

Milton Academy



employee safety handbook

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INTRODUCTION

At Milton Academy our employees health and welfare is our primary concern. This handbook is issued for your benefit, to provide you with information and assistance to promote safe work habits. Safety is part of everyone's job - you can help prevent accidents from occurring.

It is essential that you read this handbook before you start work. The safe work practices are designed for your safety as well as that of your co-workers.

EMERGENCY RESPONSE

In a life threatening incident, call 911 first. Then call Campus Safety at x2911. Then call any other party needed depending on the incident.

1. 911
2. x2911 (campus safety)

OTHER NUMBERS THAT MAY BE HELPFUL

Health Center	x2450
Milton Police	617-298-3800
Milton Fire	617-696-5178
Poison Control	800-222-1200

SAFETY AS AN AGENDA ITEM AT "ALL-STAFF MEETINGS"

The purpose of having safety as an agenda item at each "all-staff" meeting is to review our risks, evaluate those risks, recommend improvements, develop a plan of action for our risks, and to continue to breathe life into our safety program.

MANAGEMENT RESPONSIBILITY

At Milton Academy we are all responsible for the safety of our organization and each of us will be held accountable for our actions. Department heads and faculty have a greater responsibility to the people under their direction ensuring that safety is part of every job and every job is done safely. Employees set the safety example by adhering to our safety requirements.

The principal safety duties are to:

- Orient new employees to their jobs.
- Routinely train employees in safe job procedures.
- Issue job safety instructions.
- Provide direction for safe work activities, encourage/reward good, safe work habits and if necessary, enforce safety rules through appropriate disciplinary procedures.
- Routinely conduct workplace inspections to recognize and correct unsafe conditions.
- Require workers to report all incidents and/or injuries requiring first aid no matter how slight the injury appears.
- Conduct periodic safety talks with employees discussing safety rules and practices.

EMPLOYEE RESPONSIBILITY

Every employee is personally responsible for accident prevention, not only to their employer, but also to fellow workers, family, and themselves. Therefore, each employee is expected to observe all safety rules as well as specific instructions relating to the efficient handling of your job.

Employee's responsibilities include:

- Know and observe all safety rules as outlined in this handbook and in departmental policies and procedures.
- Perform all jobs safely.
- Report all unsafe equipment or conditions.
- Do not tamper with any machinery or equipment.

- Do not take unnecessary chances, especially when you are in a hurry.
- Offer assistance to, or caution fellow employees before they perform unsafe acts.
- Report all injuries immediately to the Supervisor.
- Observe DANGER, WARNING and CAUTION signs and follow directions carefully.
- Wear personal protective equipment in designated areas when provided.
- Refrain from pranks or horseplay.

Remember, no job is so urgent that it cannot be done safely. Most accidents are caused by unsafe acts; therefore, it is up to you to learn and use safe work habits, while always remaining alert to potential hazards.

EMERGENCY EVACUATION/FIRE DRILLS

Evacuation/Fire drills will be conducted periodically in preparation for an actual emergency. This is to establish an orderly procedure to protect you in the event of an actual emergency.

For example.....If you are told to evacuate by the public address system or your Supervisor, you should:

- WALK to the NEAREST exit and exit quickly. Do not stop for personal belongings.
- Move to the evacuation assembly area designated for your department and wait there for your Supervisor.
- Unless instructed by your Supervisor, do not re-enter the building.

Some Other Evacuation Rules To Keep In Mind:

- Excessive haste may cause serious injury or death. You should WALK, not RUN, to the nearest exit.
- Evacuate quickly and in an orderly way.

- Avoid blocking access routes to the building and avoid blocking fire hydrants.
- Stay away from glassed areas or power lines.
- Avoid interference with the work of the fire personnel, police, first aiders, campus safety, maintenance or ambulance crews.

As in any emergency, DO NOT PANIC. You need your wits about you!

EMERGENCY EVACUATION CONTACTS

NAME	TITLE	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ACCIDENT REPORTING PROCEDURE

All injuries must be reported to your supervisor immediately. If professional medical treatment is required, your supervisor or first responder will make the necessary arrangements.

FIRST AID

First aid is exactly that; it is preliminary, proper medical treatment. First aid provision is a precaution and it could save a life - perhaps your own!

Whenever possible, first aid should only be given by a trained, qualified person. Employees should report all accidents to their

Supervisor immediately. If you should provide first aid, use the appropriate personal protective equipment.

No matter how minor the injury appears, it should be reported immediately to the Supervisor. All on-the-job injuries must be brought to the attention of the Supervisor.

AED LOCATIONS

There are numerous AED (Automated External Defibrillator) units located on campus: Williams Squash Courts, Faulkner Health Center, Caroline Saltonstall Building, and the Athletic and Convocation Center (ACC). There are also mobile units that are located in the two Campus Safety vehicles, and with the Athletic Trainers. *Locations are pictured on the map on page 17.*

BLOODBORNE PATHOGENS

If you should render First Aid or otherwise come in contact with blood or other potentially contaminated body fluids then you must practice “universal precautions” in order to protect yourself from becoming infected.

PARKING ON CAMPUS

All vehicles parked on campus must be registered and display a parking permit. Forms are available online at www.milton.edu/about/business/campus_safety.cfm. Parking stickers may be obtained from Campus Safety. The sticker must be displayed in the driver’s side rear window; not on the back windshield.

Faculty and staff vehicles should be parked in one of the following assigned parking lots:

- Chapel Hill Parking Lot
- Gun Hill Parking Lot
- Pool Parking Lot

- ACC Parking Lot
- Upper Facilities Parking Lot
- Lower Facilities Parking Lot

HOUSEKEEPING

Keeping your classroom/work area clean and orderly helps to maintain a safe work environment. There are several things that you can do to ensure good housekeeping habits. Do not create your own hazards.

- Keep all work areas clean and orderly.
- Trash and recyclable materials must be placed in proper containers and not allowed to accumulate.
- Aisles and exits must be clear at all times.
- Floors must be kept free of water, paint, oil and refuse.
- Materials and equipment must be stored in designated places.
- Your personal help in keeping washrooms clean and sanitary is vital to the health and safety of all employees.
- Place solvent and oily rags in covered, proper safety containers and remove them daily.
- Properly maintain any equipment you use.

LIFTING

Many accidents and injuries, especially back injuries, occur because of improper lifting techniques or because an employee tries to lift a heavy object by himself. When you lift a heavy load, get help from another employee whenever possible. It is a fact that when you bend your back and lift, there is almost five times more force acting on your lower back than is exerted when you lift the same object by bending your knees and “lift with your legs”

Never try to lift beyond your strength and follow these rules when lifting:

Seven Points:

1. Get the center of the weight as high above the ground as possible.

Material Safety Data Sheets

2. Get the object as close as possible to your body, the supporting column (your backbone).
3. Position your legs and feet firmly, with your back as nearly vertical as possible.
4. Lift with the arms first, and roll the object over your knee.
5. Pull the object as close to you as possible.
6. Stand up with the load using your legs, thus placing little or no strain on the back.
7. Now turn your feet, not your hips or shoulders, if your assignment requires turning.

This simple technique makes lifting easier in many cases and it may reduce the possibility of severe back strain.

ELECTRICAL SAFETY

One of the inherent hazards of your work is the potential presence of exposed quantities of lethal voltage and currents. Every effort must be made to insure that "live" electrical sources are shielded or covered to prevent accidental contact. Because of the danger of electrical shock, you must keep equipment and work areas safe at all times.

PERSONAL PROTECTIVE EQUIPMENT

We will provide the appropriate personal protective equipment to meet job hazards which exist, if any, to the body through absorption, inhalation, or physical contact. You are required to use and maintain the equipment so that it provides effective protection.

HAZARD COMMUNICATION/RIGHT TO KNOW

You should familiarize yourself with the Material Safety Data Sheets in your area and remember to ask questions about these chemicals, if you are unsure about the chemicals.

If there are hazardous materials, substances or wastes in your workplace, you should get to know the Material Safety Data Sheets (MSDS, for short).

The MSDS tells you the identity of the chemical, the hazardous ingredients, the chemical characteristics, the fire and explosion data, reactivity data, the health hazards, precautions for safe handling and use, and personal protective equipment required. Before you start any job using a hazardous chemical, check the MSDS book which is kept in your Supervisor's office. It is your personal guide to the hazardous substances with which you work.

Remember! Chemicals can be extremely dangerous if mishandled. Do not take chances. If you do not know, ASK! or refer to the MSDS!

ALWAYS wear eye protection when using chemicals. Some safety precautions for handling chemicals are:

- NEVER sniff or taste chemicals.
- Do not rub your eyes or other parts of your body or clothing, while handling.
- Only trained and authorized personnel should mix chemicals.
- Do not drink water from the sink in work areas - the container used may be contaminated. Use only drinking fountains provided for that purpose.
- When working with chemicals, personal cleanliness is extremely important.
- Wash your face and hands thoroughly BEFORE eating or smoking or touching other parts of your body, especially before break, lunch or going home.
- One person should never work alone when handling chemicals.
- Smoking, eating or drinking shall not be permitted in areas where chemicals are stored and handled.
- Face shields must be worn by all persons while pouring chemicals.

- Notify your Supervisor immediately of all unfamiliar odors.
- Spilled chemicals must be cleaned up immediately, by following spill procedures.

LADDERS

Most falls from ladders are the result of the person slipping from the ladder, but ladder movement also causes a considerable number of accidents. There are basic points to watch for in the use of ladders and including:

- Inspect ladders before use and repair or discard if necessary.
- Always stand ladders on a firm, even base. Wedging can be dangerous.
- Beware of wet or greasy rungs and always wear proper shoes or boots. Sandals and canvas shoes can cause slippage.
- Never stand ladders on other articles to gain extra height. If the ladder is too short, find one that is taller.
- When climbing or descending, always face the ladder.
- Watch out for live electrical wires overhead. If working around live wires, do not use an aluminum ladder.
- Do not over-reach from a ladder - move it! Always carry ladders with the front end slightly higher than the rear.
- Consider utilizing another person to stabilize the foot of the ladder.
- Regularly inspect the ladders to keep them in a safe condition.
- Do not stand on the top step. Get a taller ladder.
- Use the "4 to 1 rule", the base of the ladder should be moved away from the building 1 foot for every 4 feet of ladder.

FIRE PROTECTION

Fire extinguishers are located in appropriate locations throughout our buildings. Be sure that you know where they are located in your area. Remember, a minor fire can burn out of control if not combated quickly and effectively. Learn the correct procedure for using a fire extinguisher

so that you will be ready to act in an emergency. If you observe that the extinguisher seal is broken, notify your Supervisor immediately.

If you cannot extinguish a fire with one extinguisher, pull the fire alarm and evacuate the building following your emergency evacuation procedures.

CLEANLINESS AND HYGIENE

Dirt is always a health hazard. We are naturally happier in a clean environment and since we spend roughly one third of our lives at work, we should practice decent standards of hygiene and safety.

PARKING LOT SAFETY

Parking lot safety is very basic and consists of a few, easily remembered, extremely important rules. Parking areas are often crowded with vehicles and people, requiring extra care as you maneuver your vehicle. Do not speed in a parking lot. When exiting your car, be aware of the potential for slips and falls. Plant both feet on the ground before getting up. Avoid stepping on ice.

OFFICE/CLASSROOM SAFETY

The vast majority of all accidents are preventable. Care is the essence of accident prevention and so is common sense. Very serious accidents can occur in office areas because of improper material handling, incorrect use of file cabinets and poor housekeeping.

Roughly half of all office/classroom accidents are through falls due to haste, slippery floors, obstacles, and poor lighting, to name a few. Common sense tells you there is never a need to run. You need to know where you are going in order to prevent collisions. Similarly,

carrying articles that obstruct your vision may result in serious injury by causing you to trip.

Common Sense Rules to Follow:

- When lifting, use the proper lifting technique.
- Keep file and desk drawers closed when not in use.
- Make sure file cabinets are stable, secured to a wall or to each other.
- Do not overload the top draws of filing cabinets.
- Close one filing drawer before opening another.
- Wipe spilled liquids immediately.
- Items that have lost all usefulness should be discarded.
- An office chair is not a firm, safe base on which to stand.
- Keep all cords out of the way where they will not cause or create tripping hazards.
- Pick up dropped paper clips, pencils, paper, etc.
- Be aware of the people around you and use caution when turning blind corners or proceeding through doorways.
- No running.
- Smoking is not permitted anywhere on campus.

CAMPUS EMERGENCY NOTIFICATION SYSTEM

To alert the campus, the Milton Academy Campus Emergency Notification System will send out an announcement of an emergency or a drill. The notification sounds outdoors to a large speaker, indoors through intercom speakers, and individually through cell phones and emails according to the “my milton” list, as applicable. All campus students and personnel are encouraged to keep their “my milton” information current.

Do not respond to any other alarm (door, fire, etc.) when a Lockdown or Stay-in-Place order has been issued.

DURING A STAY-IN-PLACE

IF ONE IS IN A CLASSROOM

Teacher will:

- listen and take a quick peek in the hall.
- Bring any students inside the classroom.

- lock doors.
- update attendance.
- continue teaching as usual.

Class should:

- listen for announcements.
- stay in place until “all clear” signal is sounded.

IF ONE IS IN AN OFFICE

1. Listen and take a quick peek in the hall
2. Bring any students inside the office.
3. Lock the doors.
4. Continue working as usual.
5. Stay in place until the “all clear” signal is sounded or until further advised by notification system.

IF ONE IS IN A DORM

1. Go to the designated safe spot above the first floor.
2. Sit quietly, away from the window.
3. Stay in place until the “all clear” signal is sounded or until further advised by notification system.

IF ONE IS OUTSIDE

1. Move to the nearest of the following locations:
 - **501 Randolph Ave** – Exit field by Pool Lot, proceed away from campus, enter first driveway on right and gather near house.
 - **Mary C. Lane Playground** – Exit campus through Facilities area, cross the street, proceed away from campus towards Brook Road, enter parking lot and gather in the rear of the parking lot along the baseball field fence.
 - **Milton Public Library** – Exit onto Centre Street, proceed away from campus. Milton Public Library is on the corner of Canton Avenue and Reedsdale Road.

- **Turner's Pond Parking Lot (Brook Road / Canton Avenue)** – Exit campus across fields, cross the street, proceed away from campus and towards the intersection of Brook Road and Canton Avenue; gather in the rear of the parking lot.

2. Stay in place until the “all clear” signal is sounded by the notification system.

IF ONE IS OFF-CAMPUS

If you are off campus when notified of a Stay-In-Place order, please email checkin@milton.edu with your location.

DURING A “LOCKDOWN”

IF ONE IS IN A CLASSROOM

Teacher will:

- guide students to classroom's safe spot.
- lock the doors.
- turn off the lights.
- turn off any computer monitor(s).

Class should:

- stay quiet.
- **wait in the room until authorities unlock the classroom door.**

IF ONE IS IN AN OFFICE

1. Lock the door(s).
2. Turn off the lights.
3. Turn off any computer monitor(s).
2. Sit quietly in your office's safe spot.
3. Stay in place until a campus safety or police officer identifies him or herself and unlocks the door.

IF ONE IS IN A DORM

1. Stay in your dorm room, lock the door, and sit quietly, away from the window.
2. Wait for further notification system message (*you may be*

directed to go to your safe spot located above the first floor of the dorm or to remain in place).

3. Stay in place until a campus safety or police officer identifies him or herself and unlocks the door.

IF ONE IS OUTSIDE:

1. Move to the nearest of the following locations:

- **501 Randolph Ave** – Exit field by Pool Lot, proceed away from campus, enter first driveway on right and gather near house.
- **Mary C. Lane Playground** – Exit campus through Facilities area, cross the street, proceed away from campus towards Brook Road, enter parking lot and gather in the rear of the parking lot along the baseball field fence.
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- **Turner's Pond Parking Lot (Brook Road / Canton Avenue)** – Exit campus across fields, cross the street, proceed away from campus and towards the intersection of Brook Road and Canton Avenue; gather in the rear of the parking lot.

2. Stay in place until a campus safety or police officer identifies him or herself and gives the “all clear” signal.

IF ONE IS OFF-CAMPUS

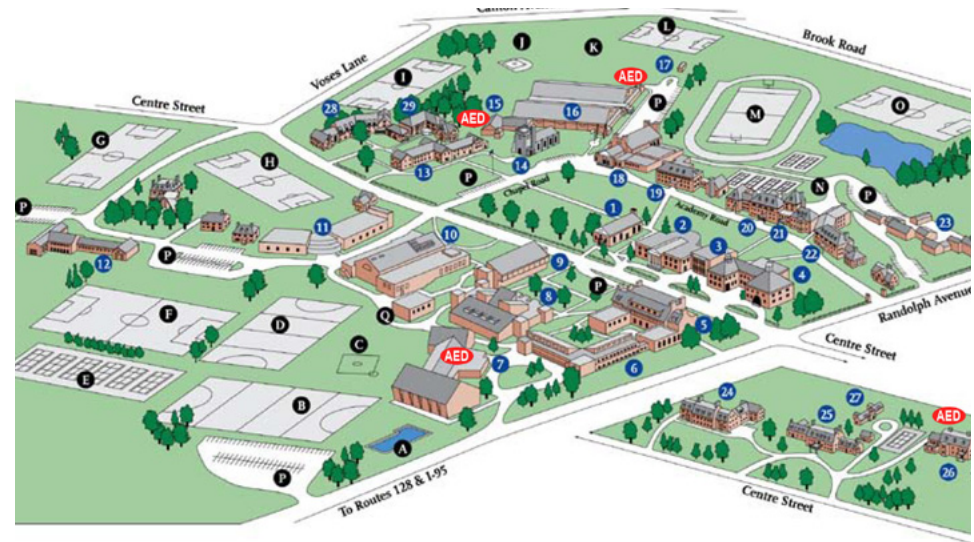
If you are off campus when notified of a Lockdown order, please email checkin@milton.edu with your location.

GENERAL COMMENTS

Milton Academy's safety program cannot be effective without your cooperation. It takes concern for yourself and your colleagues. Many of the measures mentioned in this handbook are based on standard work practices and/or accident history. Consequently, they are easy to put into practice.

This handbook is designed to provide you with Milton Academy's safety guidelines and standards. You are expected to follow these practices.

Milton Academy Campus Map and AED Locations



Mobile AED: Campus Safety Cruiser, Campus Safety Explorer, Athletic Trainers, Caroline Saltonstall Building

1	Straus Library	19	Wolcott House
2	Wigglesworth Hall	20	Robbins House
3	Schwarz Student Center	21	Forbes Dining Hall
4	Warren Hall	22	Forbes House
	Upper School Admission	23	Facilities Building
5	Ware Hall	24	Goodwin House
	Thacher Auditorium	25	Hathaway House
6	Greenleaf Hall	26	Faulkner House: Health Center
7	Caroline Saltonstall Building	27	Childrens Center at Milton Academy
	K-8 Admission	28	Millet House
8	Arts and Media Center	29	Norris House
9	Cox Library		
10	Kellner Performing Arts Center	A	Outdoor Swimming Pool
11	Pritzker Science Center	B-O	Playing Fields
12	Junior Building	B	Faulkner Field
13	Hallowell House	J	Nash Field
14	Apthorp Chapel	M	Stokinger Field
15	Williams Squash Courts	O	Dennis Field
16	Athletic and Convocation Center	P	Parking
17	Ayer Observatory	Q	Interim Art Classrooms
18	Robert Saltonstall Gymnasium		



Milton Academy

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