

# NBSIA Member Services Safety Bulletin

June 2013

## END-OF-YEAR SAFETY TIPS FOR TEACHERS

As the year comes to a close it is important to practice safety in the classroom, especially when packing and moving. Don't start your summer with an injury that could have been prevented! Follow these best practices techniques to avoid injury and start your summer right.

### Safety Tips



#### Use a Stepstool

- It may be easy and convenient to stand on a classroom chair, but it's not worth it! Use a stepstool instead and avoid falling from wobbly desk chairs.

#### Use Small Boxes

- When packing boxes, consider the size of the box and the weight of the contents. Try to use small boxes and pack them lightly. Remember—someone has to move that box! If you are packing books, only pack the boxes half-full.

#### Pack Boxes on Desks

- A box that is on a table or desk is easier to lift than one that is on the ground and puts less stress on your back—reducing your chances of strain. If you must lift a box from the ground, practice safe lifting techniques: squat first, then lift with your legs.

#### Use a Cart or Dolly to Move Items

- Reduce strain on your body by placing boxes and other items on a wheeled cart or dolly, then move them.

#### Beware of Long Finger Nails

- Long finger nails can easily be snagged and ripped. If you have long nails, trim them or wear simple gardening gloves to help protect yourself.

#### Wear Appropriate Shoes



- Wear sturdy closed-toe shoes. Flip-flops, sandals and other footwear may increase your tripping hazard. Closed-toe shoes will help protect your feet if you drop an item.

### Security Tips

#### Watch the Clock

- Be aware of the time and avoid staying in your classroom late, especially in the evening. If everyone else is leaving for the day, so should you.

#### Lock Your Door

- Lock yourself into your classroom if you are alone or there aren't many people on campus. This will keep you safer after hours and when school is not in session.

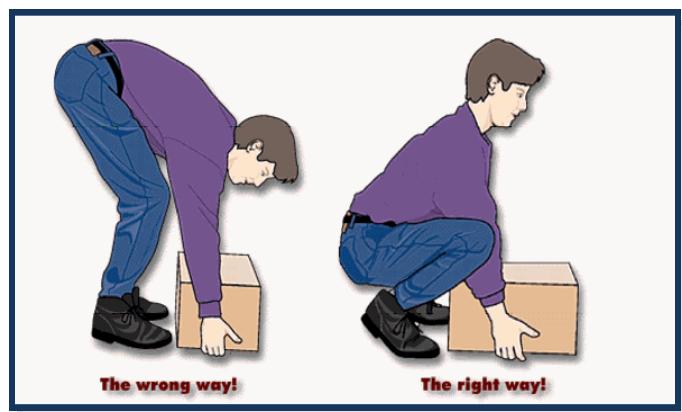
#### Communicate

- Let your family or friends know where you are, if you are going to be late or working when school is out. Keep your cell phone near so you can easily keep in touch or call for help, if needed.



#### Use The Buddy System

- It's said that "there's safety in numbers", so avoid being alone. Ask a friend to stay with you. Not only will you be safer, they might even help you!



### Contact Us

(707) 428-1830

Suzanne Dillman  
Jeremy Hatch  
Amanda Hawkins



[SuzanneD@nbsia.org](mailto:SuzanneD@nbsia.org)  
[JeremyH@nbsia.org](mailto:JeremyH@nbsia.org)  
[AmandaH@nbsia.org](mailto:AmandaH@nbsia.org)