



## TEACHERS/OFFICE WORKERS: (End of year Safety Tips)

- a. Wear soft, rubber-soled shoes with no heel. Not recommended wearing open back sandals, high heels or flip flops.
- b. Do some stretching exercises prior to packing/lifting. Check with your doctor prior to starting any exercise/stretching routines.
- c. Ask for extra trash bags during the last week of school. Avoid overloading trash cans.
- d. Use smaller, easy to carry boxes when packing items. Avoid overloading boxes. Keeping boxes manageable will help you avoid a back or other injury. Use a table to place items in a box. Reduce the time you spend bending and squatting.
- e. Keep the path to doors clear at all times.
- f. Lift items with your legs-not your back. Squat, lock, lift. Keep head forward when lifting.
- g. Always use a step ladder when removing items located higher up in the room. Use a step ladder for removing decorations from walls and ceilings.
- h. Use carts, flatbeds and hand trucks to move items. See your Custodian or Principal for these items.
- i. Break up tasks to avoid overuse of muscles.

*It only takes a minute to make a safe choice.  
It takes a lot longer to recover from an unsafe one.*



# Take



- j. Hydration – during warmer weather make sure you rehydrate with water hourly.
- k. Take a 3-5-minute break each hour.
- l. Plan ahead and **ask for help** with heavier items. Ask the Custodian, Principal or other employees for assistance.

## CUSTODIAL: (Beginning of Summer Safety Tips)

- a. Do stretching exercises daily prior to starting your summer cleaning work and after your lunch break. Check with your doctor prior to starting any exercise/stretching routine.
- b. Lift items with your legs-not your back. Squat, lock, lift. Keep head forward when lifting.
- c. Dress appropriately for the job. Recommend slip resistant soled shoes.
- d. When working on wet floors (water and/or stripping solution) utilize slip on non-slip shoes which can help reduce slipping accidents on wet floors.
- e. Rehydrate yourself hourly. Have water available (tap or bottled).

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# Take



- f. Take your morning and afternoon 15-minute breaks. Take your scheduled lunch break.
- g. Gather and inspect the tools and equipment you will be using for summer cleaning. Make sure all tools and equipment are safe to use.
- h. Break up the heavier work (moving furniture) into shorter time periods. Alternate work assignments for the custodial staff. Avoid repetitive work that may lead to an injury. **Ask for help** when needed.
- i. Use carts, dollies, desk dollies and other moving equipment to safely move heavy/bulky items.
- j. Provide extra trash bags to the teachers the last week of school. This can help avoid trash cans being overloaded.

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