Classroom Safety Policy

Purpose

The purpose of this policy is to establish and communicate essential safety guidelines and employee responsibilities to prevent accidents and maintain a secure working and classroom environment.

General Safety

- Make safety the first consideration in every situation.
- 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.
- Keep your work area clean and free of loose objects, stumbling (including office equipment wires) or slipping hazards, rubbish, etc.
- Be aware of walking surfaces and their condition. Extra care may be required to prevent an accident.
- Do not reach too high for something that may fall on you. Use a small set of steps, a ladder, or ask for help.
- When it is necessary to climb---use a ladder, not a chair, stool, desk or box. Be sure the ladder is secured.
- Never leave an unsafe condition unguarded or unmarked, even temporarily.
- Learn location of fire extinguishers and know how to use them.

Classroom Safety

- Chairs, wastebaskets, electrical cords, and other articles should not be left where they will become a tripping hazard.
- 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.
- Approved ladders or other safe support should be used to reach materials on high shelves, bulletin boards, or other high elevations. When it is necessary to climb---use a ladder, not a chair, stool, desk or box. Be sure the ladder is secured.
- On all hand-operated paper cutters, the blade shall be left in the "down" position when not in use.
- Walk slowly and cautiously up and down stairs and use handrail, whenever possible.
- 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.
- Do not stand in front of closed doors, which may open suddenly.
- All electrical equipment should be turned off when not in use. Always unplug electrical equipment by grasping plug, not cord.
- See "Safe Lifting Rules" section for proper procedures when lifting.
- Pencil sharpeners should be mounted so as not to protrude.
- Broken glass and other similar material should be thoroughly wrapped before disposal in waste cans.
- Promptly report all defective materials that need repair or replacement.

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Employee Responsibility

- Accept the responsibility for their own safety. Teachers/Supervisors should encourage employees to be safety conscious.
- Abide by all safety regulations.
- Use protective clothing and devices when needed.
- Use machines, equipment or tools that are in good, safe working condition.
- Do not distract other workers performing a hazardous job.
- Refrain from all forms of pranks or horseplay.
- Report unsafe practices or working conditions to immediate supervisor.
- Report all accidents to the immediate supervisor as soon as they occur.

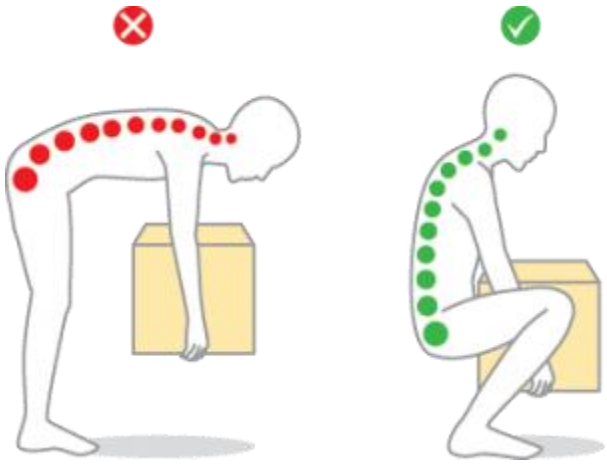
Safe Lifting Rules

- Size up the load, do not attempt to lift a load alone if you have any doubt of your ability to lift it.
- Always make sure your footing is secure.
- Place feet close to the base of the object to be lifted.
- Get a good grip on the load.
- Bend your knees; keep your back straight.
- Keep the load close to your body.
- Be sure you can see past the load.
- 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.
- When pulling down a load, take care and reverse the lifting procedures.

Tips for Lifting Heavy Loads Safely

Improper lifting techniques are a common cause of back pain and back injuries. Once injured, recovery tends to be a long and often expensive process. According to Injury Facts 2015, back injuries accounted for 177,580 of the 905,690 injuries reported in the private sector, with over exertion and cumulative trauma being the biggest factors leading to injury. 20% of all work injuries in warehouses involve problems with the back even though the proper techniques are always clearly instructed.

It is important to remember that a lifting injury can happen at any time, not just at work but also at school, home, or even in public spaces. So please remember to look for any potential hazards when lifting. Asses the weight of the object, test the load by pushing on it lightly with your hands or feet. How easy it moves tells you how heavy it is, so you could decide to lift it manually or with some form of lifting aid. Do not try to carry a big load alone; always ask for help.



Here are some quick tips on how to do manual lifting safely:

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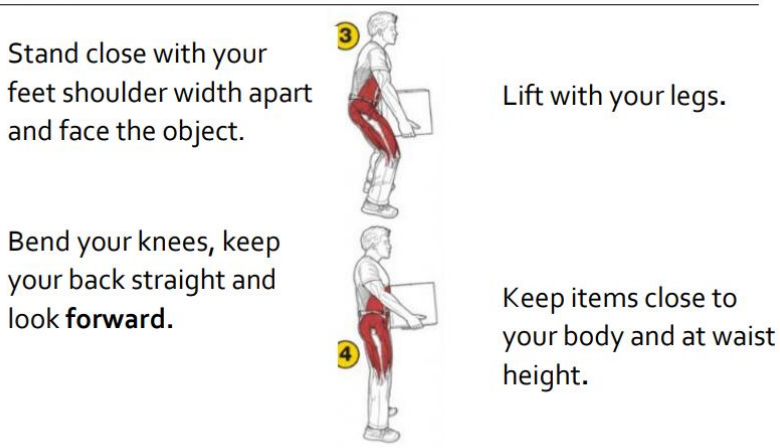
1. Wide Base of Support
   Square up to the load with feet placed shoulder-width apart, one foot slightly ahead of the other.
2. Squat, Don't Bend.
   Never bend over when picking up a heavy object. Always bend at the knees and keep your back straight. Squat down, only bending at the hips and knees.
3. Maintain Good Posture.
   Look straight ahead and keep your back straight. Push your chest out and pull your shoulders back, this will help you maintain the correct posture.
4. Lift.
   Slow and smooth; Maintain good posture while using your arms, legs, and core body (abdominal muscles) to lift.
5. Never Use Your Back.
   Neither for lifting nor carrying, never use or bend your back.
6. Avoid Awkward Load Positioning.
   Hold the load close to your body at the level of your belly button. Lead with your hips as you change direction. Keep shoulders in line with hips as you move.
7. Put Down.
   Put your load down carefully, squatting down with hips and knees only. Remember: Do not bend your back.
8. Take a Break.
   After lifting a heavy load take some time to rest and have a glass of water. This gives your back a chance to recover and reduces the chance of injury.

Safe Lifting Mechanics:



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