

CLASSROOM SAFETY RULES



NOTE: Please heed the safety rules and lifting techniques that follow to protect yourself and fellow employees; otherwise your quality of life or someone else's may change "in a moment."

GENERAL SAFETY

1. Make safety the first consideration in every situation.
2. When picking up a load, evaluate whether or not you need help or special equipment. Do not lift a load alone if you have any doubt of your ability to lift it. Use proper lifting techniques to prevent injury. See "Safe Lifting Rules" on the next page.
3. Keep your work area clean and free of loose objects, stumbling (includes office equipment wires) or slipping hazards, rubbish, etc.
4. Be aware of walking surfaces and their condition. Extra care may be required to prevent an accident.
5. Do not reach too high for something that may fall on you. Use a small set of steps, a ladder, or ask for help if you need it. If a ladder is used, be sure it is well secured.
6. Never leave an unsafe condition unguarded or unmarked, even temporarily.
7. Learn location of fire extinguishers and know how to use them.

CLASSROOM SAFETY

1. Chairs, wastebaskets, electrical cords, and other articles should not be left where they will become a tripping hazard.
2. Desk drawers, cabinet doors and file drawers should not be left open while unattended. Pull only one drawer out at a time. Heavier items should be loaded in the lower file drawers to prevent the file from tipping over.

3. Approved ladders or other safe support should be used to reach materials on high shelves, bulletin boards, or other high elevations.
4. On all hand-operated paper cutters, the blade shall be left in the "down" position when not in use.
5. Walk slowly and cautiously up and down stairs and use handrail, whenever possible.
6. Do not sit on the edge of a chair. Do not sit in a straight chair tilted back toward or against a wall. Do not sit on students' desk.
7. Do not stand in front of closed doors which may open suddenly.
8. All electrical equipment should be turned off when not in use.
9. See "Safe Lifting Rules" section for proper procedures when lifting.
10. Pencil sharpeners should be mounted so as not to protrude.
11. Broken glass and other similar material should be thoroughly wrapped before disposal into waste cans.
12. Promptly report all defective materials that need repair or replacement.

SAFE LIFTING RULES

1. Size up the load; do not attempt to lift a load alone if you have any doubt of your ability to lift it.
2. Always make sure your footing is secure.
3. Place feet close to the base of the object to be lifted.
4. Get a good grip on the load.
5. Bend your knees; keep your back straight.
6. Keep the load close to the body.
7. Be sure you can see past the load.
8. In team lifting, cooperate with your partner when carrying a long object; with a two-person carry, both should carry from the same side, be it right or left.
9. When putting down a load, take care and reverse the lifting procedures.

EMPLOYEE RESPONSIBILITY

1. Accept the responsibility for his or her own safety. Managers/Supervisors should encourage employees to be safety conscious.
2. Abide by all safety regulations.
3. Use protective clothing and devices when needed.
4. Use machines, equipment or tools that are in good, safe working condition.
5. Do not distract other workers performing a hazardous job.
6. Refrain from all forms of pranks or horseplay.
7. Report unsafe practices or working conditions to immediate supervisor.
8. Report all accidents to the immediate supervisor.