



from Business Services

Safety in the Workplace October 21, 2019

Anaheim Union High School District's most valuable assets are our employees. One of our highest priorities in Risk Management is to keep employees safe and healthy in the workplace.

DID YOU KNOW?

Strains and sprains represent the majority of workplace injuries and lost time. Preventing these injuries is much easier than treating them.



SAFETY MATTERS

- ✓ *Focus on your walking route*
- ✓ *Use handrails on stairs*
- ✓ *Never obscure your vision with boxes*
- ✓ *Use walkways and avoid shortcuts*
- ✓ *Call attention to unsafe conditions*

To reduce strain on your body, try to work with your arms below shoulder level and stay as physically close to the task you are performing as possible. In the event you need to reach an elevated location, always take the time to use a step stool. Request help with handling heavy or multiple items.

IN THE CLASSROOM

- ✓ *Model safe behavior*
 - ✓ *Maintain a clutter-free environment*
 - ✓ *Do not 'daisy-chain' extension cords or power strips*
 - ✓ *Run power cords under carpet or tape*
 - ✓ *Clean up spills*
-

When using equipment such as laptop carts or custodial carts, ensure you are pushing and not pulling. Place the cart directly in front of you and as close to you as possible for better control. Wear proper footwear for work.

HEALTH MATTERS

- ✓ *Make healthy choices*
 - ✓ *Eat healthy food*
 - ✓ *Get moving*
 - ✓ *Stretch your body*
 - ✓ *Sleep 7-8 hours per night*
 - ✓ *Reduce your stress – breathe*
-