

# Schools

## Employee Safety

*School safety rules establish guidelines for daily activities of students and staff to reduce injuries. Although safety rules won't prevent every injury or safety threat, they do significantly reduce these occurrences and provide guidance for dealing with these situations.*

### Safety Rules

- Employees must wear their seat belts when driving or riding for school business.
- Do not drive a company vehicle or operate machines when fatigued.
- Report to work free from the aftereffects of drugs or alcohol.
- Report maintenance needs or hazards before the end of your work shift.
- Report incidents, injuries or security issues in writing immediately.
- Keep fire exits, extinguishers and alarm pull stations clear, unblocked and unlocked.
- Report faulty emergency lighting.
- Know the severe weather shelter locations.
- When doing extensive computer work, take little breaks, stretch and report issues early.
- Get help when lifting heavy objects like office furniture, boxes or paper or other supplies.
- Keep desk chairs and desk drawers pushed in when not in use.
- To reach items, use a proper foot stool or ladder and never stand on chairs or desks.
- Wear appropriate slip-resistant footwear when working.
- Clean up spills or hazards that could cause a trip, slip, or fall.
- Use the handrail when climbing or descending the stairs.
- Use elevators, if provided, when bulky or heavy items must be moved from floor-to-floor.
- Maintain an accident documentation kit, a dry chemical fire extinguisher and stocked first aid kit in all buses.
- Do not use cell phones while driving.
- Chemical containers must be labeled and closed when not in use.
- Do not use damaged or unsafe vacuums or other electrical machines.
- Do not use your hands or feet to compress garbage in trash cans.
- Place warning cones or signs when floors are wet from cleaning or waxing.

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*