



PVUSD Standard Operating Procedures Lone Worker Best Practices – SOP #10 April 2020

It is the policy of the Pajaro Valley Unified School District to keep our sites in clean and functioning order. This procedure has been developed in an effort to promote safe work procedures for employees working alone during the shelter in place order.

DAILY CHECK IN PROCEDURES WHEN WORKING ALONE

1. Before reporting to your assigned work location, call or email Pam Molina-Lopez (Phone: (831) 728-6248, Pamela_Molina-Lopez@pvusd.net) to confirm your work site(s) for the day.
2. When arriving at the work site, check in with the site custodian to inform him/her of your assigned work, its location and the estimated time of completion.
3. Before leaving the site, notify the site custodian if you are done for the day or planning on returning. If you plan on returning, repeat Step 2 before resuming work.
4. When all work at the site has been completed, call or email Pam Molina-Lopez to notify her of your next location.

HAZARD ASSESSMENT

When working alone it is important to start by identifying any potential work hazards. Employees should take a few minutes at the beginning of their shift to inspect their worksite and identify any hazards that could potentially result in an injury. If any hazards are identified, report them to your supervisor for further assessment.

DAILY RULES TO FOLLOW WHEN WORKING ALONE

1. Do not wear headphones or noise impairing devices while working alone.
2. Always ensure you are wearing the appropriate personal protective equipment for the job. This includes eyewear, gloves, ear protection and slip resistant shoes.
3. Assess your surroundings by figuring out the nearest place with an accessible phone.
4. Ensure you have a clear way out of campus and decide on an alternative route.
5. If anyone appears to be loitering in or around the school, call the non-emergency line at (831) 471-1121 and request a patrol check.
6. Identify a safe place to shelter if you face any kind of threatening person. Remember, it may take some time for help to arrive.

DISTRIBUTION OF RESPONSIBILITIES

The Director and Supervisors of M&O will have the responsibility of communicating these guidelines to employees. Employees will have the responsibility of recognizing the hazards that are associated with their job and for reporting those hazards to their supervisors. Employees will also be responsible for checking in with their department on a daily basis.

Designated District Personnel
Richard Reid, Director of M&O, PVUSD ext. 2560; Cell: (408) 805-0611



LADDER SAFETY

Working Safely with Ladders

Source: Keenan & Associates

Portable ladders are one of the handiest, simplest tools we use. Because of their effectiveness, ladders are used by many different people to perform many different tasks. Although ladders are very much uncomplicated, planning and care are still required to use them safely. **Before you climb, be sure you are aware of the basic safety rules and precautions.**

PRECAUTIONS FOR SAFE USE

- Choose the right ladder for the job
- Set ladder up on firm solid surface
- Secure ladder, if necessary
- Keep area around top and bottom clear
- Open fully and lock the spreaders with stepladders
- Use the 4 to 1 rule with straight ladders
- Extend at least 3 feet above support point or roofline
- Face the ladder when ascending/descending
- Use three point grip (one hand two feet) and stay centered
- Only one person at a time on ladder
- Don't stand on the top 4 rungs of an extension ladder
- Don't stand on the top 2 steps of a stepladder
- Hoist tools after reaching the top of the ladder or carry in tool belt
- Take your time while working on ladders - **NEVER HURRY!**
- Do not use if sleepy, ill, or on medication
- Use proper skid resistant shoes

STRAIGHT AND EXTENSION LADDERS

- Inspect before use
- Dry hands, shoes, rungs
- Do not step on the top 4 rungs
- Ladder should extend at least 3 feet above edge of roof edge
- Keep at least 10 feet away from all power lines
- Tie off extension ladders
- Check ladder rating
- Always use the 4-1 rule; Position the base of the ladder one foot out from the wall for every four feet of the ladder's height up to the support point
- Never use an extension ladder that is not completely in tack with both sections of ladder

STEPLADDERS

- Make sure the spreaders are locked open before climbing
- Make sure nearby doors are locked or walkways are barricaded to prevent collisions
- Never overreach while working on stepladder, move the ladder instead
- Never climb above the second rung from the top

LADDER INSPECTION AND MAINTENANCE

- Check to make sure that rungs do not have oil or slippery substance on them
- Check to make sure that rungs and rails are not split, broken or damaged and if so, tag it out for repair (If there is major damage, **DISCARD**)
- Check to make sure feet, slip locks, and spreaders are working
- Unsafe and defective ladders should be tagged "**Unsafe - Do Not Use**"
- Hang ladders horizontally on wall hooks in a dry place, not subject to temperature extremes and direct sunlight