
Back to School and Classroom Set-Up Safety

Welcome back! As we look forward to the new school year, let us also prepare for a safe work environment. Check your classrooms, offices, and workspaces for the most common hazards listed here and consider the injury prevention tips below.

Trip/Fall Hazards

- Inappropriate footwear
- Rugs and cords
- Stairs
- Standing on desk/chair
- Backpacks on the floor
- Ignoring “Wet Floor” signs
- Cutting across planters
- Distracted walking
- Improper use of step stool/ladder

Struck-By Hazards

- Heavy items stored overhead
- Leaned items on wall falling
- Objects not properly secured
- Not paying attention

Other Hazards

- Blocked exits
- Obstructed alarm pulls and fire extinguishers
- Excessive combustible materials
- Items within 18 inches of ceiling
- Daisy chaining
- Household extension cords
- Personal cleaning chemicals

Most accidents are preventable. With a little planning during setup, we can significantly increase safety in your work areas, and reduce injuries to both staff and students.

- ✓ Keep aisles and exits clear of trip and fall hazards. Encourage students to store backpacks and personal items off the ground, if possible.
- ✓ Set up the classroom in a way that will eliminate or reduce the need for cords in walkways and aisles. If a cord cannot be moved, then follow the District’s process for maintenance or IT-related requests.
- ✓ Do not stand on desks, chairs, counters, and tables. Take the time to contact your site’s custodian or maintenance worker to assist with, or offer an approved stepladder for, decorating, putting up or taking down student work, etc.
- ✓ Slip resistant footwear is best and wear what is appropriate for the day’s activities and weather forecast. Wearing open toed shoes, sandals, or flip flops is not recommended.
- ✓ When lifting heavy items, ask for help. The custodial staff should have material handling equipment and can offer help when needed to move heavy or oversized items. Do not overload trash cans, boxes, or containers.
- ✓ Items stored overhead should be secured to prevent tipping and falling.
- ✓ Always be aware of your surroundings and avoid distractions while walking.
- ✓ Clean up spills right away. If you cannot clean it up then use a *Wet Floor* sign, chair, or other item to alert and block students/staff from walking into the spill area. Contact the School Office or the site custodian to report the issue and request assistance with the spill cleanup.
- ✓ Report any unsafe conditions.