

# AUTUMN SAFETY TIPS

Prevent  
SLIPS &  
FALLS

Flu Season



**FIRE  
SAFETY  
MONTH**

Autumn comes with its own unique set of seasonal hazards. Cooler weather brings relief from the summer heat, but many regions of the country also experience an increase in severe weather like snow and ice, thunderstorms, and hurricanes. Shorter days can also increase the dangers for employees who may be working or driving in the dark.

With that in mind, now is a good time to reevaluate your safety practices and remind workers to be vigilant about the hazards they may encounter during this season.

MAKE TIME  
FOR MENTAL  
HEALTH

EMPLOYEES  
NEED  
SUPPORT,  
POINT THEM  
TO THE  
APPROPRIATE  
RESOURCES

Fall BACK  
SAFELY  
1 HOUR  
CAN  
OFFSET  
OUR  
ROUTINES

# **February School Safety Reminders**

## **SAFETY TOPICS FOR THIS MONTH**

- **Bullying and Proper Reporting.**
- **10 ways to Improve School Safety.**
- **Winter Trips, Slips, and Falls.**
- **Snow Shoveling Safety Tips.**



**All Educators have a responsibility to Report and Stop Bullying. Report on all forms of hazing, harassment or bullying of any kind. Always take action, don't sit back when you can make a difference and prevent it from happening in the first place. Do your part and help kids who can't help themselves. We recommend a couple of classes that deal with these topics. You can find these classes in Vector Training under the heading Social & Behavior, and Human Resources. The classes are Hazing Prevention in K12 Environments (51min), Bullying: Recognition & Response (58 min), and Boundary Invasion (25 min). We recommend that all School's consider assigning these important classes to staff to help protect the students that are under our care.**

## **10 Ways to Improve School Safety**

1. **Practice Your Communication.** Always practice with your staff on communication and teach them how to use the resource we have for emergencies situations. Your campus Emergency Notification System (ENS) is one of the best ways to alert and instruct students, staff, and parents. Make sure your staff is trained ON this system.

2. **Involve Parents in School Operations.** Parents play a crucial role during emergencies. Giving directions to parents on what they should be doing during a crisis can make a big difference. Hold meetings and send out information to parents about what procedures they should follow.

3. **Make Students Part of the Team.** Students can be a source of information and ideas. Keeping students involved will empower them to actively participate in safety exercises and encourage them to report safety concerns which can help in real world emergencies.

# **February School Safety Reminders**

4. **Vary Your Fire Drills.** Schedule Fire Drills at different times of the day to allow different scenarios to occur for better practice. Make sure to practice using alternate evacuation routes at times.
5. **Download Nixle.** This is a free service that sends alerts from local public safety departments to your smartphone and email. It is an effective method to receive notification of emergency situations and what to do.
6. **Know Your Campus.** Know where your shut off locations are for your gas, water, electrical, and HVAC system. Have keys to your classrooms and emergency sheds handy. Know who carries these keys and have a backup for when they aren't there.
7. **Have A Plan for Non-School Day Activities.** Field trips, sports events, extended care, and other campus events are times when emergencies can happen and cause serious chaos. Make sure to include procedures and practices that cover these.
8. **Research.** Seek tips and information on new technologies, changing procedures, and ideas that will help make your school better prepared. Safety is a battle that is won through preparation.
9. **Hold Safety Talks During Staff Meetings.** This provides an opportunity to reinforce procedures, identify gaps, and address new issues. The faculty and staff are your eyes and ears on the ground, and they absolutely know where your school's weaknesses are.
10. **Assign Specific Emergency Responsibilities to Staff.** Splitting up emergency responsibilities to specific individuals will speed up your school's response times. Assigning everyone a job will clear up confusion.

## **How To Avoid Winter Slips, Trips, & Falls.**

- **Always Plan Ahead. Wait for bad weather to clear if you can. Make sure to allow enough time so you're not rushing. Check routes and look for other ways to make it safely to where you need to go.**
- **Use Handrails or Guardrails if there are any whenever you are walking down or up the stairs.**
- **Walk Slowly and Take Smaller Steps. This will help you keep better footing as you walk on icy conditions.**
- **Stay in well-lit areas when walking if you can to help prevent injuries from lack of visibility.**
- **Keep Your Hands Free just in case of falls to help better brace yourself and to Prevent Serious Injuries.**



# **February School Safety Reminders**

- **Pay Attention.** Always be aware of your surroundings, and what you are walking on.
- **Wear Appropriate Footwear.** Wear boots or shoes with good tread. Don't wear loose fitted shoes or shoes with high heels that could make walking in the snow or ice more difficult.
- **Dress For the Weather.** Dressing warmer for the weather can help keep you warm and can help add layers for more padding just in case of falls.
- **Clean Your Shoes Off** or switch shoes if you can once you're inside. Snow and ice can freeze on your shoes, making them slippery which can increase your chances of falling. Make sure to wipe your feet before entering a building. Floors can be slicker due to SNOW & ICE.

## **Snow Shoveling Safety Tips**

- **BE HEART CONSCIOUS WHEN SHOVELING IF YOU HAVE A HISTORY OF HEART PROBLEMS.**
- **DRESS WARM FOR THE JOB.**
- **DRINK PLENTY OF WATER BEFOREHAND.**
- **WARM UP ARMS AND LEGS BY STRETCHING.**
- **TAKE IT SLOW AND TAKE BREAKS IF NEEDED.**
- **POTECT YOUR BACK.**
- **SHOVEL WHILE SNOW IS FRESH FOR EASIER SHOVELING.**
- **LISTEN TO YOUR BODY AND KNOW WHEN ITS TIME TO STOP.**



# **Important March Safety Topics**

**Workers can experience different work conditions and hazards with changing seasons. That's why it's important to change safety topics and concerns to adapt to the changing seasons.**

## **March Safety Events**

### **Eye Injuries**

**Around 2,000 Americans suffer from eye injuries every single day. That's why it's so important to talk about eye injuries in the workplace and how to prevent them from happening. A lot of eye injuries can be preventable with the proper eye and face PPE. Some eye injuries can cause permanent vision problems and that's why it's so important to be aware of eye safety in the workplace. Always make safety a priority.**

**Eye & face PPE is essential for preventing workplace eye injuries. Knowing which personal protective equipment (PPE) to wear for the job is key to preventing accidents and injuries from occurring. Workers should be careful even after taking PPE off after handling chemicals by not touching their face and eyes before washing.**

### **Fall Prevention**

**When you work at heights, falls are a constant risk. Falls are the most common cause of death for the construction industry. Even if you don't work in construction or around heights, you can still face falls in your workplace and should take precautions to keep yourself safe. Proper ladder safety is one example of this. You should analyze which hazards are relevant to your job and make sure bring them up in your safety meetings.**

### **Fatigue**

**If a worker is tired or drowsy, this could have disastrous consequences. Especially if they work with heavy machinery or are required to operate a motor vehicle. Always listen to your body.**

### **Poison Prevention**

**There are a wide range of substances that could poison workers, including kerosene, antifreeze, engine oil, cleaning supplies and many more in the workplace. That's why it's so important to be aware of what chemicals are around you and how to properly handle and dispose of them.**

**In fact, although many might associate poisoning with children who accidentally ingest a substance, more than 60 percent of poisonings affect adults aged between 20 and 49.**

### **New Vector Training.**

#### **SECURITY**

- **Crowd Management (23 min) (NEW COURSE):** Large crowds are part of life in most schools: assemblies, sporting events, community nights, and other events bring people together with the best of intentions. However, crowds bring inherent safety challenges, and a crowd manager is tasked with making critical decisions to keep them safe. This course will examine common crowd behaviors that crowd managers should consider, the critical need for crowd management in school settings, and strategies crowd managers should implement both before and during an event to ensure that participants stay safe.

#### **INFORMATION TECHNOLOGY**

- **Cyberbullying (24 min):** Cyberbullying is a complicated issue for schools. The rise of cyberbullying has raised concerns regarding the frequency of bullying, school violence and even suicide among students. No school or classroom is immune to its effects. This course provides school staff members with a basic overview of cyberbullying, as well as strategies for identification, reporting and maintaining a safe and positive learning environment. **Topics Include:** types of cyberbullying, scope and effects of cyberbullying and guidelines for response and prevention.
- **Online Safety: What Every Educator Needs to Know (19 min):** The goal of this course is to offer educators "inside knowledge" about how your students really use communication technologies and how to help them avoid online dangers. **Topics covered include** online trends and tools, social behavior online, online dangers, and smart tips for school staff members.

# Slip Hazards and Safety

Slips, trips, and falls are one of the leading causes of injuries and fatalities in the workplace. According to OSHA, slip, trip, and fall incidents cause 15% of all accidental deaths and are second only to motor vehicle incidents as a cause of fatalities on the job. These types of incidents can result in life-changing injuries to the employees who suffer them. These incidents are also very costly for businesses

## Causes of Slips in the Workplace

Common causes and contributing factors of slips are:

- Wet or oily surfaces
- Spills
- Poor weather conditions
- Poor lighting conditions
- Loose, unanchored rugs or mats
- Flooring or other walking surfaces that do not have the same degree of traction in all areas

## Slip Prevention

- Practice good housekeeping to prevent slips in the workplace.
- Keep walkways and paths clear of water, snow, ice, oils, etc., to reduce slippery conditions.
- Place signage or barricades around slippery conditions to alert personnel in the area until it can be cleaned up.
- Secure floor mats or other materials that need to be on the ground, so they do not shift when individuals walk on them.
- Wear the proper footwear for the conditions. Footwear with good tread makes better contact with the walking surface, which leads to less of a chance of a slip.

## SUMMARY

**Slip incidents are hard to avoid if there are slippery conditions or other hazards present that cause slips. The key is to eliminate these hazards, so individuals are not exposed to them in the first place. If there are no conditions where there is too little friction or traction between an individual's footwear and the walking surface, then there is no slip.**



## **SAFETY TIPS WHEN SHOVELING SNOW**

- BE HEART CONSCIOUS WHEN SHOVELING IF YOU HAVE A HISTORY OF HEART PROBLEMS.
  - DRESS WARM FOR THE JOB.
  - DRINK PLENTY OF WATER BEFOREHAND.
  - WARM UP ARMS AND LEGS BY STRETCHING.
  - TAKE IT SLOW AND TAKE BREAKS IF NEEDED.
  - POTECT YOUR BACK.
- SHOVEL WHILE SNOW IS FRESH FOR EASIER SHOVELING.
  - LISTEN TO YOUR BODY AND KNOW WHEN ITS TIME TO STOP.

## **BE PREPARED FOR WINTER DRIVING**

- TEST YOUR BATTERY/ CHECK YOUR COOLING SYSTEM/ CHECK YOUR TIRES FOR GOOD TREAD/ CHECK YOUR WIPERS AND FLUID (ADD WIPER FLUID RATED FOR -30) CHECK YOUR TIRE PRESSURE.
- KEEP YOUR GAS TANK AT LEAST HALF FULL TO AVOID GAS LINES FROM FREEZING.
- KEEP AN EMERGENCY PREPAREDNESS KIT IN YOUR VEHICLE JUST IN CASE OF A BREAKDOWN.
- CLEAR YOUR VECHILE OF SNOW BEFORE TAKING OFF. ALWAYS CHECK YOUR WINDOWS, YOUR MIRRORS, AND YOUR BACK-UP CAMERA LENS.



## **TIPS TO HELP AVOID A CRASH**

- AVOID USING CRUISE CONTROL IN WINTER CONDITIONS.
- STEER IN THE DIRECTION OF A SKID TO PREVENT OVERCORRECTING ONCE TRACTION IS REGAINED
- ACCELERATE AND DECELERATE SLOWLY.
- INCREASE FOLLOWING DISTANCE TO 8 TO 10 SECONDS.
- IF POSSIBLE, DON'T STOP WHEN GOING UPHILL.
- PULL OVER TO A SAFE PLACE WHEN VISIBILITY IS LIMITED AND NOT SAFE TO DRIVE.



## **KNOW YOUR CAR'S CAPABILITIES**

- IF YOUR VEHICLE HAS TRACTION CONTROL.
- IF YOUR VEHICLE HAS AN ANT-LOCK BRAKING SYSTEM.
- IF YOUR VEHICLE IS AWD, 4WD, FWD, OR RWD AND HOW IT WILL HANDLE IN INCLEMENT WEATHER CONDITIONS.





## **HOW TO PROTECT YOUR EMPLOYEES AND YOURSELF FROM WINTER SLIPS, TRIPS, AND FALLS**

- ACCORDING TO THE NATIONAL SAFETY COUNCIL SLIPS, TRIPS, AND FALLS WERE THE THIRD MOST COMMON CAUSE OF NONFATAL WORKPLACE INJURIES ACROSS THE STATE.
- RECOGNIZE THE HAZARDS AND REPORT THE HAZARDS UP.
- EVALUATE THE HAZARDS AND FIGURE OUT WHAT NEEDS TO BE DONE.
- CONTROL THE HAZARDS BY ADDING BARRIERS, MATS TO HIGH TRAFFIC ENTRYWAYS, PROVIDING PPE, AND KEEPING UP ON REGULAR MAINTENANCE AND CLEANING.
- MAINTAIN GOOD HOUSEKEEPING IN YOUR OWN WORKSPACE TO PREVENT TRIPPING HAZARDS.
- CREATE A WINTER PREPAREDNESS CHECKLIST BEFOREHAND TO HELP YOU AND YOUR STAFF.
- TAKE WINTER SAFETY TRAINING WITH STAFF EVERY YEAR BEFORE WINTER COMES.
- MAKE SURE TO WEAR PROPER FOOTWEAR FOR THE WEATHER CONDITIONS.
- MAINTAIN PROPER LIGHTING IN WORK AREAS FOR INDOOR AND OUTDOOR PATHWAYS.
- ALERT EMPLOYEES TO WINTER WEATHER HAZARDS BY USING A MASS NOTIFICATION SYSTEM.

## **IS YOUR PLAYGROUND READY BEFORE WINTER COMES?**

- TRY TO GET YOUR PLAYGROUND FILLER FILLED IF YOU CAN BEFORE THE SNOW COMES IN.
- THINK ABOUT YOUR BUDGET AND PLAN FOR WHAT MATERIALS AND MAINTENANCE YOU WILL NEED TO GET OR GET DONE BEFOREHAND.
- CHECK PLAYGROUND EQUIPMENT FOR HAZARDS.
- DISABLE, CLOSE, OR REMOVE SWINGS TO HELP PREVENT INJURIES DURING THE WINTER SEASON.



## **VECTOR TRAINING**

HERE'S A LIST OF COURSES THAT MSGIA HAS ENCOURAGE STAFF TO TAKE.

- CLASSROOM SAFETY (22 MIN)
- SLIPS, TRIPS, AND FALLS (29 MIN)
- CYBERSECURITY OVERVIEW (15 MIN)
- ONLINE SAFETY: WHAT EVERY EDUCATOR NEEDS TO KNOW (19 MIN)