

**KATY INDEPENDENT SCHOOL DISTRICT
CLASSROOM HEALTH AND SAFETY RULES 2010/2011**

Fire

1. *No open flames at any time.* Possession of candles, plug-in air fresheners, or potpourri is a fire code violation.
2. Door lights (glass in doors) should be free of visual obstructions. All door exits from room must be free of combustible, non-fireproofed material. No combustible decorations within 3 feet of classroom doors.
3. All exits from the room (including exit windows) must be kept clear for egress.
4. The area within 18 inches of the ceiling should be kept clear of decorations, storage, and other items; for schools without a fire sprinkler system, this clear-zone distance increases to 24 inches.
5. Do not hang any items from the ceiling or ceiling tiles.
6. Flash-fire items (e.g. wood huts, live-cut Christmas trees, hay bales) cannot be stored or maintained in the school.
7. Learn the location of the nearest fire extinguisher and how to use the extinguisher. Our local fire departments will provide training.
8. All electrical panel boxes must have a 3-foot clearance from any materials.
9. An evacuation plan meeting District Standards must be posted in every room, including primary and secondary egress routes; severe weather maps must also be posted.
10. All electrical equipment shall be turned off when not in use.
11. All extension cords must:
 - a. be shorter than 7 feet,
 - b. be used for temporary use only,
 - c. have an in-line circuit breaker (as on surge protectors),
 - d. not be "daisy-chained" or plugged one into another,
 - e. not be household extension cords.
12. Hallways, corridors, stairways, and vestibules should not be obstructed or used for any purpose other than ingress and egress.
13. Personal space heaters shall not be used.
14. Fire safety code states that walls within the school facility must be 80% free of paper and other combustibles.

Chemical

1. Absolutely NO pesticides are allowed.
2. Learn and use safe chemical storage procedures.
3. All aerosol cans must be under lock and key when not in use by teacher. Non-aerosol and non-toxic materials are preferred.
4. Use and storage of rubber cement is prohibited.
5. Use and storage of bleach is prohibited. Use bleach alternative. [Bleach is allowed in limited quantity within science curricula.]
6. Use only chemicals for which the District possesses a current Material Safety Data Sheet. Tell your department head if you are unable to locate hazardous materials using the YuckMan icon link.

Indoor Air Quality (IAQ)

1. Limit fabrics in classrooms, especially items like rugs, couches, pillows, stuffed animals, and mattresses, which are difficult to wash. If fabrics are necessary, wash them routinely and as needed.
2. Use only district-provided area rugs. Additional rugs hinder floor surface cleaning and trap dirt.
3. Report areas and air vents with unsatisfactory dust and dirt.
4. Clean food areas, microwaves, and refrigerators, and keep food well sealed.
5. Keep areas clean and dry.
6. Report any signs of water intrusion immediately.
7. Do not store paper products near moisture-prone areas or water sources.
8. Follow chemical safety rules and do not use aerosols unless absolutely necessary.

Integrated Pest Management (IPM)

1. Limit food and beverage consumption to designated areas.
2. Permit food and beverages in classrooms on an intermittent basis; prohibit food or beverages to be stored or left unattended except when stored properly. Proper storage of food includes being kept in containers with tight-fitting lids, made of plastic, glass, or metal.
3. Keep indoor plants healthy and to a minimum. Do not over-water. Personal plants should be placed in waterproof containers. Plants are to be kept to a reasonable number per area and are to be neatly trimmed. Vines shall be pruned to a length no longer than 2 feet. The maintenance of personal plants is the responsibility of the employee. Dead plants should be removed immediately.
4. Store animal foods in science laboratories and classrooms in tightly sealed plastic or metal containers. If animals are a necessity, cages/tanks must be cleaned regularly.
5. Keep lockers and desks free of food and beverages.
6. Vacuum carpeted areas frequently.
7. Remove all clutter, cardboard boxes, and papers. Neat, organized areas promote good housekeeping and limit pest habitation.
8. Liners in trash receptacles should be changed daily and the receptacles washed and sanitized periodically and as needed. This is the responsibility of the custodial staff.
9. Dry spills within 24 hours to prevent a water source for insects.
10. Report plumbing leaks promptly.
11. Keep areas as clean and dry as possible and remove debris.

Note: lice are not considered a pest under IPM. Refer students with head lice to the school nurse immediately.

Security

1. Keep personal belongings under lock and key.
2. Wear your district photo I.D. at all times.
3. No self-defense sprays are allowed.
4. Ensure all doors and windows are locked when exiting your room.
5. Review the District Emergency Response Guide, including tornado, hurricane, shelter-in-place procedures, etc.
6. Report any unsafe condition(s) to your Principal or Supervisor.

General Safety

1. Follow general safety rules to prevent injuries.
2. Do not stand on chairs or desks. Obtain a step stool or ladder from the custodial staff.
3. Do not lift heavy objects by yourself. Get assistance from someone to avoid injuries.
4. Desk drawers, cabinet doors, and file drawers should not be left open while unattended. Pull only one drawer at a time. Heavier items should be loaded in the lower file drawers to prevent file cabinets from tipping over.
5. Chairs, wastebaskets, electrical cords, rugs, and other articles should not be left where they will become tripping hazards.
6. Do not sit on the edge of a chair. Do not sit in a straight chair tilted back. Do not sit or stand on a student desk. Do not attempt to roll your chair across the room while in the chair.
7. Rugs placed in doorways are a tripping hazard.
8. Report all work-related accidents to the School Nurse and your Supervisor immediately.

REMEMBER: THINK SAFETY- PRACTICE SAFETY