

## MEMORANDUM

To: All District 11 Employees

From: District 11 Risk Management, Facilities and Transportation Teams

A safe learning and working environment are things all students and staff should experience every day in our District. As we move into the fall and winter seasons, here are some things to remember to help prevent someone from slipping, falling and potentially being injured:

- 1) Recognize when Building Custodial staff have placed ice melt down on the grounds. It takes a few minutes for this chemical to work, so do not assume there isn't ice underneath the ice melt chemical on the ground.
- 2) Wear appropriate footwear.
- 3) Walk slowly and carefully.
- 4) Use special care when entering or exiting out of a vehicle. Hold on to something during the transition.
- 5) Watch for slippery floors when entering a building. Take care to dry your shoes on the entry way mats before proceeding.
- 6) Avoid walking on un-cleared pathways. Stay on the sidewalk or designated walkways.
- 7) Stay aware of your surroundings. Look for black ice on sidewalks and parking lots.
- 8) Avoid uneven surface as much as possible. Try to remain on level surfaces.
- 9) Walk as flat footed as possible if you must walk on ice.
- 10) Do not shuffle your feet. Take small, concise steps.
- 11) Avoid walking with your hands in your pockets or carrying items in your hands.
- 12) Remember: "Ice and snow means take it slow!"