

GENERAL OFFICE SAFETY

CHEMICALS

Employees should not have access to any custodial chemicals without, proper training, and Personal Protective Equipment (PPE). Safety Data Sheets (SDS) are required to be kept with the product for any chemicals not on the general office approved chemical list. Chemicals must have full labels and be stored according to their SDS.

EXTENSION CORDS

Only for temporary use and should be removed at the end of task or day. Cords cannot be run through openings (doors, holes, windows, etc.), or connected to other extenders. Most are designed for low amps/watts. Check power levels for the cord and plug in item before use.

600 VOLT LIGHTS

Temporary lighting of 600v or less that plug into an outlet cannot be used more than 90 days out of a year, including but not limited to Christmas lights. Battery operated **LED** lights are an alternative as a long-term replacement.

SURGE PROTECTORS

Outlet expansions and power strips need to be surge protected and are typically designed for low amps/watts not including microwaves, fridges, and portable heaters. Specialty surge protectors can be purchased for higher powered items, but verify maximum load capacity for the surge protector and the combined power of electrical items before use. Do not connect surge protectors to other outlet expanders or extension cords.

PLUG IN ITEMS

All electrical plug in items must be UL/EVL certified. There will be a tag on the cord or a stamp on the item itself. This means they passed a US electrical inspection process.

OVERHEAD LIGHTING

Employers must maintain a minimum indoor light level of 10 foot-candles for people to see hazards, emergency controls, and equipment. To meet regulations do not turn off lights during normal working hours. Do not cover lights with items unless the cover is fire safety rated and approved by your local Fire Marshal.

GOOD HOUSEKEEPING

Organized work spaces with minimal clutter, good cable management, and loose items off the floor reduce injuries from slips, trips, and falls. It is also easier to clean!

FIRE SAFETY

Rooms with ceiling tiles/panels must have 18" of clearance between items, the ceiling with a sprinkler, and a sprinkler head. Or 24" between the item and the ceiling without sprinklers.

SAFE STORAGE & LIFTING

Never keep heavy, sharp, or breakable items stored above shoulder height.

Store items that can be lifted by one person, but are not light at waist height. Two person items go on the bottom shelf or floor.

Secure shelves above 4' high are to a wall to prevent tipping. Consider securing shorter shelves in schools with younger children.

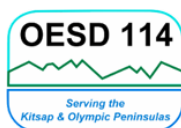
Anyone intending to use a ladder over 4' must take ladder safety training first.

ALLERGENS & ASTHMA

Products kept in work spaces should be unscented and dye-free.

Scented personal items and diffusers are highly discouraged.

Furniture and curtains must be commercial grade, not self-purchased. Commercial furniture is stronger and designed to be easy to clean. Work spaces should not have pillows, stuffed animals, or other items that aggravate upper respiratory conditions and hide pests (lice, rodents, fleas, ants, etc.) For counseling or special circumstances, stuffed animals can be kept as long as there is a scheduled rotation for washing them.



Olympic Educational Service District 114

105 National Avenue North, Bremerton, Washington 98312

Phone (360) 478-6896 • FAX (888) 558-1666

Workers' Compensation Trust

Associated Government Standards

- WAC 296-800-220 – Good Housekeeping
- OSPI's Safety & Health Manual page 16 – Secure Shelves for Earthquakes
- OSHA 29 CFR 1910.159(c)(10) & NFPA 13 A-5-6.6 – Gap Between Ceiling and Any Items
- WAC 296-800-22035 – Safe Storage
- WAC 296-800-21005 – Overhead Lighting Requirements
- OSHA standard 1910.303-305 – Power Strips, Surge Protectors, & UL/EVL Certifications
- WAC 296-800-28030 – Extension Cord Use & Temporary Low Voltage Lights
- NFPA 11.5.3 – Portable Electric Heaters
- WAC 296-800-28027 – Electrical Panel 3' Distance
- WAC 296-800-11040 – Employees & Chemicals
- WAC 296-800-180 – Safety Data Sheet (SDS) Requirements
- WAC 296-901-14012 – Secondary Labeling of Chemicals
- WAC 296-155-200 – Personal Protective Equipment (PPE)
- WA Department of Health – Classroom Safety: Indoor Air Quality, Asthma, & Pests
<https://www.doh.wa.gov/CommunityandEnvironment/Schools/EnvironmentalHealth>