



DISTRICT SAFETY COMMITTEE NEWSLETTER

INCIDENT REPORTS

When an incident has happened at your site, district personnel must complete the report form following any safety or security incident that occurs on District property. Reports are kept on file for 2 years.

Incident Report Forms can be found on the HUSD website under Risk Management.



EMPLOYEE INJURIES

When you or an employee are injured at work, be sure the following steps are done:

- Report the injury to your supervisor
- Call the Early Intervention Nurse at 1-877-742-3467
- Supervisors will need to submit an incident report form to the Site Administrator or Director to review and submit to the Coordinator of Risk Management within 24 hours

EMERGENCY MATERIALS

Emergency flipcharts, CPR Posters and First Aid posters are in production. Sites will soon begin receiving these materials for all classrooms and offices at the sites.

SAFETY TIP ...



Cold Weather is Upon Us ...

Layer up! Bitter cold and rain can cause frostbite. Dress in several layers, and make sure head, neck and hands are covered. Babies and young children should be in one more layer than an adult would wear.



Comprehensive Site Safety Plans should now be completed for each site and will be reviewed at the upcoming District Safety Committee meeting in January.

WEBSITE INFORMATION

District Safety Committee page

<https://www.husd.us/districtsafety>

Air Quality

<https://www.husd.us/airquality>

Upcoming District Safety Committee Meetings:

January 31, 2023, March 28, 2023



WATER DRUMS

Water drums as emergency materials are to be delivered soon. Delivery is expected for the sites by the end of December.

WASTE REMOVAL

Waste removal was a success. To remain compliant all requests should be done via InformedK12 using the "Chemical Disposal" form to ensure the process is being followed and waste is disposed of accordingly.

THE GREAT SHAKEOUT

Thank you to all those who participated in the Great Shakeout in October. This will be an annual practice districtwide. District Safety Reps can report out areas of improvement during the next Safety Committee Meeting.

HOLIDAY SAFETY

Fire—The holiday season is a prime time for residential fires. Decorative lights, candles, parties, and especially the onset of heating season all increase the likelihood of fire.

Watch Children—Keep matches and lighters out of children's reach. Put them up high and preferably in a locked cabinet. Teach young children to stay away from candles, fireplaces, and space heaters. Make sure all electric toys bear a fire safety label from an independent testing laboratory.

For a safe, enjoyable holiday follow these fire safety tips: Space heaters need space, be watchful of dangers to children, buy only safe toys, make sure holiday lights are safe, and be cautious of lit candles.

WORK SAFETY

The safety of our employees is an integral part of the success of Hayward Unified School District. No function of this District is so critical as to compromise safety. It is understood that in the past and currently, considerable effort is being made by our employees to contribute to a safe and healthy environment and that effort is applauded.

BASIC SAFETY RULES

- When in doubt about a safety procedure or hazard in the workplace, ask your supervisor.
- Report unsafe conditions to your supervisor immediately.
- Do not run; watch your step; keep firm footing at all times.
- Horseplay is not tolerated.
- The use of alcohol or illegal drugs are not tolerated.
- When lifting heavy objects, use your legs and set your feet firmly. Bend your knees while keeping your back straight and do not twist your body. If the load is too heavy, get assistance.
- If eye hazards are present, wear appropriate eye protection.
- Look before you walk and make sure your path is clear. Remember, objects that do not belong on the floor can contribute to falls and injuries.
- If you become ill when using chemicals in the workplace, you must notify your supervisor.
- You must never remove safety guards from equipment.
- You must never stand on chairs, desks or other furniture to expand your reach.
- Treat all body fluids as infectious to reduce the risk of exposure.
- Learn locations of fire extinguishers and know how to use them.
- Learn where the fire exits are located.
- Handle sharp objects and tools carefully and store them in a safe manner.
- Personal Protective Equipment, such as gloves, safety glasses, ear protection, hard hats, etc. must be worn during certain operations.

A yellow rectangular graphic with black and white diagonal hazard stripes along the top and bottom edges. The text "Safety Starts With YOU!" is written in a stylized font. "Safety Starts" is in red, "With" is in red, and "YOU!" is in red with a red underline.

*Safety Starts
With YOU!*



Slips, trips, and falls are the leading cause of general workplace accidents and injuries ranging from minor bruises to severe traumas such as head injuries, broken bones, sprains, and lacerations. In fact, slips, trips, and falls are often reported as the most common causes of workers' compensation claims.

The best way to fight injuries are to prevent them ever happening in the first place. Here are some tips to prevent those nasty winter slips and falls.

- **Wear appropriate footwear.** Shoes that provide traction on snow or ice are important. Rubber soles and boots or shoes with grip and texture can help keep you stable on ice and snow. Make sure your shoes fit properly and have low, wide heels. Avoid plastic or leather soles.
- **Keep your hands free!** In cold weather, wear gloves to help keep your hands warm and out of your pockets. This way if you should fall you can better catch yourself using your hands or arms. Don't get distracted with a cell phone while walking in icy conditions.
- **Take smaller, shorter steps when walking for stability.** In slippery conditions, walk slowly using small, short steps. If conditions are extra slippery, try shuffling along slowly without picking up your feet, in a gliding type motion. If snow or grass is available walk on these textured surfaces instead of on slippery walk ways.
- **Use handrails if available.** Having something stable to hold on to can make a big difference should you slip. If you use a cane on occasion, it would be advised to use your cane in cold/icy weather to provide better stability.
- **Step down, not out, from your vehicle.** When getting out of a vehicle, swing both legs out and place both feet flat on the ground before getting up. Using both feet will give you more stability than just one foot.
- **Plan ahead.** Give yourself plenty of time to get where you're going. When you're running in a rush, chances of falling increase.
- **Watch for slippery floors inside.** In winter all kinds of water and ice can be found inside near entryways. Show caution and enter any building or your home by first taking a moment to look down to see if there is any hazard.

