



DISTRICT SAFETY COMMITTEE NEWSLETTER



ANONYMOUS REPORTING

Catapult EMS is a system used for anonymous reporting. The link to this system can be found on the HUSD homepage. Any person(s) can access this system to make a report and is then routed to administration within Hayward USD for notification and resolving.

The reports can be for bullying, concern for self or others, discrimination, harassment, threat to school or students, tips or vandalism.

SAFETY TIP ...



Always wear approved PPE such as gloves, goggles, mask, respirator, or other protective clothing when using chemicals.



CHEMICAL ORDERS

Chemical ordering and disposal information can be found on the district website. The Business Plan, Operations Plan and forms are available. If there are any questions/concerns, contact Pedro Gonzalez.

For more information, visit the Compliance webpage:
<https://www.husd.us/compliance>



New team members for the 2023-2024 are now forming at the sites. Check with your site administrator if you want to be a part of the Site Safety Team and/or be a representative for your site.

SY 2023-24 Meeting Dates: 09/26/23, 11/28/23, 01/30/24 & 03/26/24
Meeting Time: 4:00pm on Zoom

EVACUATION ROUTES

Sites are reviewing current evacuation routes and maps. If there are any discrepancies or missing information such as Epi Pens, etc., please contact Risk Management.



WEBSITE INFORMATION

District Safety Committee page

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

Air Quality

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

Upcoming District Safety Committee Meeting:

September 26, 2023



SITE VISITORS

Reminder....All visitors (parents, contractors, employees, etc.) that come into any site need to be signing in and signing out upon departure. In the event of an emergency, the sign-in sheet would be used to account for those visitors on campus.





SAFE LIFTING TECHNIQUES TO AVOID BACK INJURIES

About 1 out of every 96 employees sustain a nonfatal illness or injury that keeps them from performing their jobs. Learning how to bend, lift, and handle items throughout the day is essential for employees in preventing injuries on the job.

Here are some easy steps you can follow to limit risks and improve safety.

- Widen feet for a more stable base.
- Bend your knees deeply before a lift.
- Engage your core muscles as you lift.
- Press down into your legs as you lift.
- Keep the load close to your body when possible.
- Ask for help if the object is heavy, awkward, or overhead.

Repeated lifting and carrying of loads increase the risk of back injury. Do not lift anything too heavy. Check the weight to be sure that you are comfortable with the lift.

- Use handles, cutouts, or handholds.
- Use carts with large wheels.
- Bend your knees and lift with your back straight.
- Plan the lift and talk to your partner.
- Use lifting equipment wherever possible.



SAFETY TIPS FOR THE WORKPLACE

Keep a clean workstation

Employees should avoid any unnecessary items near or on their workstations. They must also always remember to clean their workstations from any spillages and thoroughly sanitize the area if shared with other co-workers.

Take breaks

Employees who are tired and overworked are a liability on the worksite. Taking breaks is important to help workers rest and recharge before completing certain tasks. Tired team members may pose a risk as they are not able to fully focus on the task at hand, which could cause an incident or accident, potentially harming themselves or others.

Don't skip steps

At times, workers may be in a rush to complete a task so they might skip steps to finish faster. They may also not use certain equipment or tools in the proper way to quickly get the job done. This must be avoided at all costs. Remind team members that procedures and workflows are carefully put in place to avoid any chance of risk, so the safest option is to follow them.

Maintain proper posture

It's important to carry out job tasks with proper posture. From lifting heavy objects to even sitting at a computer, this safety tip is easy to forget when you are caught up in a task. Employees must keep proper posture in mind because it can help them avoid aches, pains, and potential long-term harm to their neck, back, or shoulders.