

EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

General Safety Rules for Instructional Staff

- No open flames at any time in classrooms. (No candles!) Fire code violation, except for science and chemistry lab experiments.
- All aerosol cans and chemical containers with the warning “Keep out of the reach of Children” must be under lock and key when not in use by the teacher.
- Live Christmas Trees inside buildings are prohibited. (Fire Code Violation)
- All extension cords must not be over 6’, used for temporary use only and must have an in-line circuit breaker. No household extension cords are allowed in work areas.
- Use only three prong ground type extension cords in work areas.
- Do not stand on chairs or desks. Obtain a step stool or ladder from the custodians.
- Avoid heavy lifting when possible, use material handling equipment.
- Ensure you have an evacuation plan posted near the door showing primary and secondary routes of evacuation.
- All doors must be free of flammable materials.
- All exits from the room (including exit windows) must be kept clear of equipment and furniture.
- Chairs, wastebaskets, electrical cords and other articles should not be left where they will become a tripping hazard.
- 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 the file cabinet from tipping over.
- Do not sit on the edge of a chair or table. Do not sit in a straight chair tilted back. Do not sit or stand on a student’s desk. Do not attempt to roll your chair across the room while in the chair.
- Learn the location of the nearest fire extinguisher and know how to use the extinguisher.
- Do not store items on top of file cabinet or bookcases.
- All electrical equipment must be turned off when not in use.
- Make certain televisions on portable carts are strapped down securely.
- Do not stand in front of closed doors that could open suddenly.
- Use of rubber cement is prohibited (FLAMMABLE).
- Equipment such as electric saws, bench grinders, should not be used unless trained and authorized.
- Ground fault circuit interrupters should always be used with portable power tools.
- Do not hang any items from the ceiling or ceiling tiles.
- Hallways and classroom walls may not be covered by more than 20% with flammable materials to help maintain the fire resistant integrity of the work area.
- Keep personal belongings (purses, wallets, rings, car keys, nail polish, prescriptions/non prescription drugs) under lock and key.
- Ensure all doors and windows are locked when you leave your room.
- Review the district Emergency Procedures Manual.
- Home appliances (coffee pots, toasters, heaters, refrigerators) are prohibited.
- Take your class roster with you if you evacuate your room during an emergency.

- . Do not lift heavy objects by yourself. Get assistance from someone to help avoid a back injury.
- . All electrical breaker panels must have a three foot clearance in front of panel.
- . Do not hang decorations from fire sprinkler heads.
- . Expect a fire drill each month alternating between unobstructed and obstructed as per TDI.
- . A tornado drill should be conducted at least two times a year.
- . Do not place any thing with 18' of ceiling to allow fire sprinkler heads to work in case of a fire.
- . Fire rated doors cannot be held open with wooden wedges or door holders.
- . Bales of hay are prohibited on campus, unless certified as treated with fire retardant materials.
- . Scented oil rings heated by lamp bulbs are prohibited.
- . Have students hang backpacks on back of chairs to help prevent a trip and fall injury.
- . Do not place teacher's desk under television mounted on wall of classroom.
- . Do not ask students to plug or unplug electrical equipment.
- . Keep work area clear of slip, trip and fall hazards.
- . Do not bring chemicals and paint to school if you do not have a material safety data sheet required by TDH.
Do not borrow chemicals from custodians.
- . Report any unsafe condition(s) to the Principal or your Supervisor.
- . Report all work related accidents to the School Nurse or a Supervisor immediately.