

SAFE WORK PRACTICES for MAINTENANCE WORKERS

Contra Costa County Schools Insurance Group
Workers' Compensation/Health & Safety Services & Health Benefits Program Provider



When lifting, keep load close to body, bend knees, lift with legs & keep your back straight



SLIPS, TRIPS & FALLS

- Never use a broken ladder.
- Report to supervisor any elevated work area that is hazardous.
- Do not use ladders with broken or missing rungs or steps, broken or split side rails, or other defective construction.
- When defective ladders are discovered they should immediately be withdrawn from service and tagged "Dangerous, Do Not Use".
- Ladders should be maintained in good condition at all times: the join between the steps and side rails should be tight, all hardware fittings should be securely attached, and all moveable parts should operate freely without binding or undue play.
- Clean up spills in your work area immediately.
- Use warning signs to keep people away from wet floors.
- Always use a ladder/footstool to reach for objects. Never use a box or cart. Ask for help if needed.
- When using a ladder, put the ladder on a stable, dry surface. Make sure it is fully open and locked.
- Do not stand on the top two rungs of the ladder.
- Make sure shelves and storage racks are stable and secured.
- Wear hard toed boots/shoes with non-skid soles.

BACK/ERGONOMIC

- Warm up and conduct stretching exercises before doing any lifting.
- Push, don't pull carts or hand trucks.
- Do not twist or over-reach while lifting.
- Use caution when approaching corners and doorways with carts or hand trucks.
- When lifting, keep loads close to your body; bend at the knees and lift with your legs; keep your back straight; and do not twist.
- Use a dolly or cart to move heavy objects.
- Get help if the load is too heavy to lift.
- Do not rely on back belts.

CUTS, ABRASIONS & BURNS

- Wedges, hammers and chisels should be kept clean, sharp and dressed.
- Wear gloves, safety glasses and other protective devices.
- Wooden handles on axes, hammers, hatchets and other tools should be replaced when needed.
- Do not use broken tools.
- Wear leather gloves when removing fluorescent tubes and bulbs. The power should be off, tubes and bulbs cool, and eyes protected.

FIRE

- Flammable liquids, such as gasoline, cleaning solvents, or acetone should be properly labeled and stored in approved safety cans.
- Dispense flammable liquids away from open flames and sources of ignition.
- Oily or solvent-soaked rags should be placed in an U.L. approved oily waste can with a self closing lid and should be emptied at least once daily.

SAFETY AT THE CENTER OF IT ALL

Maintenance and facilities staff members keep schools operational, safe, and comfortable for students and staff. From fixing clogged drains to maintaining heating and air conditioning systems, the maintenance staff brings a range of skills to the job. Taking care of your own safety ensures you will be there to continue your important work.

Did You Know?

- Musculoskeletal injuries and back strain are common among maintenance workers.
- Common accidents include slips, trips and falls.

Keep yourself safe and healthy on the job by following the tips in this flyer on how to identify and avoid potential hazards.

CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP

550 Ellinwood Way, Pleasant Hill, CA 94523 ~ www.ccsig.org ~ Phone: 1 (866) 922-2744 Fax: (925) 692-1137

SAFE WORK PRACTICES for MAINTENANCE WORKERS

ELECTRICAL SHOCK

- Bulbs broken off in socket should be removed with insulated pliers.
- When working on electrical equipment or building electrical systems, wear rubber soled shoes and use insulated tools.
- Check all equipment for loose, broken, or damaged parts before use. Immediately report any damaged equipment, such as frayed wires or electrical cords.
- Dry your hands before touching electrical equipment. Keep electrical equipment away from water.
- Disconnect an electrical plug by pulling on the plug, not the cord.
- Make sure equipment is in the "Power off" position before plugging it into an outlet.
- Immediately turn off the power if you smell burning plastic or smoke, see sparks, or feel tingling or a shock. Do not use the equipment. Report the problem immediately.
- Follow the manufacturers' instructions for proper maintenance and repair, and replace any equipment that is not safe.

MISCELLANEOUS

- Use appropriate methods to secure furniture, shelving, computers, etc. to prevent injury or property damage from earthquakes.
- All equipment must have guards in place during operation except as authorized in general industry safety orders.
- When storing wood or metal in high, vertical storage, secure material in place.

EYE

- Be sure appropriate guards are in place on all power equipment.
- Wear eye protection when grinding, chipping, sawing, sanding, etc.
- Require that proper eye protection be worn at all times in hazardous areas.
- Always read labels on all products and follow directions.

CHEMICALS

- Dilute chemicals (such as disinfectant) according to the manufacturer's directions.
- Open windows and doors, if possible, when using chemicals.
- Make sure all chemicals you use are labeled and that you have a Safety Data Sheet (SDS) for each product.
- Do not mix chemicals unless instructed to by the manufacturer. Never mix bleach and ammonia.
- Close all containers, especially spray bottles, when not in use.
- Bring clean clothes and shoes to change into at the end of the work shift so you do not bring any chemicals home. Wash your work clothes separately.

INDOOR AIR QUALITY

- Verify that the heating, ventilation and air conditioning (HVAC) system is working well. The HVAC system should be inspected annually.
- Inspect ceiling tiles, floors and walls for leaks or discoloration, and check areas where moisture is commonly generated (kitchen, locker rooms, bathrooms). Make sure there are no signs of water damage.

INJURY PREVENTION THROUGH PHYSICAL CONDITIONING

Three Easy Steps (5-10 min. total!)



WARMING YOUR BODY

This involves gradually increasing your heart rate, body temperature and breathing rate. The main purposes of warming up are to raise both the general body and deep muscle temperatures and to stretch connective tissues to permit greater flexibility. This reduces the possibility of muscle tears and ligament sprains.

STRETCHING YOUR MUSCLES

Stretching permits a greater range of movement within the joint, the ligaments and other connective tissue are not so easily strained or torn. It also permits greater freedom of movement in all directions.



DEVELOPING YOUR CORE

The "core" is the torso, extending from the shoulders to the pelvis. It is the body's center of power. Training the muscles of the core will help correct postural imbalances, prevent injuries and develop efficient, functional movement patterns.



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