



## Back to School Safety

Here are a few safety tips for staff to follow coming back for the new school year.

### General Office Safety

- **Be aware of where you are walking.** Trip and slip hazards – stacks of paper or boxes in the aisle, for example, or recently polished slick floors – are common in the office.
- **Chairs are not stop stools.** Do not use them for that purpose.
- **Keep it neat.** Avoid clutter both on and underneath the desk.

### Slips, Trips, and Falls

Avoid slips, trips and falls by:

- Wearing clean, appropriate footwear
- Using handrails
- Practicing ladder safety
- Cleaning all spills immediately
- Marking spills and wet areas
- Mopping or sweeping debris from floors
- Removing obstacles from walkways and keeping them free of clutter
- Securing mats, rugs and carpets that do not lay flat
- Always closing file cabinet or storage drawers
- Covering cables that cross walkways
- Keeping working areas and walkways well lit

## Community Matters Bus Driver Tools



**Tools to help you to be an asset building adult and create a positive climate on your bus.**

- 1. Learn the names of the students on your bus.**  
The easiest way to start to build a relationship and create a positive climate is you can call someone by their name.
- 2. A Riddle/Joke or Useless Trivia a Day:**  
In the morning at your last bus stop, before heading to the school share a riddle, joke, or trivia. Let them guess but don't give the answer
- 3. Have assigned seating**  
Set up your bus for success from the beginning of the year by having assigned seating. Pick older students to sit with younger students.
- 4. Set up a reward system:**  
Use a reward system on your bus to establish a relationship with students, maintain behavior and order. [www.teacherspayteachers.com/](http://www.teacherspayteachers.com/) is a resource for free and easy reward systems you can download.
- 5. Bus Driver Handshake:**  
What can work for teachers in the classroom can also work for you on the bus... which is **YOUR** classroom.
- 6. Morning Greeting Using Feelings Chart:**  
Let each student know you want to greet them every morning but in a way that respects them individually. Post a feeling chart somewhere easy for students to see as they enter the bus. like.
- 7. Morning Dance Party:**  
Have a song that is fun, upbeat and positive. Every morning as students get on the bus, play the music and let them dance their way to their seat.
- 8. Question of the Day:**  
Come up with a question of the day. For example, "What's your favorite ice cream?" As students get on the bus ask the question. Give them the rest of the bus ride to come up with their answer.

## Field Trips

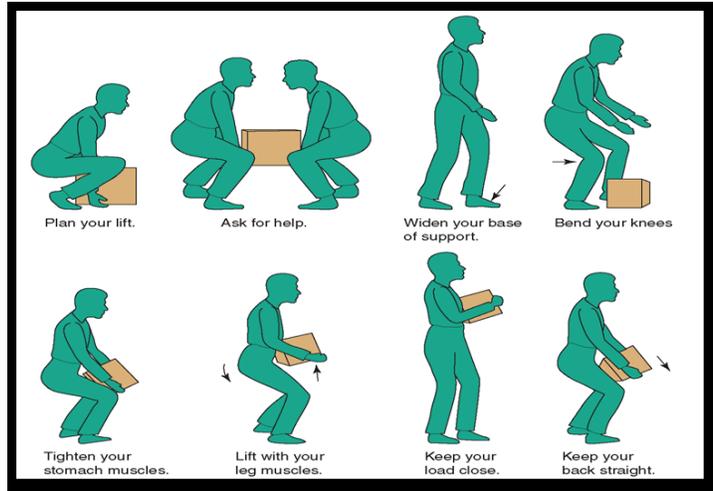
Field Trips are fun-and require advanced planning.

Each school year teachers plan field trips that enhance their students' educational experiences. Although these excursions can be a lot of fun, there's considerable advance planning required for each outing. Prior to organizing trips, be sure to check the following:

- **Use the most current field trip forms.**
- **Keep all completed filed trip form a minimum of one year from when the school year ends.**
- **Check with the JPA to ensure that all field trip requirements and approvals are met.**
- **Consult with your district's transportation staff.** Although they may not provide buses for the excursions, they will need to know the transportation plans.
- **Some venues might require certificates of insurance as stated in the use agreements approved and signed by the district.** To request a certificate, contact the JPA.

Field trips are privileges. All necessary steps need to be completed before students can participate.

## Safe Lifting Guidelines



**It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you do not lift properly.**

- **Before you lift something, prepare yourself and plan the move.** Size up the load to make sure you can handle it safely. If you think it is too bulky or heavy, ask someone to help you or divide it into smaller loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. Keep the load close to your body.
- **Turn, don't twist.** Instead of twisting, turn your whole body in the direction you want to go. Twisting when carrying a load puts a lot of undue stress on your back.
- **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- **Do not store heavy objects higher than your waist.** Lifting heavy objects overhead puts a lot of undue stress on your back.
- **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back.

## Decorating Hazards

Even well-intentioned decorations could pose serious risks to students if used incorrectly. Possible hazards from decorations include:

- **Fires:** Too much clutter on classroom or hallway walls can spread fires more quickly.
- **Poisoning:** Some decorations may be made with toxic substances and could be hazardous if young students were to unwittingly taste them.
- **Trips:** A classroom cluttered with decorations has more trip hazards for unwary students.



- **Cuts:** Paper cuts are common from foil and paper decorations, while glass items could break into dangerous shards.
- **Distractions:** While distracting decorations aren't likely to cause injuries, students' grades can suffer because they can't focus on their lessons.
- **Falls:** Items that are improperly secured may fall and injure students.

## Get Ready to ShakeOut!



Millions of people worldwide will practice how to Drop, Cover and Hold On on October 17 during Great ShakeOut Earthquake Drills.

2019 is the 12<sup>th</sup> ShakeOut, which began in southern California in 2008.

Schools have many key roles during disasters, and when they are well prepared everyone benefits. Also, by holding their earthquake drills on the same day, they inspire the participation of many others.

### Great Resources:

Drill Planning Resources

<https://www.shakeout.org/schools/index.html#drillplanning>

Educational Resources

<https://www.shakeout.org/schools/index.html#education>

Preparedness and Safety Resources

<https://www.shakeout.org/schools/index.html#preparedness>

### Great Resource for School Administrators!

<https://www.fema.gov/media-library/assets/documents/132592>



***The material in this newsletter should be part of your Injury & Illness Prevention Plan (IIPP).***