

## New School Year - Safety & Recognition

Each new school year presents its own set of challenges. It is important to revisit facilities/campus concerns prior to the beginning of the school year. Below are some recommended safety reminders to address before that first bell tolls to start off the new school year, as well as, ideas for recognizing safety in the workplace.

### Campus safety

- Refrain from hanging/using combustible materials/3-D artwork on ceilings, walls, and doors.
- Keep exit/egress/fire safety devices/pathways clear (aisle ways, stairs, ramps); do not block with stored materials.
- Cover all electrical cords in aisle ways with cord covers. If cord covers are not available, roll up cord when not in use. This should only be temporary; a permanent solution should be determined to eliminate cords crossing aisle ways.
- No open flames (candles/incense); no air fresheners (possible irritant).
- No sofas in classrooms; potential sanitation/insect issues (TB 117-2013 and SB 1019).
- Avoid leaving tools/kitchen utensils out in the open; lock up when not in use.
- Wear all appropriate personal protective equipment (PPE); use safety equipment (step ladders, not chairs).
- Do not store items on the edge of a stage/raised concrete (trip/fall hazard).
- Clean up spills on walking surfaces immediately (slip hazard).
- If unable to address/correct unsafe conditions, cordon/block off, and report immediately to the appropriate person.
- If an injury occurs, report immediately to supervisor.
- Inspect daily for issues and report unsafe conditions immediately.

### Recognition for promoting safety

- Acknowledge employees demonstrating safe work practices, e.g., wearing PPE, adhering to safety rules, reporting safety concerns, etc.
- Encourage employees to nominate/recognize others for safety innovation and/or acts of safety.
- Appoint a student in each classroom to be “safety champion”.