

# SAFETY SPOTLIGHT

## CLASSROOM DECORATING SAFETY

### Start early.

- ❖ Allow enough time to set up your classroom. Avoid rushing and unpacking everything at the last minute. Consider planning work into smaller segments.

### Warm up and stretch your back.

- ❖ Performing tasks you are not use to, such as unpacking and moving boxes, may cause aches and pains. Pace yourself, stretch, unpack, then stretch some more.

### Use proper body mechanics.

- ❖ Set items on tables rather than on the floor whenever possible.
- ❖ Avoid twisting, especially when lifting or lowering heavy objects.
- ❖ Lift and lower loads with your legs while keeping your back straight.

### Do not carry overloaded boxes.

- ❖ Use smaller boxes to keep loads lighter.
- ❖ Plan the lift and test the load.
- ❖ If you need help, ask. Use carts, hand dollies or the buddy system.
- ❖ When using a cart or hand dolly, make sure it is in good working order and the path is clear.

### Never catch a falling object.

- ❖ Sometimes it is better to let the box drop, than to try to catch it and injure yourself.

### Use sturdy boxes with pre-cut handholds.

- ❖ Good handholds can make moving much easier and safer because it encourages proper lifting techniques. Awkward grips contribute to hand and arm fatigue.

### Never stand on tables, desks, or chairs.

- ❖ Use sturdy step stools and ladders to lift objects or to hang items. Do not stand on chairs.

### Refrain from over-decorating.

- ❖ Do not hang items from ceilings. This could cause fire to spread quickly throughout the classroom and depending on the location, obstruct sprinkler heads or block a safe exit out of the room.
- ❖ Refrain from covering or hiding doors, windows, electrical switches, panel boards, fire alarms, gas shutoffs, fire extinguishers, or other important equipment.

