

SYLLABUS FOR SAFETY

BACK-TO-SCHOOL REMINDERS

As teachers and school staff members, it is important to follow good safety practices to prevent injuries to yourself and others. The following reminders reflect safety concerns that have caused frequent and severe injuries to school employees.

Please work safely and report any unsafe condition or act to management.

TEACHERS

- Do not stand on chairs, counters or tables to hang ceiling or wall decorations, ornaments or displays. If you do not have a step stool, ladder or proper equipment for the task, contact the maintenance department for assistance.
- Wear proper footwear, preferably closed toe, non-slip soles, low heels and secured in the back for your daily tasks.
- Remember to check the forecast before leaving for work. Slips, trips and falls can result in painful and life-altering injuries.

CUSTODIANS

- Use dollies and carts to move heavy items.
- Lift heavy objects using proper lifting techniques; use your legs or ask a co-worker for assistance.
- When waxing and stripping floors, wear slip-resistant footwear and use high visibility cones/barriers to prevent co-workers and students from entering the hazardous area.

BUS DRIVERS

- Start your day by completing a pre-trip safety inspection to ensure your vehicle is in acceptable driving condition.
- Obey all traffic laws and refrain from talking or texting on cell phones while driving.
- Focus on entering and exiting the vehicle, wearing proper footwear to match the weather conditions.

COACHES

- A coach's role is facilitating, not participating. Remember, you're a coach, not a player. Prevent a serious injury by recognizing your role and not engaging in contact sports with students.
- Always be aware of your surroundings and know your limitations.

MAINTENANCE

- Use a team-lift approach or lift-assist devices such as dollies, carts, pallet jacks or powered industrial trucks (forklifts) to move heavy or awkward items.
- During inclement weather, use ice cleats or slip-resistant footwear.
- Verify machine guards are in place when using powered equipment.
- Ensure that ladders are in good working order with legible load capacity ratings, always instituting the 4:1 rule when using extension ladders.

FOOD SERVICE

- Slips, trips, falls, burns and lacerations are a major exposure in the cafeteria.
- Wearing proper personal protective equipment (PPE) such as slip-resistant footwear, cut-resistant gloves and oven mitts/sleeves is key to injury prevention during various kitchen tasks.
- Use a step stool (not a plastic crate) to retrieve items on the top shelf.
- Be aware of the potential for wet access points and ice accumulation in storage freezers.