

Employee Safety Manual





Office of Human Resources

To All District Employees:

In the interest of the safety of our employees and our desire to provide an accident-free environment, the Shawnee Mission School District is committed to a loss prevention program. We will do everything possible to assist our employees in safety awareness to progress towards our goal of an accident-free environment.

The Shawnee Mission School District realizes that the success of any accident prevention effort depends primarily on the cooperation and active support of all employees. As a part of this, each employee is expected to abide by the safety rules and to follow safe work practices to ensure his/her safety as well as that of fellow employees.

For this reason, this safety manual is provided to you. We urge you to take time now to become thoroughly familiar with the contents in this manual, and keep it for future reference when needed.

The safety practices, rules, and regulations in this manual are general in nature. Specific comprehensive manuals addressing the unique and special safety considerations for your work place are available in your building.

SMSD Human Resources Office

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INTRODUCTION

1. PURPOSE

The Employee Safety Manual provides useful safety information for all SMSD employees. It incorporates minimum safety requirements to follow for the avoidance of injury, loss of time from work, loss of equipment, and property damage.

2. SCOPE

The Employee Safety Manual applies to all school district employees and other personnel under direct school district supervision.

3. WORKERS' COMPENSATION INSURANCE

The Shawnee Mission School District provides workers' compensation insurance to all school district employees. The funds provided for injured employees to pay medical bills, to compensate for lost wages, etc., are paid out of a fund established by the Shawnee Mission School District for its employees. This fund is supported by transfers from the district's operating fund. When an employee is injured, the funds disbursed for medical bills, wage compensation, etc., are paid directly out of the district's self-insured fund.

4. BACKGROUND

Most people think of accidents as cuts, bruises, fractures, etc. They think that an accident has occurred only when an injury has resulted. This thinking is incorrect. Accidents and injuries are not the same. An accident is a mishap and does not have to result in injury to anyone or damage to anything. In most instances, accidents are warnings that more serious injuries or damages will occur if the same unsafe conditions, unsafe work habits, and practices exist. In every accident, an unsafe act or an unsafe condition exists.

5. RESPONSIBILITY

The prevention of accidents is everyone's responsibility, regardless of the position he or she occupies. Every employee is considered a member of the Shawnee Mission School District safety program and must be constantly alert in reporting and correcting unsafe conditions and acts.

Listed below are six important points to remember:

1. Accidents can be prevented.
2. Safety is a mark of skill.
3. Safety is a personal responsibility.
4. No job is so important or urgent that time cannot be taken to perform the work safely.
5. We owe it to each other to do everything possible to prevent accidents.
6. The best safety device known is a careful worker.

6. OTHER SAFETY REQUIREMENTS

Federal and state safety regulations are enforced in the district. Listed below are the current safety and health standards now being enforced by the State of Kansas Bureau of Industrial Safety and Health:

- The Occupational Safety and Health Standards (OSHA)
- The National Fire Protection Association Standards (NFPA)
- The National Electrical Code (NEC)
- The American National Standards Institute (ANSI)

PART I: GENERAL SAFETY RULES

1. PERSONAL RULES

- A. It is your responsibility to know and adhere to all safety requirements, rules, and regulations that apply to the area in which you are working or may be visiting.
- B. Report all accidents or near misses to your supervisor immediately. A near miss this time might be a serious accident the next time.
- C. Report all unsafe work and equipment conditions to your supervisor. The supervisor will assess these conditions and take appropriate action to correct any deficiencies.
- D. Fighting, disorderly conduct, horseplay, and practical jokes are prohibited. Any employee participating in such activities is subject to disciplinary action.
- E. Narcotics and intoxicants (drugs and alcohol) are not permitted on school district property or in school district vehicles or equipment. Any employee reporting to work under the influence of drugs or alcohol during working hours is subject to disciplinary action.
- F. "No Smoking" regulations and rules shall be observed.
- G. Unauthorized firearms or explosives will not be allowed in or on school district property.
- H. Use handrails on stairs and in other elevated places.
- I. Common sense health and sanitation rules must be observed for the welfare and consideration of other employees.
- J. Compliance with safety rules and regulations is a condition of employment.

2. PROTECTIVE GUARDS AND OTHER SAFETY DEVICES

The Shawnee Mission School District requires all new and old equipment and machinery with belts, pulleys, chains, or any other exposed rotating parts be guarded. Guards installed on any pieces of school district machinery or equipment shall not be removed unless being serviced, after which time the guards shall be replaced. Never operate machinery or equipment with guards or other safety devices removed or damaged. Report all instances where guards are not installed, are inoperative, or need replacement to your supervisor immediately. Remember, all school district equipment and machinery shall be used in accordance with established safety requirements, training, and departmental procedures.

- Tags used to "Tag Out" unsafe equipment shall not be removed by unauthorized personnel.
- Only authorized personnel will enter roped-off or barricaded work or danger areas.
- All work place safety instruction signs shall be adhered to and appropriate personal protective equipment worn if required.

3. OPERATION HAZARDS

- A. Walkways, storage areas, aisles, and work areas shall be kept clean, organized, and free of obstructions.
- B. Good housekeeping shall be maintained in all areas.
- C. Only authorized and trained personnel shall operate school district machinery or equipment.
- D. Inspect all tools, equipment, and machinery for damage and defects. All defective equipment shall be tagged "DANGER DO NOT USE" and removed from service immediately.
- E. Never use or try to repair unfamiliar electrical equipment. Remember, only authorized personnel may perform any electrical repairs or additions to school district equipment or property.
- F. Never use a portable electrical tool unless you know it is in good condition.

4. BLOODBORNE PATHOGENS

In compliance with OSHA 29 CFR 1910.1030 and the Kansas Department of Human Resources, Shawnee Mission District #512 has adopted an Exposure Control Plan for Bloodborne Pathogens (BBP). This plan dictates that universal precautions shall be observed to prevent contact with blood and other potentially infectious materials.

The district provides the prescribed training to all employees at the time of initial employment and annually thereafter.

5. PERSONAL PROTECTIVE EQUIPMENT

If the employee requests additional protective equipment in order to perform the duties of the job, the supervisor will perform an assessment of the request and provide extra equipment if appropriate.

If an employee wishes to furnish his or her own personal protective equipment, the employee shall be responsible to assure its adequacy and to ensure that the equipment is properly maintained and in sanitary condition.

6. HAZARDOUS WASTE

Employees working with or around hazardous waste are responsible for being aware of the hazards of those materials and understanding the importance of handling the materials in a safe manner. If you are in doubt as to identifying hazardous waste or do not know the safety procedures involved, please contact the supervisor in your area for specific guidelines and procedures.

Everyone shares the responsibility to ensure that all containers of chemicals or hazardous waste are properly labeled with the identity of the chemical and its hazards.

PART II: DAILY SAFETY PRACTICES

1. GENERAL

Office work is generally considered to be one of the safest of all district activities, but little thought is given to the potential for accidents in most of our buildings. Slips and falls on wet floors, collisions with desks and chairs, strains from unauthorized moving of furniture, and other similar accidents are common. Special machines and equipment also add to the accident potential.

- Undo haste results in accidents. Do not run on stairs, walkways, or in corridors.
- Bulky office supplies and materials must be lifted properly to avoid muscle strains. Use mechanical devices to lift or carry loads that cannot be easily handled by one or two people.
- Employees will not attempt to lift heavy objects at any time. Heavy office furniture and equipment will be moved only by properly trained and physically qualified personnel.

2. FILING HAZARDS

- A. Avoid overloading the top drawer of file cabinets.
- B. Never open more than one file drawer on a cabinet at a time. Opening more than one drawer at a time will likely cause the entire cabinet to fall forward.

3. FALLING ACCIDENTS

- A. Keep file and desk drawers closed when not in use.
- B. Use walk aisles. Avoid between-the-desk short cuts. Wastebaskets, boxes, and extension cords can be hazardous.
- C. Keep floors and storerooms clean. Pick up pencils, paper clips, and other dropped office equipment.
- D. Watch your step. Do not obstruct your view of aisles or walkways.
- E. Wipe up or barricade all spills immediately and notify the building custodian.
- F. Do not climb on chairs, countertops, or window ledges.



4. LADDERS

- A. Use a step ladder, not a chair or drawer, to give yourself reliable footing.
- B. Always face the front when going up and down a ladder.
- C. Move the ladder rather than reaching out to the side.
- D. Do not stand on the top two steps of the ladder.
- E. Keep one hand free while climbing a ladder; big items cannot be carried safely.
- F. Be sure the ladder spreaders are open and secured and the ladder should be on level ground.

5. OFFICE MACHINES

- A. Know how to operate your office equipment. Read instructions and never use machines you do not know how to operate.
- B. Turn off and unplug the machine while adjusting it or when it is not in use.
- C. Be alert to electrical hazards. Current can kill. If a machine overheats, smokes, or sparks or you feel a slight shock, call the maintenance personnel immediately.
- D. Watch your clothing - loose sleeves, scarves, belts, and jewelry are dangerous around office machinery.
- E. Make sure all office equipment is on a firm surface.

6. HOW TO REDUCE INJURIES

- A. Keep pointed objects separated in the drawer to avoid cuts or punctures.
- B. Be careful when removing staples from jammed staplers.
- C. Razor blades, Exacto™ knives, etc., should be stored in covered containers.
- D. Paper cutters require your full attention while in use. Keep the blades closed when not in use. Make sure your paper cutter has a guard.
- E. Any broken glass should be swept up immediately. Call maintenance or custodial personnel if necessary.
- F. Dispose of all used sharp objects in a bio-hazard container.
- G. Be aware of overhead cabinets and doors.
- H. Students should be instructed to keep personal items off the floors and out of walkways.

PART III: MATERIAL HANDLING AND LIFTING

1. GENERAL

Materials are handled throughout all school district operations. It is a job that every employee performs either as his or her sole duty or as part of his or her regular work, either manually or with mechanical assistance. The most common industrial injuries are due to strains, sprains, bruises, and fractures. They are primarily caused by unsafe work practices, improper lifting, carrying heavy loads, incorrect gripping, failure to observe floor and head clearances, and failure to wear protective equipment. Another important factor in material handling is good housekeeping. Floors, in particular, shall be kept clean and free of slippery substances. Employees should request additional assistance whenever appropriate.

2. MANUAL HANDLING

Manual handling of materials is relatively safe if proper lifting and carrying positions are used. However, disregard for accepted safety practices can result in serious injuries, often causing permanent disabilities. Hernias, back strains, spinal injuries, crushed hands and feet, broken bones, and severe lacerations are the more common results of poor manual lifting practices.

3. SAFETY PRACTICES

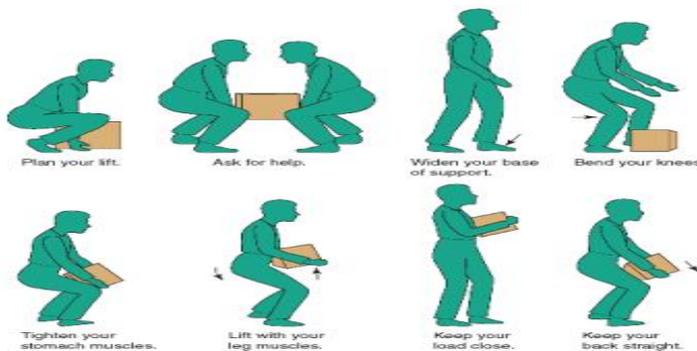
The primary factor in safe material handling is the adequate training of employees. Adequate care is necessary to ensure that safe practices are being observed at all times.

4. LIFTING LOADS

Assume the safe lifting position. Stand close to the object and keep a wide stance. Keep feet turned out and heels down. Squat by bending at the hips and knees. Ears, shoulders, and hips should form a nearly straight, vertical line.

Prepare to lift. Pull the load close to the body (this reduces pressure on the back) and grasp the object firmly. Tighten your stomach muscles.

Let your legs do the lifting. Maintain the natural curves of the spine and rise up from the squatting position using the legs to power the lift. Don't bend at the neck, shoulders, or waist while lifting.



5. CARRYING LOADS

Each load will be carried as close to the body as possible without shifting the grasp after the load has been raised. The load then may be carried in the most safe, convenient manner as determined by size, shape, and weight of the object. If two people cannot carry the load safely, a mechanical device shall be used. Employees carrying long objects should make certain they have an unobstructed view. The way should be clear and the danger of striking other employees or objects should not exist.

6. DEPOSITING LOADS

When it's time to unload, face the chosen spot and lower the load slowly. Use the legs, not the back. Bend the knees and lower the body with the load, keeping the back comfortably straight.

PART IV: SLIPS, TRIPS, AND FALLS

1. GENERAL

Slips, trips, and falls are one of the most common causes of injuries in schools. Few people realize that most falls occur at floor level, not from high places, and most can be prevented.



2. SLIP HAZARDS

- A. When turning a corner or stepping outside, look out for steps that may not be obvious.
- B. All loose, unraveled, or damaged carpet or floors shall be repaired. All defective walkways or flooring shall be reported immediately to your supervisor for repair.
- C. Watch out for floors that have been waxed but not buffed.
- D. Wipe up all wet spots or barricade the area until they are dried. Place "Wet Floor" signs where appropriate. It only takes a second for a serious accident to happen.
- E. Do not let grease, oils, or slippery substances accumulate on shop floors. Sprinkle sawdust or other approved absorbent agents on these areas to reduce slips and falls.

3. TRIP HAZARDS

- A. Arrange equipment and machinery in work areas to avoid an obstacle course of potential falls.
- B. It is hazardous to store materials in hallways and aisles. Materials should be stored in designated storage closets.
- C. If extension cords must be used and cannot be moved away from walking areas, be sure to use an approved cord runner over the exposed electrical cords.
- D. If material or equipment is in the way, move it or walk around it. Do not climb over the equipment.
- E. E. Do not store materials on the stairs. The extra time to store the material in a proper place will prevent a serious accident.

4. FALL HAZARDS

- A. Report stair treads that are cracked or worn to a supervisor. Non-skid paints and mats are an excellent safety idea.
- B. Check lighting for brightness. Make sure you have adequate lighting, especially in narrow stairwells.
- C. Wear good shoes with non-skid soles that are in good repair. Rubber heels are the best. High heels or platform shoes are less stable.
- D. Do not stand on desks or chairs to reach overhead items.
- E. Avoid makeshift ladders. Do not substitute a stack of furniture or boxes for a sturdy, properly balanced ladder.

PART V: OPERATION OF DISTRICT MOTOR VEHICLES

1. GENERAL

School district employees operate vehicles on state and national highways and on city streets. No matter what type of vehicle you are driving or where you are driving it, there are certain basic safe-driving practices you must follow to avoid accidents. As the driver of any school district vehicle, you are solely responsible for operating it in a safe manner and are charged with complying with all state, county, and local city driving rules and regulations, and any safe driving practices prescribed by your supervisor. Remember, it is school district policy to wear seat belts while operating a school district-owned vehicle. District policy also prohibits the use of mobile phones while operating a vehicle for work purposes.

2. SAFE DRIVING PRACTICES

- A. Concentrate on driving. A good driver dismisses worries or anger when entering a vehicle.
- B. Never take drugs or strong medications before driving. Drugs, illness, or extreme fatigue may affect your ability to judge distance, speed, and driving conditions and slow your reaction time. No employee is allowed to drive a school district vehicle while under the influence of narcotics or alcohol.
- C. Never press for the right-of-way.
- D. Always limit your vehicle speed so there is a clear space and time for an emergency stop. High-speed drivers have less time to think and act in an emergency, and a far greater distance is required to stop.
- E. Slow down at intersections or curves. Use appropriate signals well in advance of any action. Signal early and slow down gradually. You shall not wear headsets while operating a school district vehicle.

3. PARKING

Vehicles should be parked off the traveled way where they will not interfere with the normal flow of traffic and will not obstruct the view of other drivers.

District vehicles and/or employee vehicles should NEVER be parked in unloading zones, fire zones, or No Parking areas, even if for short periods.

When parking, remove the ignition key, put the transmission in park or low gear, set the parking brake, and turn the front wheels toward the curb. Vehicles shall be locked when not occupied. No school district vehicle is to be left unattended with the key left in the ignition.

4. BACKING

- A. A great many of our vehicle accidents occur while backing out of parking areas. Never back unless necessary. Plan ahead to avoid backing.
- B. Truck drivers and drivers of other types of heavy equipment that make backing difficult due to size and design will always check the rear and sides of their vehicles by walking around the vehicle and observing if there is proper clearance to back safely. If you have a passenger, have him direct you. Never back a vehicle unless you have made sure that you are clear.

- C. Back slowly and as carefully as possible.
- D. When parking parallel, allow sufficient space to leave without backing. Sometimes by parking a little further from your objective, you may prevent an accident.

5. DRIVE DEFENSIVELY

- A. Keep alert at railroad crossings. Make sure you have a clear view of the tracks.
- B. All trucks and buses will come to a full stop before crossing tracks.
- C. When driving in city traffic, be alert for mistakes or unexpected actions of others, drive more slowly, and keep alert for pedestrians and cross traffic.
- D. Drive at speeds that permit stopping within visibility range of your headlights. Keep headlight beams depressed to reduce reflected glare caused by fog, rain, or wet pavement.
- E. Always make a daily check of your vehicle to ensure all equipment is working properly. Be sure your mirrors are clean and properly adjusted.
- F. Always consider proper load distribution as factors in safe driving. If involved in an accident, you are required to notify authorities and complete the required accident reports. Always notify your supervisor of any accident in which you are involved, no matter how minor or who is at fault.
- G. Experienced drivers learn to sense an accident situation in advance In order to avoid it.
- H. Courtesy while driving is a great contribution in the elimination of accidents. On the basis of a driver's driving habits, friendship is created or lost with the public; our drivers have a great opportunity to impress the public favorably.

PART VI: ELECTRICAL SAFETY

THE MISUNDERSTOOD HAZARD

1. GENERAL

There are three factors that determine the extent of harm from electrical shock.

1. The amount of current that flows through the body. This is called the amperage.
2. The path of the current through the body.
3. The length of time that the current flows. The amount of current that may kill a person is small. It is a tiny fraction of one ampere, even as little as 50 milliamperes (ma) (one milliamperes; 1/ 1,000 ampere). For comparison, a 20-watt bulb draws 200 milliamperes, whereas a one-quarter horsepower drill draws about four amperes.

If the amount of current is high, one ampere or more, the effect may be to immobilize the heart and breathing muscles. Heavy currents produce deep burns, because the heat is being generated by the resistance of the flesh to the passage of the current. The severity of internal burns and heart damage also depends on the length of time the body is in circuit. One or two seconds of exposure can harm the heart.

2. PATH OF CURRENT

Electrical shock could affect the heart. **DO NOT TOUCH SOMEONE WHILE IN CONTACT WITH ELECTRICITY.**

Current that passes from one arm to the opposite leg or from one arm to the other can endanger breathing or heart action, especially when the current is more than 50 milliamperes.

3. ELECTRICAL WIRES AND EXTENSION CORDS

The most misused piece of electrical equipment throughout the school district is the extension cord. Extension cords cause more trip and fall hazards, fire hazards, and electrical shocks than any other piece of equipment. The National Electric Code states the flexible cords shall not be used:

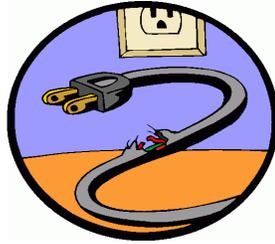
- As a substitute for the fixed wiring of a structure.
- Where run through holes in wall, ceilings, or floors.
- Where run through doorways, windows, or similar openings.
- Where attached to building surfaces.
- Where concealed behind building walls, ceiling, or floors.

Remember, extension cords used in the school district shall be installed and maintained as per the National Electric Code. All unapproved extension cords shall be removed.

- Treat all electrical wires as live wires. Pull the plug instead of pulling the cords.
- Keep cords clean. Never allow an extension cords to lie in water, oil, grease, or any solvent. Wipe clean before use.

- Excessive scraping, kinking, and stretching will cause damage to power cords, resulting in premature failures and possible electric shocks or fire hazards. Remove all frayed and damaged electrical cords from service immediately.

Don't Neglect Cords



4. ELECTRICAL EQUIPMENT

- A. Grounds provided on electrical equipment shall not be disconnected or broken off if the electrical equipment is to be used. The grounding wires and prongs are for your protection.
- B. Shock, no matter how slight, is a warning something is wrong. Tag the equipment "Danger Do Not Use" and have it checked before reusing.
- C. All electrical hand tools, power tools, and equipment shall be inspected on a regular basis for damage and operational usage.
- D. If you find sparking or smoking motors on electrical equipment, turn off the power and report this condition to your supervisor immediately. Never stand in water or work near wet locations with any type of electrical equipment unless you have approved electrical protective equipment.

5. ELECTRICAL APPLIANCES

- A. Electrical appliances used for coffee-making and other purposes should be inspected daily to be sure that cords are in good condition and plugs are not broken or cracked. A fire-resistant base should be placed under all heat-producing appliances to prevent a fire hazard.
- B. Be sure that all electrical cords are unplugged from receptacles when appliances are not in use and at the end of the workday.

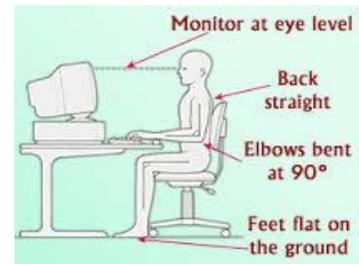
PART VII: COMPUTER TECHNOLOGY ERGONOMICS AND SAFETY

Many people spend hours a day in front of a computer or other technology without thinking about the impact on their bodies. They physically stress their bodies daily without realizing it by extending their wrists, slouching, sitting without foot support, and straining to look at poorly placed monitors.

When possible, use the tips below to help prevent injury.

Desktop Computers

- **CHAIR HEIGHT**
The chair should be at a comfortable working height so you do not feel pressure on your legs from the edge of the seat.
- **BACKREST POSITION**
The backrest should fit comfortably at the small of your back providing support to your lower back.
- **KEYBOARD HEIGHT**
The keyboard should be at a comfortable height from the top of the table to the surface of the space bar or bottom row of keys. The keyboard needs to be adjustable as everyone has different needs.
- **SCREEN HEIGHT**
The top of the screen should be no higher than eye level.
- **ANGLE OF SCREEN FACE**
Tilt screen to reduce reflected glare.
- **VIEWING DISTANCE**
The screen should be at least 18 inches from your eyes. The main objective is not to have the monitor too close.
- **USING THE MOUSE**
You should be able to use the mouse with the palm of your hand resting.
- **CONTINUOUS TYPING**
Employees keyboarding or typing continuously should try to take breaks from the repetitive motions approximately every 15 minutes.



Laptops

When using a laptop, follow the tips below to reduce undue strain on your body.

- Use a chair that supports a comfortable upright or slightly reclined posture. In a reclined position, prop your feet up to maintain a neutral trunk/thigh angle. Maintain a neutral neck posture. Use a towel roll or inflatable lumbar pillow to provide low back support.
- Keep your arms and elbows relaxed and close to your body with elbows bent at 90 degrees.
- If you cannot set the laptop on a table or desk, place it on your lap to help keep your wrists straight while keying. An empty 2-3 inch binder with the wider edge toward your knees will help keep your wrists straight and maximize the height of the screen.

Tablets

Hours spent using an iPad or other tablet can cause neck and shoulder problems. Holding a tablet too low, such as on the lap, forces the neck to bend forward too much, straining and possibly even injuring muscles, nerves, tendons, ligaments, or spinal discs.

Follow these tips to help reduce the risk of injury:

- Keep your upper body posture neutral and well supported
- Keep your neck straight, shoulders relaxed, and arms positioned near your sides
- If you're using a tablet for a long time, consider adjusting your seating or the position of the tablet so it's at or just below your field of vision when you hold your head and back at a neutral angle
- Position the tablet well above the table or desk surface, just like many people do with laptops
- For long periods of use, using a separate keyboard rather than the on-screen keyboard is probably a good idea to help maintain good ergonomics

Cyber-Safety

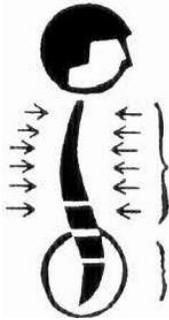
The Shawnee Mission School District provides computer network and Internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. The school district has adopted the Acceptable Use Guidelines to govern the conduct of those who elect to access the computer Network or Internet.

Use the following link to access the [District Acceptable Use Guidelines](#).

<http://www.boarddocs.com/ks/smsd/Board.nsf/public#>

PART VIII: YOUR BACK AND HOW TO CARE FOR IT

1. YOUR SPINE



Under load, your spine changes. It tightens into one supported, "backbone."

Back and chest muscles press against the spine (*all sides supported*).

Stomach muscles press against the lower spine which is arched (*one side supported*).

2. LOWER BACK SUPPORT



Like a building arch, as long as your stomach muscles support your spine, your back is OK.



But, if you lose balance (and lose firm support), all the strain gets thrown to your lower back. Crack!

3. KEEP YOUR SPINE SUPPORTED



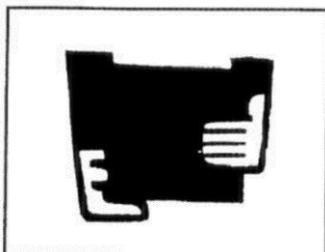
AVOID bending it too much.

AVOID changing its position (or sudden shift of balance).

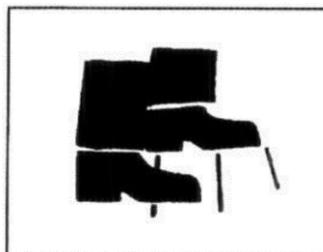
4. WAYS TO MOVE IT

Balance is everything

Your whole body works together, smooth, easy, spine-supported!



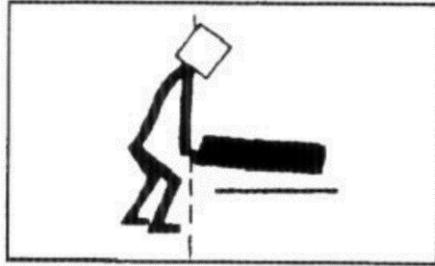
Full palm grip, load close to body



Feet apart, firmly planted

Mechanical Method

Use the strength in your legs.

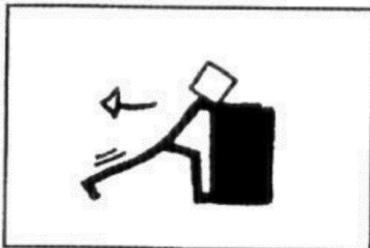


Grip object and begin to lift, establish your position, spine straight...

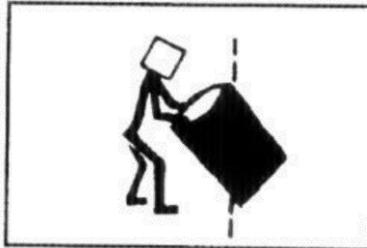
...then push up with your legs - a smooth power lift.

Kinetic Method

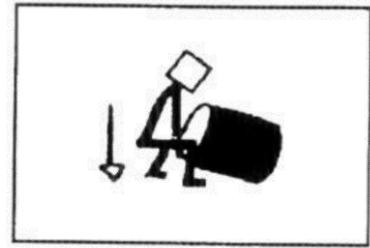
Use your body weight to start load moving.



Set one leg back, then lean your weight.



As load balances, reset feet and spine to support load.

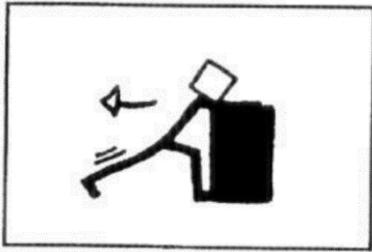


Then squat legs to ease load down.

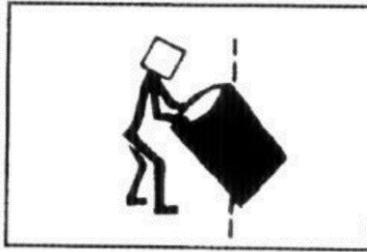
It's done in an easy, controlled motion: a teamwork of your body balance.

Hip Flex Method

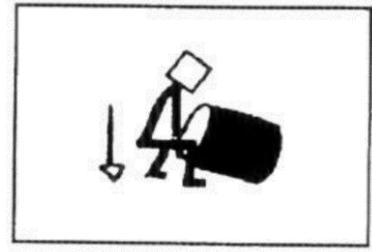
Use your body weight as knees push up.



Squat over load. Test grip to get you and your spine set.



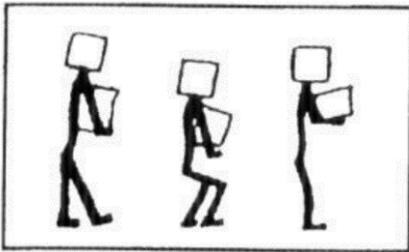
Then in one motion, pull load close to body and roll hips down under load as you lean back.



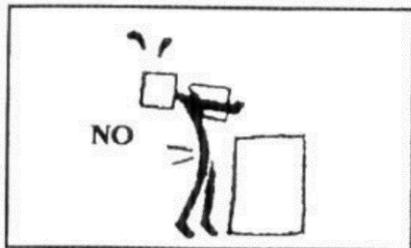
Straighten knees to standing position.

Stacking

Use leg spring-power.



When you get to stack, bend both knees down and let your legs spring the load up while your arms lift the load up onto stack.

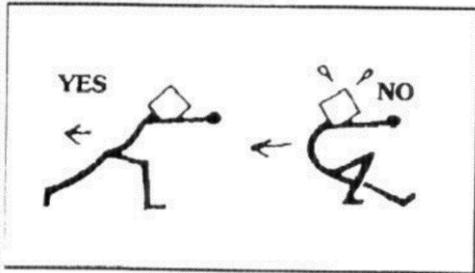


From a standing start, this is a dead-weight raise/

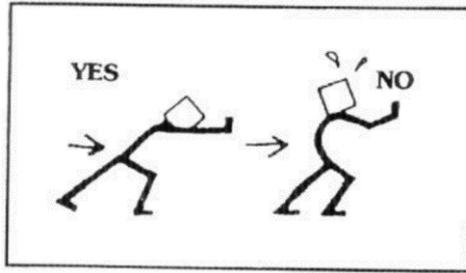
Avoid high lifts above your chest. Stand on a platform or lift to a table. Then switch the load to a shoulder lift.

Pulling/ Pushing

Use body weight to start motion.



Pulling



Pushing

5. WARM UP



Athletes do it before games. Warm-up exercises before moving large items are a great way to tone up muscles and tune-up body coordination.

After warming up, you can move items easier, safer, and the way that fits you best.

6. IT'S YOUR CHOICE

Move items the way you feel is most natural, least tiring, and best for balance to fit your job, your load, and your own physical shape.

PART IX: REPETITIVE STRESS INJURIES

A repetitive stress injury (RSI) is damage to body tissues—muscles, tendons, spinal discs, blood vessels, and nerves—caused by repeated physical stresses. RSIs are produced by a gradual build-up of tiny amounts of damage caused by repetitive motions involving the same few tendons or ligaments. Maintaining the same body posture for long periods of time, as many jobs require, contributes to developing RSIs. Such postures decrease blood supply to the working tissues, making it increasingly difficult for your body to repair itself.

Tips for Manual Duties

- Make good use of any equipment designed to help you with strenuous tasks
- Try splitting loads into manageable sizes, so that you can move them more easily. Minimize the distance you need to carry items by using handling aids, such as a trolley or lift if possible
- Take short breaks more often when doing prolonged or repetitive tasks.
- Use both hands – pick one item with your left hand then one with your right
- Don't over stretch to perform a task – move closer
- Avoid adopting a stooped or flexed posture when working at a bench or table.
- Make sure your clothes fit well so you can move freely and keep warm – cold muscles don't extend properly
- Check machinery regularly. If your equipment works well, it will save you from putting in extra physical effort or improvising technique
- Take short breaks more often rather than one long one– use the time to stretch your arms and legs

Tips for Office Duties

- A change can be as good as a rest – vary your tasks, stand up to take a phone call, move around every 20 minutes or so
- Move your neck, arms and shoulders periodically while seated at your desk
- Sit facing straight ahead, feet flat on the floor (or on a sturdy footrest) and with legs uncrossed
- Adjust your chair and monitor to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the monitor
- Adjust the backrest of your chair so that you can lean back against it comfortably. Make sure your lower back is supported
- Place your mouse within easy reach and support your forearms on the desk. Keep your wrists in a relaxed, neutral position. Drive the mouse from your shoulder, not your wrist
- Don't wedge your phone between your ear and your shoulder.
- Use a copyholder if you work from documents
- Make sure that at breaks you leave your desk and walk around. Try to go for a walk at lunchtime. This will relax your muscles, stretch your joints, and get fresh air into your lungs to help you work better in the afternoon.

PART X: WINTER WEATHER SAFETY

Slips, trips, and falls are a leading cause of injuries at SMSD. These types of accidents increase substantially in icy weather and the results can be severe, both physically and financially. Read the tips below to help prevent them from happening to you.



During Snowy Weather or In Icy Conditions

- Plan ahead and give yourself adequate travel time during inclement weather.
- Lighten your load! Use hands and arms for balance. A heavy load can change your balance.
- Take short steps and walk slowly so you can react quickly to a change in traction.
- Plant your feet firmly with each step.
- Bend your knees slightly to increase traction and reduce your chance of falling.
- Avoid taking shortcuts through areas where snow and ice have not been removed. Follow plowed, shoveled, and de-iced or sanded paths if at all possible.
- Shake off your umbrella or wipe the snow off your coat before entering a building.
- Wipe your feet on entrance mats if it is raining, snowy, icy, or muddy outside.
- Floors and stairs may be wet and slippery. Walk carefully and use available handrails.
- Report icy walking areas to your custodian or administrator.

Dress Appropriately for the Weather Conditions

- Wear proper footwear for the weather. Non-skid soles are best.
- Do not wear items that block your vision.
- Sunglasses may help you see better and avoid hazardous conditions.

If You Fall

- If you fall backward, make a conscious effort to tuck your chin so your head doesn't hit the ground with full force.
- Report to your building's nurse or administrator and fill out an employee incident report.

Remember:

**Safety is everyone's
responsibility!**