug screening will result in disciplinary action, up to and including termination. Due process will be followed.
 10. All testing shall be conducted by a laboratory certified by the State of Florida as a medical and urine drug testing forensic laboratory which complies with the Scientific and Technical Guidelines for Federal Drug Testing Programs and the Standards for Certification of Laboratories engaged in drug abuse and mental health administration of the U.S. Department of Health and Human Services.
 11. The procedures established by the laboratory shall be followed in administering drug tests to employees.
 12. Refusal to submit to drug testing when reasonable suspicion exists may result in disciplinary action up to and including termination.
 13. Employees who seek voluntary assistance for substance abuse may not be disciplined for seeking assistance. Employees shall be subject to all employer rules, regulations, and job performance

standards with the understanding that an employee enrolled in a rehabilitation program is receiving treatment for an illness.

14. Employees who return to work after completion of a rehabilitation program shall be subject to follow-up drug testing with no advance notice during a prescribed probation period determined by the Superintendent. Any employee who refuses the drug test or subsequently tests positive may be disciplined up to and including termination.
15. Random testing of employees shall not be conducted, with the exception of positions requiring CDL licenses.
16. All drug testing, with the exception of employee requested tests, shall be at the expense of the Board.
17. Drug testing results will be treated in a confidential manner. Written notification of Board employees who are in grant-funded positions and who are convicted of drug violations, will be made to Director, Grant and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, SW (Room 3124, GSA Regional Office Building No. 3), Washington, D.C. 20202-4605.

First Aid and Medical Treatment



1. First aid and/or medical treatment are available to any employee sustaining a work-related injury.
2. First aid kits are provided in the shops, and at designated school and facility locations. Ask school/site administration where the first aid kits are located, and become familiar with their content.
3. Each school and facility maintains a list of nearby hospitals, clinics and physician offices in Pinellas County Schools network. For non-emergency treatment employees should go to a network treatment center. In an emergency, proceed to the nearest treatment center without regard to network status.
4. All work-related injuries must be reported to your supervisor. Reporting injuries, even minor ones for which you do not intend to seek medical treatment, will provide documentation, and preserve your right to obtain medical treatment at a later time. Failure to report an injury may result in denial of Workers Compensation benefits.

5. Employees returning to work after a work or non work-related injury or illness must provide a physicians release form to their supervisor before they will be allowed to assume their work duties.
6. Prescription drugs may not be taken at work, or prior to reporting to work unless written authorization from your treating physician is provided to your supervisor. A copy of the authorization will be kept in your employee medical file.

Hazard Communication Program

1. The OSHA Hazard Communication Standard (HCS) is based on a simple concept - that employees have both a need and a right to know and obtain information about the hazards of the chemicals they are exposed to when working. They also need to know what protective measures are available to prevent exposure, and what to do in the case of an exposure.
2. Pinellas County Schools is required to develop a Hazard Communication Program that provides for the following:
 - a. Assessment of work sites for hazardous chemicals.
 - b. Maintain a list all hazardous chemicals used.
 - c. Obtain a Safety Data Sheet (SDS) for each hazardous chemical used.
 - d. Provide training about hazardous chemicals to each employee within 30 days of initial employment.
 - e. Assign a program coordinator to review and update the Hazard Communication Program annually.
 - f. Retain personnel records which include training acknowledgement forms for 30 years.
 - g. Retain all Safety Data Sheets for 30 years.
3. The Hazard Communication Program is part of Pinellas County Schools written Safety Program, a copy of which may be obtained from Maintenance, Transportation, Food Service and Risk Management.
4. The Risk Management, Safety & Loss Prevention Coordinator is Pinellas County Schools designated Hazard Communication Program Coordinator. Questions regarding this program should be addressed to him, at 727-588-6078.
5. New employees will receive introductory information concerning the Hazard Communication Program during New Hire Orientation. Training on specific chemicals and work tasks must be provided by immediate supervisors. The following information is provided for your future reference.

6. A Hazardous chemical is defined as any chemical that is toxic, flammable, corrosive, reactive, or capable of causing harm or serious injury to humans, animals or the environment.
7. A Safety Data Sheet (SDS) is a written document containing detailed information about a specific chemical. Employees may obtain copies of SDS by asking your supervisor. Contact the Safety & Loss Prevention Coordinator if the Safety Data Sheet for a chemical is missing from, or not included in the Maintenance department SDS binder.
8. All Safety Data Sheets must provide the following information:
 - a) Identity of the Hazardous Substance.
 - b) Supplier Name, Address and Phone Number.
 - c) Hazardous Ingredients.
 - d) Physical and Chemical Characteristics.
 - e) Fire and Explosion Information.
 - f) Reactivity Data.
 - g) Health Hazards.
 - h) Precautions for Handling, Use, Disposal.
 - i) Emergency, medical and first aid procedures.
 - j) Date prepared or revised.
9. Chemicals used at Pinellas County Schools sites typically fall into one of the following 5 categories:
 - a) Gases (acetylene, oxygen)
 - b) Liquids (PVC primer & glue, gasoline)
 - c) Pastes (pipe grease, calk, mastic)
 - d) Powder (chalk, dry masonry products)
 - e) Solids (rigid and blanket insulation)
10. **Gases** are either flammable, or hazardous due to containment in highly pressurized cylinders. Gas cylinders should be shut off, capped, and secured from falling when in storage.
11. Many of the hazardous **liquids** we use are flammable, give off vapors that are explosive and are unhealthy to breath in unventilated spaces.
12. In addition, liquid chemicals can lead to health problems from long-term exposure to the skin.
13. Liquid containers should be closed tightly when not in use. Liquids should not be used within 35 feet of hot work processes. Use mechanical ventilation to avoid breathing liquid chemical vapors when working with these products in confined areas. Wear gloves to protect the skin, or wash hands and exposed areas of skin several times daily, and particularly prior to eating or smoking.

14. **Powders** are airborne hazards that can lead to long-term health problems, such as silicosis from silica contained in dry masonry products. Always provide adequate ventilation when using powder-based chemicals. Disposable respirators are available on all jobsites for additional protection from powder hazards.
15. **Paste** vapors can be flammable if allowed to build up in a confined area. In addition, pastes contain chemical compounds that present health hazards from skin absorption. Wear gloves when using these products, or wash exposed hands and skin often during use.
16. **Solids** can be airborne hazards as a result of cutting, grinding or chipping, or when burned, as is the case with welding rods. Long term exposure to insulation fibers, welding fumes, and cut or grinded particles can lead to respiratory problems. Always use mechanical ventilation to carry these products away from your breathing zone. Disposable and reusable respirators are available when required for specific job tasks.
17. **Storage & Handling** Regular inspections will be made of all storage sites to insure there are no leaking or spilled containers. If a spill or leak is found the following actions will be taken:
 - a) Before attempting to clean up a hazardous chemical spill or splash, know what the chemical is.
 - b) Follow the SDS directions established for cleaning up the chemical spill or leak.
 - c) Extinguish all flames, if present.
 - d) Insure adequate ventilation.
 - e) If a fire occurs, attempt to extinguish it, if trained on fire extinguisher use. Alternatively, notify your supervisor and/or call 911.
18. Materials which ignite easily under normal conditions (flammables) are considered fire hazards and shall be stored in a cool, dry, well-ventilated storage space, well away from ignition sources.
19. Highly flammable materials will be kept in an area separate from oxidizing agents, (materials susceptible to spontaneous heating; explosives, etc.).
20. Storage areas for flammables will be supplied with a (nearby) appropriate portable fire extinguisher. There will be "no smoking" signs posted at flammables storage areas.
21. Corrosive materials will be stored separately from other materials, in a cool, well-ventilated area. The containers will be inspected at regular intervals to insure they are labeled and kept closed.
22. Protective clothing and equipment, if any is required, will meet OSHA requirements and be available for use when handling these materials.

23. Wear gloves, appropriate respiratory devices and/or other safety equipment as required when preparing liquid chemicals for mixing or disposal.
24. No empty drums, buckets, pails, or any other container that has held toxic or corrosive materials or chemicals is ever to be reused for anything.
25. Employee training on hazardous chemicals shall include the following:
 - a) A summary of the OSHA standard and Pinellas County Schools Hazard Communication Program.
 - b) Chemical and physical properties of the hazardous chemical groups presently in use at our workplaces.
 - c) Examples of health hazards, including signs and symptoms of exposure, and any medical conditions known to be aggravated by exposure.
 - d) Procedures to protect against hazards (Personal Protective Equipment, work practices/procedures).
 - e) Work procedures for clean up of accidents, spills, leaks or other incidents.
 - f) The location of SDS's, how to read and interpret the information on both labels and SDS's, and where and how to obtain additional information.

Personal Protective Equipment



1. Employees shall wear a Hard Hat at all times when working in areas with overhead hazards. Hard hats or suspension should be discarded whenever they become cracked or broken.
2. Shop employees shall wear a Hard Hat whenever operations present overhead hazards, such as during loading and offloading of materials or equipment using forklifts or other motorized equipment.
3. Employees shall wear appropriate ANSI approved eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors or potential injurious light radiation. Eye and face protection should be discarded when they become cracked or broken, or when scratches impair vision.

4. Protective footwear must be worn in work areas where a hazard assessment has determined that there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or when the use of protective footwear will protect the affected employee from an electrical hazard, such as a static-discharge or electric-shock hazard, that remains after the employer takes other necessary protective measures.
5. Suitable gloves shall be worn during loading, offloading and staging of sheet metal materials, and when work operations subject hands to lacerations punctures or burns. EG: Working in close or confined areas, or reaching into blind areas or areas containing exposed sharp edges or hot objects.

Housekeeping



1. Employees shall maintain good housekeeping at all times in work and storage areas in order to minimize hazards including but not limited to slips, trips and falls.
2. Materials shall not be overly stocked in work areas so as to create undue congestion or cramped conditions. Store only materials that will be used in the near future.
3. Sufficient trash containers shall be located in shops and work areas to enable the regular removal of scrap and refuse.
4. Lumber from shipping crates, etc. shall not be stored for reuse, unless all protruding nails, screws and staples have been removed.
5. Electrical cords, welding leads, air lines and water hoses shall not be placed in work or storage areas so as to create tripping hazards.
6. Tools and materials shall not be left unattended on the tops of ladders, or in other places where a hazard to others may be created.
7. All spills shall be cleaned up immediately. Report hazardous material spills to your supervisor.

Lifting Safety/Proper Body Mechanics



1. STOOPING

- Stand close to the object.
- Place your feet apart with one foot in front of the other so you have a firm footing.
- Bend your hips and knees. Lower your body, keep your back in good alignment and bring your hands down to the object.

2. LIFTING

- Grasp the object firmly and as close to the center as possible.
- Get set for lifting the load, have good timing.
- Lift by pushing with the legs. Straighten the ankles, knees and hips to an upright position, keeping your back straight at all times.
- Keep the load close to your body while lifting.
- Do not twist your body.
- Change your direction when lifting by moving your feet.

3. CARRYING

- Keep your back as straight as possible.
- Keep weight load close to the body and centered over your pelvis.
- Counter balance your load by shifting part of your body in the opposite direction from the load so your load will be in balance.
- Put load down by bending hips and knees with your back straight and load close to the body.
- If the load is too heavy, get help.
- When the load is carried by more than one person, let one be the leader so you have good timing and coordination.

4. PUSHING

- Stand close to the object to be moved.
- Crouch down with feet apart.
- Bend your elbows and put your hands on the load at chest level.
- Lean forward with chest or shoulder against the object. Don't push with arms or shoulders.
- Keep your back straight. Crouch and push with your legs.

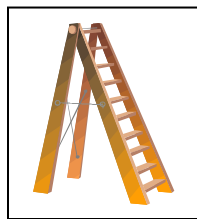
5. PULLING

- Place your feet apart, one foot in back of the other, keeping close to the object to be moved. Allow enough room so the forward foot will not be injured.
- Grasp object firmly, as close to its center of gravity as possible.
- Crouch, lean away from the object, counterbalance weight of the body with the resistance of the load.
- Pull by straightening your legs. Keep you back straight.
- Walk backward with crouching strides so the legs do all the work.

6. REACHING

- Use a foot stool whenever possible.
- Stand close to the object. Keep center of gravity over the base of support.
- Place your feet wide apart, one in front of the other, so you have freedom of movement – forward and backward – as arms are raised and lowered.
- Keep good body alignment. Move close to object. Do not reach outward to the point of straining.
- When reaching for an object that is above the head, grip it with palms up and lower it. Keep it close to the body on the way down.
- Never reach over an area where your fall distance will be greater than the distance to the floor you are standing on. If reaching over a fall area or reaching so your balance may be sacrificed, wear a safety harness and lanyard.

Ladder Safety Program



Ladders are involved in more than 30 fatalities and 25,000 injuries each year. It is management's intent to help minimize these accidents, injuries and fatalities by providing employees with the following information regarding safe use of ladders.

Guidelines for Safe Use of Ladders

1. Ladders must be used only on stable and level surfaces unless secured to prevent accidental movement.
2. Ladders must not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental movement. Slip-resistant feet must not be used as a substitute for the care in placing, lashing or holding a ladder upon slippery surfaces.
3. Ladders placed in areas such as passageways, doorways, driveways or where they can be displaced by work activities or traffic, must be secured to prevent accidental movement, or a barricade must be used to keep traffic or activities away from the ladder.
4. The area around the top and bottom of ladders must be kept clear.
5. The top of a non self-supporting ladder must be placed with both rails supported equally, unless it is equipped with a single support attachment.
6. Ladders must not be moved, shifted or extended while in use.
7. When ascending or descending a ladder, the worker must face the ladder.
8. Each worker using a ladder must have at least one hand free to grasp the ladder when moving up or down the ladder.
9. The top cap or top step of a stepladder must not be used as a step.
10. Cross-bracing on the rear section of stepladders must not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
11. Screws, nails and other object must not be attached to ladders. These items can cause injury from punctures and lacerations, and falls due to snagged clothing while ascending or descending a ladder.
12. Stepladders must only be used in the fully open position with spreader bars fully opened and locked in place. Do not lean a closed stepladder against an object for the purpose of climbing or conducting work or other operations.
13. Ladders must not be tied or fastened together to create longer sections unless they are specifically designed for such use.
14. All Pinellas County Schools ladders at all work sites should be inspected for damages each day prior to use. Report all damaged ladders to your supervisor immediately.

15. A worker on a ladder must not carry any object or load that could cause the worker to lose their balance and fall.
16. Wood ladders must not be coated with any opaque covering so as not to hide defects.
17. When portable ladders are used for access to an upper landing surface, the side rails must extend at least 3 feet above the upper landing surface. The ladder must be secured from movement.
18. Ladders must be maintained free of oil, grease and other slipping hazards.
19. Ladders must not be loaded beyond the maximum intended load for which they were built, nor beyond the manufacturers rated capacity.
20. Extension ladders must be used at an angle where the horizontal distance from the top support to the foot of the ladder is approximately one-quarter the vertical distance from the lower ladder support level to the top ladder support level. (Lower to upper support length equals 20 feet, horizontal distance from top support to foot should be 5 feet).
21. Ladders must have non-conductive side-rails if they are used where the worker or the ladder could contact exposed energized electrical equipment.

Fire Prevention



In the event of fire in or near your work area, assure the safety of all nearby personnel, report the event to your supervisor, and then if properly trained, attempt to extinguish the fire. When in doubt, vacate the area for your own safety, and let the fire department take over. Pinellas County Schools utilizes type ABC portable fire extinguishers, which are suitable for extinguishing the following classes of fires:

- Class A – ordinary combustibles such as wood, paper & fabrics.
 - Class B – flammable liquids such as petroleum products.
 - Class C – energized electrical equipment.
1. All flammable fuels must be transported in properly labeled DOT approved safety containers.

2. Suggested container colors are: Red-gasoline; Yellow-diesel fuel; Blue-Kerosene; Green-Fuel oil.
3. Observe all “No-Smoking” rules.
4. Know the location of, and how to operate fire extinguishers.
5. Inform your supervisor of any use of an extinguisher so arrangements can be made to have it replaced or recharged.
6. The use of gasoline is prohibited for cleaning purposes or for starting fires.
7. Do not conduct “Hot Work” in or near areas where flammable gases may have been present. These include confined spaces and areas such as manholes, grease traps, sewers, drains and trenches. Let your supervisor know so that safety personnel can be contacted and arrangements made to conduct atmosphere monitoring.

Scaffolding



General

1. Each employee who performs work while on a scaffold shall be trained by a qualified person to recognize the hazards associated with the type of scaffold being used. An example of hazards include:
 - Overhead power-lines
 - Unlevel floors, floor holes & obstructions
 - Cluttered work platforms
2. Scaffolds shall be designed by a qualified person.
3. Scaffolds shall be erected, moved, dismantled, or altered only under the supervision and direction of a competent person qualified in scaffold erection, alteration, moving or dismantling.
4. Supported scaffold poles, legs, posts, frames and uprights shall bear on base plates and mudsills or other adequate firm foundation. At least 2 nails shall secure each base plate to its mudsill.

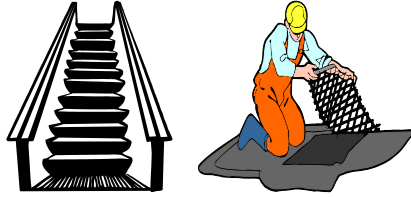
5. Unstable objects such as barrels, boxes, loose brick or concrete blocks shall not be used to support scaffolding or planks.
6. Scaffolds and their components shall be inspected for defects by a competent person or person's prior to use each day, after every rainstorm, and after any event which could undermine the integrity or safety of the equipment.
7. When scaffold platforms are more than 2 feet above or below a point of access, portable ladders, hook on ladders, attachable ladders, ramps, walkways, integral prefabricated scaffold access, or direct access from another scaffold, structure, personnel hoist, or similar surface shall be used. Cross braces shall NOT be used as a means of access.
8. Each employee on a scaffold more than 10 feet above a lower level shall be protected from falling to that lower level by the use of personal fall arrest systems or guardrail systems.
9. If used, guardrails 42 inches high, midrails and toeboards shall be installed on all open sides and ends of scaffold work platforms. Consult the safety manager if personal fall arrest systems are to be used.
10. Scaffold working platforms shall be fully decked using scaffold grade planking or equivalent.
11. Scaffold planking shall be overlapped a minimum of 12 inches or secured from movement.
12. Scaffold planks shall be extended over their end supports not less than 6 inches or more than 12 inches unless anchor plates are used.
13. Scaffold platforms shall be kept free of debris and unneeded tools and materials.

Mobile Scaffolding Do's and Don'ts:



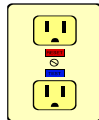
1. Before moving a mobile scaffold, make sure that the floor surface is clear of obstructions or holes.
2. The height of mobile scaffold must not exceed four times the minimum base dimension.
3. Provide wheels/casters with a positive locking device, to prevent movement.
4. Screw jacks must not extend more than 12 inches above the caster base.
5. Do not work on mobile scaffolds unless they are fully planked and the platform is secured in place.
6. Do not work on mobile scaffolds unless all guardrails are in place.
7. Use standard guardrails, safety belts, or lanyards when working on mobile scaffolding 10 feet or more above the floor or ground.
8. Do not climb the cross braces for access to a mobile scaffold. Instead, use the ladder.
9. Provide cross bracing, horizontal bracing, and diagonal bracing (or combination).
10. Do not jump from, to, or between mobile scaffolding.
11. Keep both feet on the decking. Do not sit or climb on the guardrails.
12. Do not lean out from the mobile scaffold.
13. Do not rock the mobile scaffold.
14. Keep the mobile scaffold free of scraps, loose tools, tangled lines, and other obstructions.
15. Do not throw anything over the sides of the mobile scaffold. Instead, use a debris chute or lower the items by hoist or hand.
16. Do not ride manually propelled rolling scaffolds.
17. Workers are not permitted on a tower when it is being moved.
18. Lock & chock all casters before getting on a tower.
19. When necessary, use a leveling device such as a screw jack.

Stairs, Wall & Floor Openings



1. A stairway or ladder must be provided at all worker points of access where there is a break in elevation of 19 inches or more and no ramp, runway, embankment or personnel hoist is provided.
2. Where doors or gates open directly onto a stairway, a platform shall be provided, and the swing of the door shall not reduce the effective width of the platform to less than 20 inches
3. All parts of stairways shall be free of hazardous projections, such as protruding nails.
4. Wall openings from which there is a fall hazard of 6 feet or more, and the sill height is less than 39 inches from the inside floor level shall be protected with guarding. A Personal Fall Arrest System may be used in Lieu of guarding.

Electrical

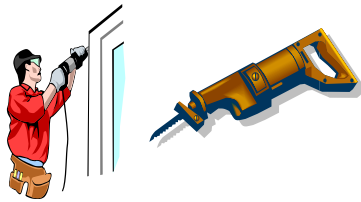


1. Employees shall not work in such proximity to any part of an electric power circuit that the employee could contact the electric power circuit in the course of work, unless the employee is protected against electric shock by de-energizing the circuit and grounding it or by guarding it effectively by insulation or other means.
2. All 120-volt, single-phase 15 & 20 ampere receptacle outlets on temporary power outlets, portable generators and welder/generators shall have approved ground-fault circuit interrupters for personnel protection.
3. All lamps for general illumination shall be protected from accidental contact or breakage. Metal-case sockets shall be grounded.

4. Temporary lights shall not be suspended by their electric cords unless cords and lights are designed for this means of suspension.
5. Portable electric lighting used in wet and/or other conductive locations shall be operated at 12 volts or less. However, 120-volt lights may be used if protected by a ground-fault circuit interrupter.
6. Worn or frayed electric cords or cables shall not be used.
7. Flexible cords and cables shall be protected from damage. Sharp corners and projections shall be avoided. Flexible cords and cables may pass through doorways or other pinch points, if protection is provided to avoid damage.
8. Extension cord sets used with portable electric tools and appliances shall be of three-wire type and shall be designed for hard or extra-hard usage. Flexible cords used with temporary and portable lights shall be designed for hard or extra-hard usage.
9. Extension cords shall not be fastened with staples, hung from nails, or suspended by wire.
10. Splices. Flexible cords shall be used only in continuous lengths without splice or tap. Hard service flexible cords No. 12 or larger may be repaired if spliced so that the splice retains the insulation, outer sheath properties, and usage characteristics of the cord being spliced.
11. Strain relief. Flexible cords shall be connected to devices and fittings so that strain relief is provided which will prevent pull from being directly transmitted to joints or terminal screws.
12. In work areas where the exact location of underground electric power lines is unknown, employees using jackhammers, bars, or other hand tools which may contact a line shall be provided with insulated protective gloves.
13. Before work is begun, determine whether any part of an energized electric power circuit is so located that the performance of the work may bring an employee, tool, or machine into physical or electrical contact with the electric power circuit.
14. Proper warning signs shall be posted and maintained where such a circuit exists.
15. Employees shall be advised of the location of such lines, the hazards involved, and the protective measures to be taken.

16. Barriers or other means of guarding shall be provided to ensure that workspace for electrical equipment will not be used as a passageway during periods when energized parts of electrical equipment are exposed.
17. Working spaces, walkways, and similar locations shall be kept clear of cords so as not to create a hazard to employees.

Hand & Portable Power Tools



1. All tools must be inspected daily to ensure that they are in proper working condition.
2. Damaged tools shall not be used, and, when found they shall be tagged and taken out of service immediately.
3. Electric power operated tools shall be double insulated, or they shall be properly grounded.
4. All hand and power tools shall only be used for the manufacturers intended use(s).
5. Portable grinders shall be equipped with an adequate wheel guard.
6. Powered wood working tools must be provided with point of operation guarding.
7. Belt-driven equipment shall be provided with full enclosure guarding.
8. Only employees who possess a valid certification card are permitted to use powder-actuated tools.
9. Powder-actuated tools must be tested for proper operation of guards and safety devices prior to each use.
10. Powder-actuated tools shall not be loaded until just prior to use. Loaded tools shall not be left unattended.

11. Powder-actuated tools shall not be stored with firing pins or loads in place.
12. Pneumatic hose connections must be fastened securely.
13. Pneumatic tools must be provided with safety clips that prevent the accidental expulsion of tools from the barrel.
14. A fire extinguisher must be readily available during all fuel-powered tool refueling.
15. Smoking is prohibited near fuel-powered tool refueling operations.
16. Fuel-powered tools must be shut down prior to refueling.
17. Fuel-powered tools shall not be used inside of buildings without adequate ventilation.

Fall Protection



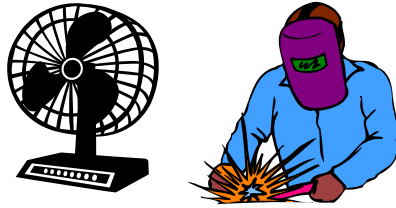
1. Where guardrails are not provided, each employee exposed to a fall hazard of 6 feet or more from a floor, window or wall opening, roof, platform, equipment surface or other surface, must wear a full body harness and lanyard that is connected to an approved anchorage point.

NOTE: Fall protection shall be provided by guardrails when a scaffold working platform is located 10 feet or more above a lower level.

2. Ladders are exempt from fall protection requirements except when an employee is (a) working from a ladder set up within 8 feet of an unprotected fall hazard, or (b) when an employee could fall over a guardrail system due to his/her height position on a ladder.
3. An approved anchorage point is typically a building structural component that is capable of supporting 5000 pounds.

4. Lanyards must have double locking snap hooks and be of the retractable type, or adjustable type with shock absorber.
5. Lanyards are attached to an anchorage point either directly, or via a beam clamp, beam strap, vertical life line with rope grab, or other approved connecting device.
6. Employees must be fully trained on fall hazards, equipment use, care and set-up prior to using or installing fall arrest system equipment. Consult your supervisor if you have not received this training.
7. Employees must inspect all fall arrest system equipment prior to each use.
8. To prevent employee contact with a lower surface during a fall, the adjustable lanyard should be used at full 6 foot length only when the anchorage point is at a height of 15 ½ feet or higher. For anchorage points from 12 ½ feet to 15 ½ feet the lanyard length should be shortened proportionately. Example: Anchorage point is at 14 feet; decrease lanyard length to 4 ½ feet. A retractable lanyard should be used when available anchorage points are below a height of 12 ½ feet.
9. Do not tie knots in any lanyard.
10. Side “D” rings on a harness should only be used for positioning.
11. For protection from trips, slips and falls, all floor penetrations greater than 2 inches in diameter must be protected with a secured cover or approved guardrail system. Covers shall be capable of supporting twice the weight of employees, equipment or materials that may be imposed on the cover. All covers shall be color-coded or marked with the words “hole” or “cover”.
12. An approved guardrail system includes a top-rail set at 39 to 45 inches above the walking/working surface, and a mid-rail. Toe-boards are required when workers below are exposed to falling objects.

Welding, Cutting and Ventilation



1. “Hot Work Permit” is required for all welding, cutting, burning, brazing, soldering or heating operations, prior to the start of work. Permits shall be issued by the Trade Foreman or a Maintenance Manager.
2. A Pinellas County Schools owned and maintained Type ABC fire extinguisher shall be located within 10 feet of all welding, cutting, burning, brazing, soldering or heating operations.
3. All welding, cutting, brazing, soldering and heating equipment shall be inspected at the beginning of each working shift. Defective equipment shall be removed from service.
4. Employees performing any type of welding, cutting or brazing shall be protected by suitable eye protective equipment.
5. Mechanical ventilation shall be provided whenever welding, cutting, brazing or soldering is performed, and natural ventilation is not adequate to remove fumes and vapors from the employees breathing zone.
6. Oxygen shall not be used for ventilation purposes, comfort cooling, blowing dust from clothing, or for cleaning the work area.
7. The foreman shall be contacted well in advance of any welding, cutting, brazing or soldering operations to be performed in a confined space, such as an air handler, etc.
8. Valve protection caps shall be in place and secured when gas cylinders are in storage.
9. Gas Cylinders shall be secured in an upright position while in use, in storage, and while being transported.
10. Gas Cylinders transported by powered vehicles shall be secured in a vertical position.

11. Valve protection caps shall not be used for lifting gas cylinders.
12. When work is finished, when gas cylinders are empty, or when cylinders are moved at any time, the cylinder valve shall be closed.
13. Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease), a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour.
14. Cylinders shall be kept far enough away from the actual welding or cutting operation so that sparks, hot slag, or flame will not reach them. When this is impractical, fire resistant shields shall be provided.
15. Cylinders shall be placed where they cannot become part of an electrical circuit.
16. Electrodes shall not be struck against a cylinder to strike an arc.
17. Cylinders shall not be taken into confined spaces.
18. Before a regulator to a cylinder valve is connected, the valve shall be opened slightly and closed immediately. (This action is generally termed "cracking" and is intended to clear the valve of dust or dirt that might otherwise enter the regulator.) The person cracking the valve shall stand to one side of the outlet, not in front of it. The valve of a fuel gas cylinder shall not be cracked where the gas would reach welding work, sparks, flame, or other possible sources of ignition.
19. The cylinder valve shall always be opened slowly to prevent damage to the regulator. For quick closing, valves on fuel gas cylinders shall not be opened more than 1 1/2 turns. When a special wrench is required, it shall be left in position on the stem of the valve while the cylinder is in use so that the fuel gas flow can be shut off quickly in case of an emergency.
20. Fuel gas shall not be used from cylinders through torches or other devices which are equipped with shutoff valves without reducing the pressure through a suitable regulator attached to the cylinder valve or manifold.
21. Before a regulator is removed from a cylinder valve, the cylinder valve shall always be closed and the gas released from the regulator.

22. If, when the valve on a fuel gas cylinder is opened, there is found to be a leak around the valve stem, the valve shall be closed and the gland nut tightened. If this action does not stop the leak, the use of the cylinder shall be discontinued, and it shall be properly tagged and removed from the work area. In the event that fuel gas should leak from the cylinder valve, rather than from the valve stem, and the gas cannot be shut off, the cylinder shall be properly tagged and removed from the work area. If a regulator attached to a cylinder valve will effectively stop a leak through the valve seat, the cylinder need not be removed from the work area.
23. Boxes used for the storage of gas hose shall be ventilated.
24. Clogged torch tip openings shall be cleaned with suitable cleaning wires, drills, or other devices designed for such purpose.
25. Torches shall be lighted by friction lighters or other approved devices, and not by matches or from hot work.
26. Oxygen cylinders and fittings shall be kept free of oil or grease. Cylinders, cylinder caps and valves, couplings, regulators, hose, and apparatus shall be kept free from oil or greasy substances and shall not be handled with oily hands or gloves. Oxygen shall not be directed at oily surfaces, greasy clothes, or within a fuel oil or other storage tank or vessel.
27. Only cable free from repair or splices for a minimum distance of 10 feet from the cable end to which the electrode holder is connected shall be used, except that cables with standard insulated connectors or with splices whose insulating quality is equal to that of the cable are permitted.
28. Cables in need of repair shall not be used. When a cable, other than the cable lead referred to above, becomes worn to the extent of exposing bare conductors, the portion thus exposed shall be protected by means of rubber and friction tape or other equivalent insulation.
29. The frames of all arc welding and cutting machines shall be grounded either through a third wire in the cable containing the circuit conductor or through a separate wire which is grounded at the source of the current.
30. When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be so placed or protected that they cannot make electrical contact with employees or conducting objects.

31. Hot electrode holders shall not be dipped in water; to do so may expose the arc welder or cutter to electric shock.
32. When the arc welder or cutter has occasion to leave his/her work or to stop work for any appreciable length of time, or when the arc welding or cutting machine is to be moved, the power supply switch to the equipment shall be opened.
33. Whenever practicable, all arc welding operations shall be shielded by noncombustible or flameproof screens which will protect employees and other persons working in the vicinity from the direct rays of the arc.
34. Objects to be welded, cut, or heated shall be moved to a designated safe location or, if the objects to be welded, cut, or heated cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place, or otherwise protected.
35. If the object to be welded, cut, or heated cannot be moved and if all the fire hazards cannot be removed, positive means shall be taken to confine heat, sparks, and slag, and to protect the immovable fire hazards from them.
36. No welding, cutting, or heating shall be done where the application of flammable paints, or the presence of other flammable compounds, or heavy dust concentrations creates a hazard.
37. When the welding, cutting, or heating operation is such that normal fire prevention precautions are not sufficient, additional personnel shall be assigned to guard against fire while the actual welding, cutting, or heating operation is being performed, and for a sufficient period of time after completion of the work to ensure that no possibility of fire exists. Such personnel shall be instructed as to the specific anticipated fire hazards and how firefighting equipment provided is to be used.
38. When welding, cutting, or heating is performed on walls, floors, and ceilings, since direct penetration of sparks or heat transfer may introduce a fire hazard to an adjacent area, the same precautions shall be taken on the opposite side as are taken on the side on which the welding is being performed.
39. For the elimination of possible fire in enclosed spaces as a result of gas escaping through leaking or improperly closed torch valves, the gas supply to the torch shall be positively shut off at some point outside the enclosed space whenever the torch is not to be used or whenever the torch is left unattended for a substantial period of time, such as during the lunch period. Overnight and at the change of shifts, the torch and hose shall be removed from the confined space. Open-end fuel gas and oxygen

hoses shall be immediately removed from enclosed spaces when they are disconnected from the torch or other gas-consuming device.

40. Drums, containers, piping systems or other hollow structures which have contained toxic or flammable substances shall, before welding, cutting, or heating is undertaken on them, either be filled with water, or thoroughly cleaned of such substances and ventilated and tested.
41. Before heat is applied to a drum, container, piping system or hollow structure, a vent or opening shall be provided for the release of built-up pressure during application of heat.

Confined Spaces



1. Permit-required confined spaces are defined in 29 CFR 1910.146 as those spaces that: are difficult to enter and leave; are not intended for employee occupancy except for repair or maintenance; and present potential hazards such as engulfment, mechanical hazards, or toxic, oxygen deficient or flammable atmospheres. Under certain conditions, a trench may even be considered to be a confined space.
2. No Pinellas County Schools employee shall enter a confined space in which atmospheric conditions are unknown. Acceptable limits of atmospheric conditions shall be determined by the Pinellas County Schools Safety & Loss Prevention Coordinator or other trained and competent person designated by the Pinellas County Schools Safety & Loss Prevention Coordinator.
3. Atmospheric safety shall be tested and verified using an appropriate gas detector/monitor that has been maintained and calibrated according to the manufacturers' directions.
4. All confined space work involving welding, cutting, brazing or soldering shall require use of a confined space entry permit, appropriate safety gear, forced mechanical ventilation of the space, and a designated attendant who shall maintain audible or visual contact with authorized entrants at all times.
5. Use of standby emergency retrieval equipment or an emergency rescue procedure shall be determined upon survey of the space by the Pinellas County Schools Safety & Loss Prevention Coordinator.



Respiratory Protection

1. The Maintenance Department has determined that employees in the Painting, Paint Booth and Pest Control areas are exposed to respiratory hazards during some routine operations. These hazards include mists, vapors and particulates. These employees are included in the Maintenance Department Respiratory Protection Program, a copy of which may be requested by any affected employee. The purpose of the program is to ensure that all Maintenance Department employees are protected from exposure to these respiratory hazards, and that the program meets the requirements of the OSHA Respiratory Protection standard, 29 CFR 1910.134, and/or any applicable EPA standards for Pest Control Chemicals.
2. Engineering controls, such as ventilation and substitution of less toxic materials are the first line of defense, however, engineering controls have not always been feasible for some of our operations or have not always completely controlled the identified hazards. In these situations, respirators and other protective equipment must be used. The work processes requiring respirator use are outlined in the Respiratory Protection Program Appendix.
3. In addition, some employees have expressed a desire to wear respirators during certain operations that do not require respiratory protection. As a general policy, Maintenance Department Administration will review each of these requests on a case-by-case basis. If the use of respiratory protection in a specific case will not jeopardize the health or safety of the worker(s), the Maintenance Department will provide respirators for voluntary use. Voluntary respirator use is subject to certain requirements of the Respiratory Protection Program.
4. Employees who are approved to use respirators voluntarily should:
 - a. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
 - b. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or

respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

- c. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- d. Keep track of your respirator so that you do not mistakenly use someone else's respirator.