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## **2011-12 All District Staff School Safety Information August 30th, 2011**

The following information is provided for all staff to ensure safety practices are followed throughout the school year.

### **General Safety Procedures**

- Be sure to use a ladder when hanging items on bulletin boards or walls in the classrooms or hallways. Never stand on a chair or desk top. Never have a student stand on a chair or desk top to hang or remove anything.
- Ask for help when lifting heavy items.
- Store all materials at an appropriate height if possible. If you have to use a ladder to reach an item, be sure it is safe. Do not lift items above your head on a ladder.
- Familiarize yourself with Emergency Response Plans, Tornado & Fire Evacuation Plans and Lock Down procedures.
- If you bring in any chemicals, including cleaning supplies of any kind, you must provide an MSDS (Material Safety Data Sheets) to the Operations Department. This includes District purchased chemicals and chemicals brought into the District by the way of staff, students and community. Please check online and/or provide the Operations Department with MSDS. We are a liquid mercury free school district -- IT IS THE LAW!
- Parent Drop Off and School Bus Loading Zones should be supervised at all times.
- Keep your hands free. If boxes of materials need to be brought into or exit out of the building, use a cart. Studies have shown more slips, trips and falls occur when people try to juggle too many items at a time – i.e., purse, briefcase, books and/or coffee mug at the same time. It is safer to make extra trips than try to juggle everything at once. Ask custodians for material handling, such as two-wheeled dollies, flat bed carts, etc.
- Be sure to wear the correct shoes for the weather conditions. During winter months, wear boots or non-skid shoes. Be vigilant in the parking lots and entrances and exits for icy conditions.
- Be aware of students and buses in the parking lots. Drive safely and according to posted signs.
- Be aware of your surroundings at all times. Distractions can cause injuries.

### **Fire Safety**

- Doors cannot be wrapped or covered with combustible materials.
- Combustibles must be kept away from all classroom exit doors.
- Nothing is to impede entry or exit.
- Extension cords are not allowed except for temporary use. Temporary means unplugged from the outlet after use.
- Power strips cannot be plugged into extension cords or other power strips.
- Candles are prohibited everywhere in the District.
- There must be a 3-foot clearance around electrical panels and fire extinguishers.

### **Security – All Sites have Secure Entrance Policies**

- Lock classrooms when not in use.
- Do not prop exterior doors open.
- Wear your ID badges.
- Ask unfamiliar faces to show identification.

### **Vehicle Safety (Reference Board Policy 751 / 751.1 Rule)**

- Any employee who drives a district vehicle must have a valid Driver's License.
- School Board policy prohibits texting and/or talking on the phone while driving.
- Fill out a Vehicle Use Form through the Athletic Department.
- Familiarize yourself with the District Vehicle Policy & Insurance procedures found in the glove compartment of all District Vehicles.

### **Work Orders are needed for the following:**

- Classroom repairs.
- Hauling/Transporting Items.
- Safety Issues – notify custodian as well.
- Cleaning concerns – best for documentation.
- HVAC items.
- Electrical items.
- Carpentry requests.
- Event set-ups, etc.
- Utilize School Dude (Maintenance Direct). Ask a colleague or custodian for help if you need assistance using School Dude.

### **Playground Safety**

- Supervise students at all times.
- Report all equipment problems.
- Report hazards such as ice, etc.
- Students must wear appropriate clothing for weather conditions.
- Report student injuries to the building main office.

### **Workers Compensation**

- If a staff member is injured on district property, it is a requirement that the injured staff member submit a W/C claim form to the building main office on the day of the injury. This is true even if the injury does not result in a trip to a physician.