

**ARCHDIOCESE OF LOS ANGELES
CODE OF SAFE PRACTICES FOR SCHOOL TEACHING
AND ADMINISTRATIVE PERSONNEL**

1. UNIVERSAL PRECAUTIONS

Because of the possible exposure to human blood from cuts or abrasions, other potentially infectious materials such as vomit (OPIM), from students or others in your immediate environment, make sure you have access to latex gloves. When exposed to blood or OPIM, wear the gloves when applying first aid to a wound or cut or while cleaning up or handling OPIM, and protect other parts of your body from contact with the blood or OPIM by covering them with material impervious to blood or OPIM.

2. FOOTWEAR

- Wear safe, strong, comfortable shoes which are in good repair.
- Tie shoelaces.

3. CLASSROOMS

- Do not leave objects (briefcases, handbags) in aisles.
- Do not stretch cables, cords, or hoses across walkways or aisles unless covered by cord.
- Pick up litter, debris, paper wrappers, etc. Do not let tripping hazards exist.
- Promptly close filing cabinet drawers.
- Repair loose or torn carpeting.
- Do not stand on desk, chair or box to reach for overhead object. Use a ladder.
- Immediately clean up spills of liquids.

4. HALLWAYS

- Immediately clean up spills of liquids.
- Cone off area around spill.
- Do not leave tools, equipment or other obstacles on hallway floor.
- Do not use hallway as storage area.

5. STAIRWAYS

When going up or down stairs:

- Pay attention. Distractions cause accidents on stairs.
- Use handrails for support.
- Take one step at a time.
- Report loose treads.
- Turn lights on in stairwells. If a light bulb is burned out, replace the bulb promptly, or, if you are not authorized to do so, report the situation to someone who can take care of it.
- Keep your vision clear. Do not carry a load that blocks your view or is too heavy.
- Practice good housekeeping. If you spot a spill or debris on the stairs, clean it up.

6. SCHOOL GROUNDS

- Immediately clean up a spill of liquid
- Cone off area around spill.
- Where possible, avoid wet surfaces, e.g., puddles.



- Be alert to and remove debris and/or litter on playground.
- Where electric gate is present, be alert to metal track on which playground gate runs.
- When walking across playground where students are playing sports, anticipate flying balls and students chasing game balls.

7. USE OF LADDERS

- If you must climb to reach something, use a sound ladder, safely set in and properly secure at both the top and bottom.
- Inspect your ladder before using it.
- NEVER use a ladder in need of repair.
- Face the ladder and use both hands.
- When reaching from a ladder, keep your shoulder inside the vertical stringer. If you must reach further than this, move the ladder first.
- ALWAYS clean the rungs, cleats, and your shoes of grease, oil and other contaminants. Besides preventing slipping hazards, this also helps prevent the transfer of any contaminants to your hands or gloves.
- Hold the rails when climbing – not the rungs.
- Ask someone to hold the ladder at the bottom for added support.
- NEVER use the top three rungs of the ladder or the top two steps of the step ladder.
- Use a non-conducting ladder, such as one made of wood or fiberglass, when working around electrical wires.
- Stay away from overhead wires.
- NEVER reach more than one arm's length in any direction.

8. MATERIAL/EQUIPMENT HANDLING

- NEVER carry loads that are too large
- NEVER carry loads that block your vision
- NEVER try to lift objects which may be beyond your physical capacity and training. If you cannot lift objects comfortably, don't lift it (them). Get help or use a machine or hand truck.

