

Holbrook Public Schools

Teacher's Safety Rules and Responsibilities

Accidents and injuries often happen because people are willing to take unnecessary risks in their work. Statistics show that 85% of all accidents occur due to unsafe acts, not unsafe conditions. Discipline is not always enough to prevent injuries. Having a good attitude and awareness towards safety is a much more effective means towards preventing injuries and maintaining a safe work environment.

REMEMBER - YOU ARE THE ONE WHO BENEFITS FROM WORKING SAFELY!

In efforts to provide and maintain safe conditions in classrooms and schools, the following safety rules must be followed:

1. Use proper lifting techniques when lifting boxes, desks, furniture, audio-visual equipment, etc. Bend your knees, arch your back, get a firm grip on the object by grabbing it on opposite corners, keep the object close to your body and lift with your legs.
2. Use a ladder or step stool to reach overhead objects or fixtures on shelves, cabinets or ceilings. NEVER STEP ON A DESK OR CHAIR!
3. Ensure that floors and/or carpeting are clean, free of water, debris and in good repair with no broken tiles, rips, or protruding edges. Aisle-ways throughout the classroom must be clear and unobstructed to prevent slips and falls. KEEP FLOORS CLEAN!
4. Never leave file cabinet or desk drawers open or protruding out in efforts to prevent individuals from striking against or tripping over the drawer.
5. Inspect the electrical cords on all power equipment such as overhead projectors, VCR's, televisions, and computers for breaks, cuts, frays, and cracks. If a cord is found to be deficient, the device should be tagged and placed out of service.
6. Never remove or by-pass the third prong or ground prong on a three-prong electrical plug. Do not use a three-prong plug with extension cords that can only accommodate 2 prongs.
7. Never use extension cords as permanent wiring for microwaves, lights, computers, VCR, coffee makers, audiovisual equipment, etc. Extension cords used as permanent wiring can overheat and cause fires.
8. Provide surge suppression strips or devices on all computers and computer apparatus.

9. Keep the top and sides of all classroom heaters clear and unobstructed of paper, crates, boxes, and other combustible materials. A 3-foot minimum clearance should be maintained between heaters and all combustible materials.
10. Become knowledgeable with and educate your students in the emergency evacuation procedures to follow in the event of an emergency or fire. Review the school's written emergency evacuation program.
11. Keep all fire routes and exit doors clear and unobstructed of boxes, equipment and materials. Fire exit routes and doors must be clear and properly marked to allow individuals to evacuate the building quickly in the event of an emergency.
12. Learn the location and proper use of fire fighting equipment in your area.
13. Keep flammable materials, paints, and chemicals in approved flammable cabinets with double insulated doors, outside ventilation and proper grounding.
14. Familiarize yourself with the Material Safety Data Sheets (MSDS) for the hazardous materials or chemicals used in your classroom or work area. These sheets outline the ingredients in the chemical, personal protection equipment to use to prevent exposure and emergency procedures to follow if an individual is exposed.
15. Do not operate any equipment, machinery, or handle hazardous material that you have no experience with. STOP AND ASK FOR ASSISTANCE!
16. Report all accidents, no matter how minor, IMMEDIATELY!

SOURCE: Holbrook Public Schools Faculty Manuals

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