

**Muscogee
County School
District**

THINK SAFETY!

**ALWAYS
1ST**

Property & Risk Management
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INSIDE THIS ISSUE:

Employees' Responsibility	1
Reporting Injury	1
Safe Lifting	2
Slips, Trips & Falls	2
What You Can Do	2

Employees' Responsibility to SAFETY

1. Safety is EVERYONE'S responsibility. Take personal responsibility for your own safety and that of your co-workers.
2. Follow the rules.
3. Report all injuries **IMMEDIATELY**.
4. Pay attention during training.
5. Follow every step in every job every time.
6. Know and follow safety rules.
7. Avoid horseplay.
8. Don't take shortcuts.
9. Use required personal protective equipment when needed.
10. Wear clothing appropriate for the job.
11. Give work your full **ATTENTION**.
12. Know what to do in an emergency.
13. Report any safety hazards you can't fix.
14. Ask questions about any procedure that you do not understand.
15. Maintain good housekeeping.
16. Read and understand Material Data Safety Sheets when working with chemicals.
17. Use proper lifting and carrying positions at all times when moving materials/equipment. Bend your knees and lift with your legs.
18. Watch for slippery walking surfaces or obstacles that may cause a fall.
19. Never climb on makeshift ladders and stools.
20. Don't substitute extension cords for required wiring.
21. **ALWAYS maintain a safe attitude in the workplace!**



Carelessness is the most common cause of workplace accidents.

Safety is EVERYONE'S business!

A clean organized work area encourages safe working habits!

No work is so important that it should be undertaken in an unsafe manner.

Employee Injury Reporting

A major concern of MCSD as an employer is to prevent injuries to its employees. In the event of an employee injury, the following procedures are to be followed:

1. Employees injured on the job are to notify their supervisor immediately.
2. If medical attention is required, the injured employee must choose a

physician listed on the "Panel of Physicians" in order to be covered by Workers' Compensation.

3. When an injury occurs, the supervisor must complete the "Employer's First Report of Injury or Occupational Disease." This form should be completed in its entirety and submitted to Property & Risk Management.

4. Employees must keep their supervisor and Property & Risk Management advised of their medical status and ability to return to work.
5. Contact Property & Risk Management with any questions you have concerning an on-the-job injury.

SAFE LIFTING—It's your back!

Back injuries are among the majority of reported incidences occurring at MCSD. Listed below are some recommended procedures to help you avoid back injury:

- ◆ Be realistic when assessing the load. Lift or carry only what you can handle safely.
- ◆ Never store heavy objects higher than your shoulders. Lifting even the lightest objects over one's head puts additional strain on the back.
- ◆ Ask for assistance or break the load into smaller, more manageable sizes.
- ◆ Use dollies or other mechanical equipment when possible.

Seven Steps To Safe Lifting

To lift correctly:

1. Stand close to the object with your feet about a shoulder width apart.
2. Squat down, bending at the hips and knees. Keep your back straight.
3. Tighten stomach muscles.
4. "Hug" the load, arch your lower back inward.
5. Rise slowly lifting with your legs as you stand.
6. Turn your whole body in the direction you want to go. Avoid twisting your torso while carrying a load.
7. To lower the load, squat first, bending naturally at the hips and knees. Keep your lower back arched inward.



When you lift, maintain your back's natural curves, and let your legs do the work.

SLIPS, TRIPS, AND FALLS

How can we prevent slips and falls?

1. Clean up spills quickly and correctly—or report them.
2. Keep walkways, stairs and aisles clean, orderly and free of clutter.
3. Avoid shortcuts, use designated walkways.
4. Only carry loads that you can handle.
5. Use a ladder or step stool if you must access something beyond your reach.
6. Turn on lights.
7. Report possible tripping hazards if you can't take care of it yourself.
8. Use handrails on stairs.
9. Close file cabinets immediately when finished.
10. Walk, don't run.
11. Make sure you can see over materials you're carrying.
12. Report loose or damaged flooring immediately.

BE ALERT!

Accidents HURT



WHAT YOU CAN DO...

In the classroom:

Avoid stacking boxes and materials. Avoid placing heavy objects on high shelves. Report any frayed wiring on electrical equipment and DO NOT use until it is repaired. Avoid standing in chairs.

In Custodial/Maintenance areas:

Prevent others (as well as yourself) from walking on freshly mopped or waxed floors. Report damaged equipment, frayed wires to your supervisor immediately. Use equipment as instructed by the manufacturer.

In Food Service:

Wipe up all grease and spills from floors immediately. Wear non-skid/rubber soled shoes. Don't remove machine guards from slicing equipment. Know where fire extinguishers are kept and how to use them.