



Risk Management
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Interoffice...
MEMORANDUM

To: School-Based Administration

From: Kevin Windham, Director *KW*
Risk Management

Date: **August 1, 2014**

Subject: Beginning of School Year Safety Reminders

It has been an extremely busy Summer this year, but I hope that each of you have had an opportunity to get away and have some time to relax in preparation for a new school year.

All administrative staff, management, and staff are all part of our Safety and Risk Management Programs. We should ALL be **continuously** observing and looking for ways to prevent injuries at your worksite. One of the District's Strategic Aims is to develop a "Safe Learning and Working Environment" for our students, staff and visitors on our campuses.

We have already had a report of a pre-school injuries within the last week. As teachers are returning officially on August 11th this year (if not already arranging and decorating rooms), I wanted to take this opportunity to remind site based administrators that each year the District unfortunately has a number of teachers/staff that are injured during the pre-school time period arranging and decorating their classrooms in preparation of students returning. Please make sure to remind teachers and other staff at your in-service meetings to use appropriate safety measures to prevent injuries including:

- 1) Make sure that teachers are aware and have access to foot stools or small ladders to place material on walls and please stress "**DO NOT CLIMB ON OR USE CHAIRS OR TABLES FOR HANGING ITEMS**" as these are not appropriate nor are they engineered to handle this type of activity.
- 2) Make sure that assistance is available for teachers moving chairs, tables, desk and these type of objects as many of "our" bodies are not acclimated to these types of activities even though our mind may think so.
- 3) Campus and classroom access should be restricted to times where others are present. No employee should ever be the only employee in the school so please emphasize the buddy system and have set hours for access that everyone adheres to.

Teachers, as all employees, are a significant asset of this District. If a simple reminder from the Principal can prevent just one of the injuries, it may be the one that keep a child's teacher being able to teach this year and avoid an injury that may cause permanent injuries that an employee could live with for their entire life.....so please take an opportunity to remind teachers to be safe next week.

Have a great school year!