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CMCSS

EMPLOYEE SAFETY

HANDBOOK

The Clarksville-Montgomery County School System (CMCSS) is dedicated to having a safety/loss control program, which in turn provides a safe work environment for employees in all departments.

There are many responsibilities both for administration and you, the faculty and staff of CMCSS. This program has multiple components which are important to the success of the program.

Table of Contents

- 1.0 Employee Safety Program Purpose
- 2.0 On-The-Job Injury Reporting
- 3.0 Health and Safety Complaint Procedures
- 4.0 Employee Rights and Responsibilities
- 5.0 Supervisor Responsibilities
- 6.0 Discipline Policy for Failure to Follow Safety Regulations and Procedures
- 7.0 CMCSS SAFETY PROGRAM SUMMARIES
 - A. Bloodborne Pathogens Program
 - B. Hazardous Communications Program
 - C. Confined Space Program
 - D. Lockout/Tagout Verify
 - E. Electrical Safety
 - F. Ladder Safety
 - G. Trenching and Excavation
 - H. Compressed Gas
 - I. Hand Tools Safety
 - J. Machine Guarding
 - K. Contractor Safety
 - L. Personal Protective Equipment (PPE)
 - M. Hearing Conservation
 - N. Fall Prevention/Protection Program
 - O. Fire Prevention/Hotwork
 - P. Heat Stress
- 8.0 Employee Safety Training Policy
- 9.0 School Safety Committees
- 10.0 Drug and Alcohol Testing Program
- 11.0 Departmental Safety Rules
 - A. Custodial Department
 - B. Food Service
 - C. Maintenance
 - D. Professional Staff
 - E. Transportation
 - F. Warehouse

1.0 EMPLOYEE SAFETY PROGRAM PURPOSE

CMCSS is dedicated to providing a safe workplace for all its employees. CMCSS recognizes that, through an effective safety/loss control program, our school district can reduce the frequency of workplace injuries, resulting in decreased lost time by employees.

In March 1996, CMCSS signed an agreement with the Tennessee Department of Labor (TOSHA) whereby we will develop and enforce our own Occupational Safety and Health Program. TOSHA frequently evaluates our program to identify and help us correct any deficiencies.

This manual provides important information about procedures and programs that are relevant to job safety. For more detailed information about our Safety and Health Program and to review the agreement between CMCSS and the Tennessee Department of Labor, there is a hard copy on file at CMCSS Human Resource/Risk Management Department or view it online at [www.cmcoss.net/Dept/HumanResources/Risk Management/Safety/](http://www.cmcoss.net/Dept/HumanResources/Risk%20Management/Safety/).

2.0 ON-THE-JOB INJURY REPORTING

All employee injuries on the job, whether requiring medical attention or not, must be reported to the OJI Building Representative and/or Supervisor within twenty-four (24) hours after such occurrence. The injured employee must immediately report to the OJI Site Representative to complete the OJI Report. Upon completion of the OJI Report, the OJI Building Representative must immediately contact and forward a copy to the Risk Management Department.

According to the CMCSS On-The-Job-Injury (OJI) Policy accurate, detailed, and timely reporting of all accidents and/or incidents is required. Proper reporting of accidents is very important because:

- Timely investigation of accidents can reduce the chances of recurrence or further injury.
- OJI claims will be deemed non-compensable if not reported within 24 hours. (OJI Reports should be filed immediately with your OJI Building Representative after an injury no matter how minor; even if you do not plan to go to the doctor.) The name of your OJI Building Representative is posted at your school/facility. If you cannot identify your OJI Building Representative, then seek assistance from your Principal or Department Head.

3.0 HEALTH AND SAFETY COMPLAINT PROCEDURES

If an employee feels that he is assigned to work where conditions could affect his health, safety, or general welfare, he should report this to the Risk Manager/Safety Coordinator.

The complaint must be in the form of a letter and give details of the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter; however, if he wishes to remain anonymous, a signature is not required.

Upon receipt of the complaint letter, the Risk Manager/Safety Coordinator will evaluate the condition(s) and institute any corrective action warranted. Within ten (10) working days following the receipt of the complaint, he will answer the complaint in writing stating whether or not the

complaint is deemed to be valid and if not, why; what action has been or will be taken to correct or abate the condition(s); and a designated time period for correction or abatement. Answers to anonymous complaints will be posted for a period of three (3) working days on bulletin boards or in other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant.

If the complainant finds the reply unsatisfactory because the complaint was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Risk Manager/Safety Coordinator to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.

The Risk Manager/Safety Coordinator or a representative of the governing body will evaluate the complaint and begin action to correct or abate the condition(s) through arbitration or administrative sanctions or they may also find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint, or the next regularly scheduled meeting of the governing body following receipt of the complaint, explaining decisions made and action taken or planned.

After the above steps are taken, if the complainant is still not satisfied with the results, he may file a complaint with the Commissioner of Labor. Complaints filed with the Commissioner of Labor shall include copies of all related correspondence with CMCSS concerning the issue.

Copies of all complaints and answers thereto will be filed by the Risk Manager/Safety Coordinator who shall make them available to the Commissioner of Labor or his designated representative upon request.

4.0 EMPLOYEE'S RIGHTS AND RESPONSIBILITIES

Rights and responsibilities of employees shall include, but are not limited to, the following provisions:

- Each employee shall comply with Occupational Safety and Health Act standards and all rules, regulations, and orders issued pursuant to this program and the Tennessee Occupational Safety and Health Act of 1972, which are applicable to his or her own actions and conduct.
- Each employee shall be notified, by the placing of a notice on bulletin boards or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSHA Act or any standard or regulation promulgated under the Act.
- Employees shall be given the opportunity to participate in any hearing, which concerns an application, by the employer for a variance from a standard or regulation promulgated under the Act.

- Employees who may be adversely affected by a standard or variance issued pursuant to the Act or this program may file a petition with the Commissioner of Labor or whoever is responsible for the promulgation of the standard or the granting of the variance.
- Employees who have been exposed or are being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided with information on significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
- Subject to regulations issued pursuant to this program, employees or an authorized representative of employees shall be given the right to request an inspection and to consult with the Risk Manager/Safety Coordinator at the time of the physical inspection of the worksite.
- Employees may bring to the attention of the Risk Manager/Safety Coordinator any violation or suspected violation of the standards or any other health or safety hazards.
- No employee shall be discharged or discriminated against because he has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this program unless, the employee violates any rules, laws, etc.
- Any employee who believes he has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint with the Risk Manager/Safety Coordinator alleging such discrimination. Such employee may also, within thirty (30) days after violation occurs, file a complaint with the Commissioner of Labor alleging such discrimination.
- Nothing in this or any other provision of this program shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where it is necessary for the protection of the health or safety of others or when a medical examination may be reasonably required for performance of a specific job.
- Employees shall report any accident, injury, or illness resulting from their job, however minor it may appear, to their OJI Building Representative and/or Supervisor within 24 hours of the occurrence.

5.0 SUPERVISOR RESPONSIBILITIES

All Clarksville-Montgomery County School System Supervisors shall be responsible for safe, properly planned work and safe work performances and proper training.

Supervisors shall maintain safe work conditions, reinforce for each employee to use personal protective equipment, oversee the responsibility for maintaining tools and equipment in good working order, and enforce safety regulations.

Supervisors shall assign jobs only to individuals who have been properly trained for the prospective job and maintain that proper safety equipment is being used.

Supervisors shall investigate all incidents immediately upon report from the employee.

Supervisors shall have formal training annually.

Supervisors shall report through the appropriate chain of command any instance where an employee under his/her supervision is not physically able to perform his/her duties.

6.0 DISCIPLINE FOR FAILURE TO FOLLOW SAFETY REGULATIONS AND PROCEDURES

Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard or CMCSS safety policy, program or procedure shall be subject to disciplinary action up to termination.

7.0 CMCSS SAFETY PROGRAM SUMMARIES

A. Bloodborne Pathogens Program

Employees who have initial contact with injured or ill students, other employees, or visitors to the school must adhere to the requirements of the CMCSS Bloodborne Pathogens Program. These employees include teachers, nurses, custodial staff, bus drivers, food service, maintenance, some office staff and any others who may provide emergency care to ill individuals.

Under this plan:

- Each covered employee is required to have refresher training on bloodborne pathogens each year.
- Each employee of CMCSS is offered the hepatitis vaccination each year. If an employee declines the hepatitis vaccinations, a Statement of Declination form will be provided for you. This form has to be completed once, not each year. Currently the Center for Disease Control is recommending no booster for this vaccination; therefore, at this point the vaccination is considered good for life. If you are made aware through blood work that your body has not built up immunity to hepatitis after the vaccinations, the school system will provide boosters. Contact the Risk Management Department to make arrangements.
- Kits are provided to clean up potentially infectious materials. These kits include instructions. Each school is required to keep a supply of these kits; other departments can request them from the warehouse.
- If an employee has a bloodborne exposure, a bloodborne pathogens exposure report can be obtained via the web at [www.cmcss.net/Dept/HumanResources/Risk Management/](http://www.cmcss.net/Dept/HumanResources/Risk%20Management/). This form is included with the Bloodborne Pathogens Program. The incident must be

reported immediately to the Safety Department by calling 920-7836, 216-1971 (cell phone). The Risk Manager/Safety Coordinator will meet with you to discuss your options as stated in the complete Bloodborne Pathogens Program.

The complete Bloodborne Pathogens Program is available for your review online at [www.cmcss.net/Dept/HumanResources/Risk Management/](http://www.cmcss.net/Dept/HumanResources/Risk%20Management/) or in hard copy from the Human Resources Department.

B. Hazardous Communications Program

The Tennessee Hazardous Chemical Right-To-Know Law was passed May 23, 1985. The primary objective of this law is to train employees about the hazardous chemicals that they work with or may be exposed to in a foreseeable emergency. In order to comply with this law, CMCSS established its own Hazardous Communication Program. The complete copy of this program can be found on the web at [www.cmcss.net/Dept/HumanResources/Risk Management/](http://www.cmcss.net/Dept/HumanResources/Risk%20Management/) or in hardcopy in the Human Resources Department.

Chemicals and chemical processes are used to manufacture materials, packaging, fuels and even medicines. Many of the chemicals you work with every day can be hazardous, causing injuries, illness or even death.

Currently Maintenance, Custodial, and Food Service employees are being trained on Hazardous Communications each year. It is very important that employees understand Material Safety Data Sheets (MSDS). These are kept at each worksite or are available online at www.cmcss.net and contain information on chemicals that individuals may come in contact with. The information contained on an MSDS includes emergency procedures, such as what to do if someone ingests a specific chemical or gets it in their eyes. These MSDS sheets are kept at the HazComm Station located in the teachers' lounge of each school or are available online at www.cmcss.net.

You can protect yourself from chemical hazards by knowing proper chemical safety procedures such as:

- Identification
- Storage and Handling
- Personal Protection
- Emergency Response

The complete Hazardous Communication Program is available for your review online at [www.cmcss.net/Dept/HumanResources/Risk Management/](http://www.cmcss.net/Dept/HumanResources/Risk%20Management/) or in hard copy from the Human Resources Department.

C. Confined Space Program

In compliance with the permit-required confined space entry standards, each department shall identify all permit-required confined spaces in the workplace; prevent unauthorized entry into them, protect authorized workers from hazards; establish entry procedures; establish

appropriate training for authorized entrants; entry supervisors and attendants; and document compliance.

The policy is intended to protect confined space workers from toxic, explosive or asphyxiating atmospheres and from possible engulfment from small particles such as liquids, grain or sawdust. Those high-risk occupations include but are not limited to:

- Designated Maintenance Employees
- Any other employee deemed to be at high risk per the permit required confined space determination.

The Maintenance Department shall administer its permit-required confined space program in accordance with this plan. This Department shall be responsible for coordinating all activities surrounding confined space work within the scope of their activities. The department head or his/her designee shall be responsible for coordinating activities between a department and outside contractors. The department head or his/her designee shall also be responsible for evaluating the workplace to determine if any spaces are permit-required confined spaces.

There shall be an entry designated person for each confined space site. The entry designated person shall be responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operation, and for terminating entry as required.

Each confined space entry site shall have attendants and authorized entrants. The attendant is an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the permit space program. The authorized entrant is the employee who is authorized to enter a permit space.

The complete Confined Space Program is available for your review online at [www.cmcss.net/Dept/HumanResources/Risk Management/](http://www.cmcss.net/Dept/HumanResources/Risk%20Management/) or in hard copy from the Human Resources Department.

D. Lockout/Tagout Verify

This program establishes requirements for the Lockout/Tagout/ Verification of energy isolation. It must be used to ensure that the machine or equipment is isolated from all potentially hazardous energy sources. Before employees perform any servicing or maintenance activities where unexpected energization, start-up or release of energy could cause injury, the equipment must be locked out, tagged out, and verified.

Lockout/Tagout/Verification Procedures must be considered as being among the most important safety control measures at Clarksville-Montgomery County Schools System (CMCSS). Failure of any employees to follow these procedures shall be considered a major and serious infraction of safety policy and may result in disciplinary action. Lockout/Tagout/Verification Procedures apply to all contractors and contracted employees.

Each department shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees.

The Risk Manager is responsible for the implementation of a review and revision process for this program. This entire program must be reviewed, at least annually, to ensure continuous and effective compliance with all applicable codes and regulations.

The complete Lockout/Tagout Verify Program is available for your review online at [www.cmcss.net/Dept/HumanResources/Risk Management](http://www.cmcss.net/Dept/HumanResources/Risk%20Management) or in hard copy from the Human Resources Department.

E. Electrical Safety

The intent of the Electrical Safety and Related Work Practices Program (ESRWP) is to prevent electrical related injuries and property damage. The United States Department of Labor, Occupational Safety and Health Administration (OSHA), promulgated the *Electrical Safety Related Work Practice Regulations*, 29 CFR 1910.331 to 1910.339 with regards to *Subpart O (Machinery and Machine Guarding)* and *Subpart S (Electrical)*. The regulations became effective in December, 1990, except for training provisions, which became effective August 6, 1991.

Clarksville-Montgomery County School System (CMCSS) relies on many different types of energy to power the equipment. Electricity is one of the most valuable and versatile forms of energy. Most of the equipment receives power from multiple energy sources, which interact with each other. Failure to respect its potential, or take proper safeguards in its use, creates conditions, which may result in bodily injury or property damage.

The Electrical Safety Program covers the following:

- Responsibilities
- Definition of terms
- Use of work practices and safety rules
- Use of power equipment
- Personal protection
- General protective equipment and tools
- Hazard warning and barricades
- Training

The complete Electrical Safety Program is available for your review online at [www.cmcss.net/Dept/HumanResources/Risk Management/](http://www.cmcss.net/Dept/HumanResources/Risk%20Management/) or in hard copy from the Human Resources Department.

F. Ladder Safety

NEVER use a ladder if it is damaged or bent. Check the steps of the ladder to make sure each step is safe, dry, and grease free. Don't trust temporary repairs of ladders. If the ladder is broken simply don't use it; instead, choose an appropriate ladder for the job. Above all, do not use chairs and tables in the place of ladders.

Check your surroundings before you place a ladder against a wall. Make sure electrical wires, tree branches, awnings, and other possible impediments are out of the way. The feet of the ladder must be on stable ground.

The bottom of the ladder should be one foot away from the wall for every four feet of ladder length. For example, if the ladder is to extend sixteen feet, the bottom of the ladder should be four feet from the wall.

- Using a ladder that is too short or too tall for the job is dangerous.
- Never place ladders on boxes or counter tops for extra reach.
- Do not lean over the side of the ladder or overreach.
- Always face the ladder when working.
- Do not use a ladder if you are tired, dizzy, or fatigued.
- Do not have more than one person on a ladder at a time.

All ladders in use throughout our facilities are required to be identified with a maximum load capacity rating. In the interest of employee safety, we cannot permit this maximum to be exceeded. Therefore, any employee who is required in the performance of their duties to use a ladder not be at a "Working Weight" (*see definition) that exceeds the posted maximum. Employees are expected to voluntarily observe and honor this requirement and to alert supervisors anytime they feel a potential hazard exists.

*Working Weight is considered to be the individual's personal weight plus the weight of any tools and equipment involved.

The complete Ladder Safety Program is available for your review online at www.cmcoss.net/Dept/HumanResources/Risk Management/ or in hard copy from the Human Resources Department.

G. Trenching and Excavation

All excavations shall be made in accordance with the rules, regulations, requirements, and guidelines set forth in 29 CFR 1926.650, .651, and .652; the Occupational Safety and Health Administration's standard on Excavations, except where otherwise noted below.

A competent person shall be placed in charge of all excavations. Underground utilities must be located and marked before excavation begins. Employees are not allowed in the excavation while heavy equipment is digging.

The complete Trenching and Excavation Program is available for your review online at [www.cmcss.net/Dept/HumanResources/Risk Management/](http://www.cmcss.net/Dept/HumanResources/Risk_Management/) or in hard copy from the Human Resources Department.

H. Compressed Gas

It is the policy of the Clarksville-Montgomery County School System (CMCSS) that employees handling compressed gases are adequately trained in the inherent hazards of the cylinders and their contents, as well as proper handling, storage, and use according to OSHA and local requirements. Compressed gas cylinders can present a variety of hazards due to their pressure and /or contents. In addition to the standard required work practices for inert gases, hazardous gases may require additional controls and work practices including, but not limited to, the use of gas cabinets, gas monitors, emergency shutoffs, proper equipment design, leak testing procedures, and the use of air supplying respirators for certain highly toxic gases.

In addition, all compressed gases must be handled, stored, received and used in a safe manner consistent with this program. Compressed air shall not be used for cleaning or blow down activities unless air pressure is regulated to below 30 psig and areas have been isolated from pedestrian traffic.

Numerous potential physical and health hazards are associated with compressed gases, including explosion, poisoning, and impact by containers, fire, asphyxiation and exposure related illnesses.

The complete Compressed Gas Program is available for your review online at [www.cmcss.net/Dept/HumanResources/Risk Management/](http://www.cmcss.net/Dept/HumanResources/Risk_Management/) or in hard copy from the Human Resources Department.

I. Hand Tools Safety

This policy provides basic safety guidelines for those employees who are required to work with powered and non-powered hand tools.

The department Supervisors will have the responsibility for ensuring that all powered and non-powered hand tools are operated in a safe manner.

The complete Hand Tools Safety Program is available for your review online at [www.cmcss.net/Dept/HumanResources/Risk Management/](http://www.cmcss.net/Dept/HumanResources/Risk_Management/) or in hard copy from the Human Resources Department.

J. Machine Guarding

The purpose of the Machine Guarding Program is to establish and maintain practices that will protect Clarksville-Montgomery County School System (CMCSS) employees from injuries as a result of rotating, moving or other actions of machinery.

This procedure establishes mandatory requirements for the assessment, design, implementation, operation, and maintenance of machine guarding and for training of personnel to properly use machine guarding.

As used in this procedure, machine guarding shall mean any device which effectively prevents personnel, contractors, subcontractors, contracted services or visitor from physical harm due to contact with any hazard present at any machine. Hazards shall include any machine, any part of a machine or any projectile from a machine, capable of crushing, puncturing, severing, breaking or otherwise injuring any body part.

The complete Machine Guarding Safety Program is available for your review online at [www.cmcss.net/Dept/HumanResources/Risk Management/](http://www.cmcss.net/Dept/HumanResources/Risk%20Management/) or in hard copy from the Human Resources Department.

K. Contractor Safety Program

The Contractor Safety Program is designed to meet environmental, health and safety requirements to protect Clarksville-Montgomery County School System (CMCSS) and contractor employees, facilities and equipment from injury, accident or loss. Contractors are defined as non-CMCSS employees or businesses that are retained by CMCSS to provide specific labor or services.

Examples of Contractor Employers are:

- Construction Companies
- Utility Service or Repair Companies
- Transportation and Shipping Services

Contractor compliance is a condition of doing business with CMCSS. Specific compliance is required in the following:

- Local, State and Federal Regulations
- Fire and Building Codes
- Liability and Workers Compensation Insurance Requirements

The complete Contractor Safety Program is available for your review online at [www.cmcss.net/Dept/HumanResources/Risk Management/](http://www.cmcss.net/Dept/HumanResources/Risk%20Management/) or in hard copy from the Human Resources Department.

L. Personal Protective Equipment (PPE)

The Personal Protective Equipment (PPE) program is directed at providing a standard guideline relative to the training, use, selection, storage and disposal of PPE. In conjunction with effective engineering and work practice controls, PPE will minimize risk of injury or acute/chronic health effects from exposure to chemical, physical, thermal or biological agents.

Employees involved in Clarksville-Montgomery County School System (CMCSS) operations often perform a wide range of jobs, which, depending on the job, may require different personal protective equipment. To assess potential hazards and determine the appropriate protective equipment, department supervisors will conduct assessments of potential workplace hazards and the corresponding personal protective equipment.

Due to the variety of operations performed by personnel, supervisors are responsible for evaluating field sites and ensuring that the appropriate personal protective equipment is worn. However, it is the ultimate responsibility of the individual to ensure they attain the appropriate PPE. They should make requests for PPE to the department supervisor immediately.

The complete Personal Protective Equipment Program is available for your review online at www.cmcoss.net/Dept/HumanResources/Risk_Management/ or in hard copy from the Human Resources Department.

M. Hearing Conservation

The Clarksville Montgomery County School System (CMCSS) Hearing Conservation Program establishes hearing conservation practices if an employee group is identified to have noise exposures equal or exceeding an 8-hour time-weighted average sound level (TWA) of 85 decibels (dBA).

The complete Hearing Conservation Program is available for your review online at www.cmcoss.net/Dept/HumanResources/Risk_Management/ or in hard copy from the Human Resources Department.

N. Fall Prevention/Fall Protection Program

The purpose of the Fall Prevention/Fall Protection Program is to address fall hazards through their elimination and control. The majority of this document contains interpretation and requirements of the OSHA 1910 and 1926 standards. Please refer to the official online version for details of the Fall Prevention/Protection Program.

The complete Fall Prevention/Fall Protection Program is available for your review online at www.cmcoss.net/Dept/HumanResources/Risk_Management/ or in hard copy from the Human Resources Department.

O. Fire Prevention/Hotwork

This program is directed at ensuring proper handling, storage and use of flammable and combustible materials. It is also shall serve to provide the guidelines and requirements for fire prevention and protection including the safe and proper use of portable fire extinguishers, hoses and other fire protection equipment. In addition, it establishes the criteria and operating procedure for activities involving Hot Work. This program is in compliance and accordance with OSHA 29 CFR 1910.157, 1910.106, 1910.101, 1910.38(b), 1910.252. It outlines the principles and techniques from NFPA Standard No. 10, 30, 51b, 77 and 231.

The program applies to all Clarksville-Montgomery County School System (CMCSS) employees and contractors handling, storing and using flammable and combustible materials. This program also applies to employees and contractors performing hot work activities and individuals potentially using portable fire extinguishers, hoses and other fire protection equipment.

The complete Fire Prevention/Hot Work Program is available for your review online at [www.cmcoss.net/Dept/HumanResources/Risk Management/](http://www.cmcoss.net/Dept/HumanResources/Risk_Management/) or in hard copy from the Human Resources Department.

P. Heat Stress Program

The heat stress program outlined provides employees with guidelines and recommendations to prevent adverse effects of high heat conditions. Each person should be aware of the adverse effects of high heat conditions, how the medications they may be taking exacerbate the effects, and the importance of proper dietary and physical conditioning.

8.0 EMPLOYEE SAFETY TRAINING POLICY

The complete Fire Prevention/Hot Work Program is available for your review online at [www.cmcoss.net/Dept/HumanResources/Risk Management/](http://www.cmcoss.net/Dept/HumanResources/Risk_Management/) or in hard copy from the Human Resources Department.

Clarksville-Montgomery County School System (CMCSS) strives to provide a safe learning and work environment.

Required training will be performed for all CMCSS employees annually. Not all elements are applicable to all job types. The elements of the training program will be as follows:

- Incident/ OJI Reporting
- Housekeeping
- Safety Committee Meetings
- Emergency Evacuation
- Contractor Safety
- Personal Protective Equipment
- Respiratory Protection
- Maintenance of Traffic Plan

- Hand Tools
- Ladder Safety
- Lockout/Tag out
- Mobile Equipment
- Electrical Safety
- Hazard Communication
- Compressed Gas Safety
- Machine Guarding
- Fall Prevention/Protection
- Slip and Fall Prevention
- Fire Prevention/Hot Work
- Blood borne Pathogens/Exposure Control
- Hearing Conservation
- Confined Space Entry
- Heat Stress

The elements of each training session will depend on the job functions of the specific department for which the training is being conducted.

All new employees will have had the CMCSS New Employee Safety Training prior to performing any safety sensitive functions of their assigned duties.

9.0 SCHOOL SAFETY COMMITTEES

School safety committees and Coordinated School Health membership are one in the same. It is acceptable to combine this with another committee so long as you are conducting the meetings. These meetings are a good time to discuss your school's student accident records and employee accident records. Risk Management Department will attend your meeting if requested. Please contact the Risk Management Department for any further information.

10.0 DRUG AND ALCOHOL TESTING PROGRAM

Introduction

The use of controlled substances is illegal on and off the job. If you are found under the influence of controlled substances, you will not be allowed to perform safety-sensitive functions on the job and you will be considered for dismissal as stated in CMCSS policy (SAF-A001).

Although the use of alcohol is legal, you may not report to work if any of the following apply:

1. When you have any detectable breath alcohol concentration, and/or
2. You refuse to take an alcohol test.

If you refuse to take a breath alcohol test or have any breath alcohol concentration, you will be considered for dismissal according to CMCSS policy.

Conditions for Testing

It is the policy of the Clarksville-Montgomery County School System (CMCSS) to adhere to the provisions of the Tennessee Drug Free Workplace Act in relation to drug and alcohol testing for all employee groups and to adhere to applicable Federal regulations, issued by the U.S. Department of Transportation, in relation to the use of commercially licensed drivers (CDL). The U.S. Department of Transportation requires entities using CDL personnel to establish stringent testing programs to deter drivers from engaging in substance abuse that could impede their performance. This policy is adopted to comply with such requirements and applies to all CMCSS employees while on the job and/or on school system premises. Alcohol and Drug Testing (Non-CDL Employees)

Post-accident: Drug and Alcohol Tests are conducted after all commercial vehicle accidents in which the occurrence is definable as a preventable accident per CMCSS Policy. In non-vehicular employee injury cases, post injury drug and/or alcohol screens may be conducted per the treating physician's determination of reasonable suspicion.

Reasonable Suspicion: Drug and Alcohol Tests are conducted when the behavior or appearance of an employee that is characteristic of alcohol or drug misuse is observed. All reasonable suspicion reports will be verified by a trained individual before any testing of the individual in question will occur. If the trained individual determines that there is no basis for the reasonable suspicion, then no test will be performed.

Random: Drug and Alcohol Tests are conducted on an unannounced basis on individuals who drive a school system owned vehicle. Alcohol and Drug Tests (CDL Employees)

Pre-employment: Drug Tests are conducted before CDL required applicants are hired or after an offer to hire, but before actually performing safety sensitive functions.

Post-accident: Drug and Alcohol Tests are conducted after all commercial vehicle accidents in which it is probable to be determined to be a preventable accident. This determination is made by CMCSS representatives on the scene. In non vehicular employee injury cases, post injury drug and/or alcohol screens may be conducted per the treating physician's determination of reasonable suspicion.

Reasonable Suspicion: Drug and Alcohol Tests are conducted when the behavior or appearance of an employee that is characteristic of alcohol or drug misuse is observed. All reasonable suspicion reports will be verified by a trained individual before any testing of the individual in question will occur. If the trained individual determines that there is no basis for the reasonable suspicion, then no test will be performed.

Random: Drug and Alcohol Test are conducted on an unannounced basis on all CDL holders

Refusing to submit to a drug or alcohol test is prohibited by law. Refusing to be tested includes:

1. Failing to provide adequate urine, hair, or breath sample without a valid medical explanation.

2. Clearly obstructing the testing process, such as adulterating a specimen.
3. Outright refusal to participate.

Protecting Your Rights

By law, every effort is made to prevent you from being falsely accused of drug or alcohol abuse. Safeguards include:

A confirmation test for alcohol testing should be performed 15 minutes after the initial test is positive. This allows time for any alcohol residue from mouthwash or a mint to disappear.

For controlled substances testing, you have the opportunity to request that a split sample of your urine be tested. The split sample protects you. If the primary sample tests positive, you may request that the secondary sample be tested at another lab.

Also, if anything distorts test results (such as prescription cough syrup), you can take your case to the Medical Review Officer, or MRO. The MRO is an independent third party, a licensed physician with knowledge of substance abuse.

12.0 Departmental Safety Rules

If any employee performs any task, which is a duty of another department, he/she is responsible for following the safety rules of that department.

Custodial Department

The rules herein are an extension of the OJI Program. Any variation thereof may result in your claim being non-compensable.

As a custodial worker, you perform many different tasks each day. All of these tasks can be completed in a manner that will make your job a safer one. It is very important to CMCSS that your workplace be one in which you feel comfortable safely performing your daily tasks. The following are a list of simple safety rules. If followed, most injuries currently being suffered by custodial staff will not take place. Failure to follow any of these safety rules is considered a violation of our Safety Policy and will be treated as such.

NOTICE: All required personal protective equipment can be acquired through the custodial supervisor. Submit work request to Custodial Foreman at the Operations Complex.

1. An employee should never attempt to perform a task that he has not been instructed how to perform safely.
2. All accidents, no matter how minor, must be immediately reported to your supervisor. The supervisor should then immediately report the accident to the Risk Management Department.
3. CMCSS issued uniforms are considered part of your Personal Protective Equipment (PPE). Shorts are not to be worn by custodial staff due to the protection provided by wearing

long pants. If failure to use the CMCSS provided PPE results in an On-The-Job Injury, the claim will not be covered.

4. Never attempt to lift objects that are too heavy for you; always ask for help. When lifting items, always wear your back support belt.
5. Always keep your work area clean and orderly; good housekeeping keeps workplace hazards to a minimum.
6. When performing maintenance on electrical equipment, always cut off the power source before performing these tasks. Do not perform any work in which you are not trained and licensed to do.
7. When dealing with sharp objects such as wire, metal, glass, etc., gloves must be worn. Many injuries occur each year to custodial employees that can be prevented by wearing safety gloves.
8. Before using any chemical or other materials, closely read instructions and warnings.
9. All horseplay and practical jokes are prohibited.
10. Anytime there is a potential for flying debris, safety glasses must be worn. This includes sawing, drilling, mowing, weed eating, using chemicals or other materials including paints, and many other maintenance tasks.
11. Always flag off work areas to keep unauthorized persons from entering a potentially dangerous area.
12. When mowing or using other high noise equipment, always wear earplugs or authorized hearing protective devices.
13. When mopping floors, cleaning up spills, or anytime the floor becomes wet for whatever reason, always put the wet floor signs out until the area is completely dry.
14. Custodial closets and supply rooms must be kept reasonably clean. Many hazards are presented by bad housekeeping in these areas.
15. All written regulations, training, instruction, and written safety programs must be adhered to.

Food Service Department

The rules herein are an extension of the OJI Program. Any variation thereof may result in your claim being non-compensable.

NOTICE: All personal protective equipment can be acquired by requesting in writing to the Director of Child Nutrition at Central Office.

The Food Service Department is one of the highest hazard occupations in CMCSS. By following safety procedures, using caution and good judgment, most accidents that occur each year can be prevented.

The following safety procedures should be followed at all times. Failure to follow these procedures is considered to be a violation of safety policy and will be treated as such.

Cafeteria Safety

The rules herein are an extension of the OJI Program. Any variation thereof may result in your claim being non-compensable.

As a worker in the food service profession, you are involved in many different tasks in the performance of your job. All of the tasks can be completed in a manner that makes your job a safe one. It is very important to CMCSS that your workplace be one in which you feel comfortable to safely perform your daily work.

General Safety Precautions

1. An employee should never attempt to perform any task that he has not been instructed to perform safely.
2. Electrical appliances must be turned off when not in use.
3. Electrical appliances must be turned off and, if possible, disconnected from the power source before cleaning.
4. Use extreme caution when dealing with glass containers.
5. Use extreme caution when opening metal containers.
6. Keep all aisles clean and free of obstructions.
7. Do not overload pushcarts or dollies.
8. Never attempt to lift objects that are too heavy for you; always ask for help. While lifting items always wear your back support belt.
9. All accidents, no matter how minor, must be immediately reported to your supervisor. The supervisor should then immediately report the accident to the Safety Department.
10. First aid kit shall be accessible to all workers.
11. All cleaning products should be labeled as to their contents.
12. All horseplay and practical jokes are prohibited.
13. While in the kitchen area, always wear slip resistant footwear. Never remove until you have exited the kitchen area.

Storage Area

1. Heavy items must be stored on lower shelves.
2. Use a step stool or stepladder to retrieve items from top shelves.
3. Never store cleaning materials (chemicals) in the food storage area.
4. Put all food items on shelves as soon as possible.

Food Preparation Area

1. Floors should be kept clean and free of spills. (Employees should immediately clean up spilled items.)
2. Before using any piece of equipment, employees must be instructed as to its proper and safe use.
3. All guards and other protective devices must be left in place and used at all times when operating equipment.
4. Machines not working properly shall be tagged and put out of service.

Food Preparation Machines

1. Before starting any machine, be sure that all guards are in place and the machine is properly set to operate.
2. Make sure that the immediate area around the piece of equipment is clear from any obstruction which may come in contact with the machine's moving parts.
3. If a machine jams, shut off power and unplug if possible; then try to free up the machine from whatever is causing the jam.
4. Never attempt to clean machinery unless you are positive that the machine is turned off and disconnected from its power source.
5. If a machine is not functioning properly, stop operation and notify the manager immediately.
6. Pay close attention when operating machinery; any distraction could cause an accident.
7. Never leave a machine running unattended. Shut off power even if you must leave for only a moment.

Knives

1. When not in use, knives and other sharp instruments should be placed in the kitchen's knife storage area.

2. Always select the correct knife for the job.
3. Always wear metal mesh protective gloves when using knives.
4. Pay close attention when cutting. Distractions cause accidents.
5. Knives should only be sharpened by persons who have been trained to do so safely and properly.
6. When washing knives, wash them separately and use extreme caution.

Dishwashing Equipment

1. Floors around dishwashers shall be mopped frequently to prevent slips and falls.
2. Only authorized workers shall make adjustments on automatic equipment.
3. If a machine jams, shut off the power and the hot water immediately.
4. Do not overload the dishwashing machines.
5. When moving carts, trays or utensils, consider your fellow workers in the area.

Floor Cleaning Precautions

1. Wet floors should always be posted with “Wet Floor” signs.
2. Use extreme caution when walking or working on wet floors to prevent slip and fall accidents.
3. Always wear slip resistant footwear.
4. If at all possible, detour unnecessary traffic from the kitchen and cafeteria areas especially when mopping is taking place.
5. All written regulations, training, instruction, and written safety programs must be adhered to.

Maintenance Department

The rules herein are an extension of the OJI Program. Any variation thereof may result in your claim being non-compensable.

The Maintenance Department is CMCSS’s most hazardous department due to the variety of equipment and materials employees may work with or encounter each day. This is why each of you must dedicate yourself to performing every task in a safe manner every day. Using good judgment is very important in order to complete your work without incident. The following is a list of procedures which failure to adhere to will be seen as a violation of CMCSS Safety Policy and will be treated as such:

1. An employee should never attempt to perform any task that he has not been instructed to perform safely.
2. All accidents, no matter how minor, must be reported to your supervisor immediately. The supervisor should then immediately report the accident to the Safety Department.
3. Never attempt to lift objects that are too heavy for you; always ask for help.
4. Always keep your work area clean and orderly; good housekeeping keeps workplace hazards to a minimum.
5. When performing maintenance on electrical equipment, always cut off the power source first. Follow lock out/tag out process. Verify 7.0 pt d.
6. When dealing with sharp objects such as wire, metal, glass, etc., gloves must be worn. Many injuries occur each year to maintenance employees that could be prevented by wearing gloves.
7. Before using any chemicals or other materials, closely read instructions and warnings.
8. All horseplay and practical jokes are prohibited.
9. Anytime there is a potential for flying debris, safety glasses must be worn. This includes sawing, drilling, mowing, weed eating, using chemicals or other materials including paints, and many other maintenance tasks.
10. Do not use or help in the use of any maintenance lift apparatus unless you have completed the appropriate manufacturer training.
11. Always wear your seat belt while operating a CMCSS vehicle.
12. Always flag off work areas to keep unauthorized persons from entering a potentially dangerous area.
13. When working overhead or when there is potential for falling objects, always wear a hard-hat.
14. When mowing or using other high noise equipment, always wear earplugs.
15. All written regulations, training, instruction, and written safety programs must be adhered to.

Professional Staff

The rules herein are an extension of the OJI Program. Any variation thereof may result in your claim being non-compensable.

NOTICE: All required personal protective equipment can be acquired through their principal or supervisor.

Although these departments are considered to be CMCSS's low hazard departments, many injuries are incurred each year by these employees. The following is a list of simple safety rules, which, if followed, will prevent most injuries suffered by employees in these departments. Failure to follow these rules is a violation of the Safety Policy and will be treated as such.

1. Always pay close attention to wet floor signs or wet floor conditions to avoid slips and falls.
2. Do not use the cafeteria or kitchen as a short cut to get from one part of the building to another.
3. If you see wet floor conditions or any type of spill, immediately report this so that it can be taken care of quickly.
4. Do not attempt to lift something that is too heavy for you; always get help.
5. Do not use a chair or a table as a ladder.
6. Do not sit on tables or any other items that are not intended for that use.
7. Always make sure that your classroom or work area is clear of any debris or items that may cause you or someone else to fall.
8. Report any hazardous work conditions to a supervisor immediately.
9. Never perform any task that you have not been trained to do.
10. Report any injury to your supervisor immediately.
11. If at any time for any reason, you use a CMCSS vehicle, you will be subject to our drug and alcohol-testing program, regardless of your status.
12. All written regulations, training, instruction, and written safety programs must be adhered to.
13. The On-the-Job Injury program excludes coverage for injuries while participating in physical fitness, athletic, or recreational activities UNLESS the activity is a part of an organized program approved by the Department Head AND the employee's participation is made mandatory by the Department Head. Voluntary participation in such activities is not covered either during work hours or during off-duty hours under the On-The-Job Injury Program. Injuries resulting from participation in Employee Wellness activities are also an exclusion of the On-the-Job Injury program.

Transportation Department

The rules herein are an extension of the OJI Program. Any variation thereof may result in your claim being non-compensable.

1. An employee should never attempt to perform any task in which they have not been instructed in safety procedures.

2. All accidents, no matter how minor, must be immediately reported to your supervisor. The supervisor should then immediately report the accident to the Safety Department.
3. Never attempt to lift objects that are too heavy for you; always ask for help. When lifting items, always wear your back support belt.
4. Always keep your work area clean and orderly; good housekeeping keeps workplace hazards to a minimum.
5. Before using any chemical or other materials, closely read instructions and warnings.
6. All horseplay and practical jokes are prohibited.
7. Always wear seat belts while operating a school system vehicle.
8. Never climb or stand on any shelving.
9. All written regulations, training, instruction, and written safety programs must be adhered to.

Warehouse Department

The rules herein are an extension of the OJI Program. Any variation thereof may result in your claim being non-compensable.

As a warehouse worker, you perform many different tasks each day. All of these tasks can be completed in a safe manner. It is very important to the School System that your workplace be one in which you feel comfortable safely performing your daily work. The following is a list of simple safety rules. If followed, most injuries currently being suffered by warehouse staff will be avoided. Failure to follow any of these safety rules is considered a violation of our Safety policy and will be treated as such.

1. An employee should never attempt to perform any task in which they have not been instructed in safety procedures.
2. All accidents, no matter how minor, must be immediately reported to your supervisor. The supervisor should then immediately report the accident to the Safety Department.
3. Never attempt to lift objects that are too heavy for you; always ask for help. When lifting items, always wear your back support belt.
4. Always keep your work area clean and orderly; good housekeeping keeps workplace hazards to a minimum.
5. When dealing with sharp objects such as wire, metal, glass, etc., gloves must be worn. Many injuries occur each year to custodial employees that can be prevented by wearing gloves.
6. Before using any chemical or other materials, closely read instructions and warnings.
7. All horseplay and practical jokes are prohibited.

8. Anytime there is a potential for flying debris, safety glasses must be worn. This includes sawing, drilling, mowing, weed eating, using chemicals or other materials including paints, and many other maintenance tasks.
9. When mowing or using other high noise equipment, always wear earplugs.
10. Always wear seat belts while operating a school system vehicle.
11. When working overhead or when there is potential for falling objects, always wear a hard-hat.
12. Never climb or stand on any shelving.
13. All written regulations, training, instruction, and written safety programs must be adhered to.