

## **MEMORANDUM**

To : All District 11 Employees

From: District 11 Risk Management

A safe learning and working environment are not just a goal, but a part of our culture. In addition to complying with District and department safety standards, all employees shall maintain a high level of safety awareness and utilize sound safety practices for the safety of our students and staff including, but not limited to:

1. Never stand on a desk or chair in place of a stepstool or ladder to retrieve or place items overhead.
2. Maintain good housekeeping and a clear work environment.
3. Clean up spills or report the wet condition to the Building Manager, building administration or supervisor as soon as possible.
4. When driving, or riding as a passenger, in a vehicle while on District business, always use the safety belt in the vehicle.
5. While driving a vehicle on District business, whenever possible, must not make or receive calls. If a call is necessary, staff must use a hands-free device.
6. While driving a vehicle on District business, staff are prohibited from texting or reviewing written communications.
7. Only during appropriate times, staff can utilize one earbud in their ears. Nobody is allowed to have ear buds in both ears at any time. If using headphones, only one ear may be covered.
8. Always use proper lifting techniques:
  - a. Lift with legs, not back,
  - b. Do not twist back while lifting,
  - c. Get help if you think it is more weight than you can lift,
  - d. Never lift a heavy or awkward object alone.
9. If carrying or moving materials, do not overload or obstruct visibility. Use material handling devices when appropriate and where available.
10. Close drawers and doors immediately after use.
11. Only open one file cabinet drawer at a time to prevent tipping. Put heavy files in the bottom drawer of cabinets to also prevent tipping.
12. Never use defective or unsafe tools or equipment.
13. Never block emergency exits.
14. Never place boxes or other materials in walkways, hallways, corridors or aisles.
15. Never engage in horseplay.
16. Immediately report unsafe conditions of buildings or school grounds to building administrators or supervisors.

If you have questions, please call the Safety Manager at 719-520-2044.