Tips for Classroom Safety

General

❖ Know the internal arrangement of your classroom, including storage areas.
❖ Know the general layout of the school building, including stairways, hallways, and doorways.
❖ Know the school building evacuation route in the event of an emergency, and the location of escapes and exits.
❖ Know where all fire extinguishers, first aid kits, and fire alarm pull stations are located.
❖ Be on the lookout for tripping or slipping hazards in aisles and passageways; such things as carelessly dropped school books and materials, liquid spills, and forgotten electric cords.
❖ Watch for materials that have not been stored properly and that may fall and hurt someone.
❖ Never climb on a classroom chair to post classroom materials. Get a ladder or assistance.
❖ Be alert to the careless actions of students who can be involved in horseplay.
❖ Report all safety hazards or potential safety hazards to your school principal.
❖ Report all accidents and injuries to your principal immediately, even if the injuries do not require first aid, the attention of the school nurse or the services of a doctor.
❖ Report all defective furniture, fixtures or equipment on a daily basis.
❖ Report any damage to the classroom itself immediately. Broken windows, defective floors, and loose or torn carpeting or tile should be reported immediately.
❖ Report every fire immediately no matter how small or insignificant you think it may be.
❖ Keep your classroom doors locked when the room is not in use.

Fire Prevention

❖ Keep decorations for holidays, parties, and other events to a minimum.
❖ Do not use extension cords or octopus plugs.
❖ Consult the maintenance department before setting up aquariums, coffee pots, terrariums, etc. to be sure that the electric system can safely accommodate them without overloading.

Operating Audio Visual Equipment

❖ Do not operate audiovisual equipment unless you have been properly instructed.
❖ If equipment malfunctions, disconnect the electrical cord and notify the maintenance department.
❖ Do not change a burnt-out lamp bulb until the equipment has been cooled and been disconnected.
❖ Avoid positioning electrical cords across aisles or furniture.

Storing Materials

❖ Keep all file cabinet doors and storage cabinet drawers in the closed position.
❖ Restrict activity to one shelf or drawer at a time.
❖ File heavier materials in lower shelves or drawers. Do not store materials on top of cabinets.
❖ Be aware that heavily laden top drawers can tip over the entire cabinet when opened or left open.
❖ Do not store combustibles or flammable liquids in the classroom.

Lifting

❖ Avoid sudden twisting, jerking, reaching or bending movements during any state of the lifting process.
❖ Lift only what you can handle without a strain. If the materials to be lifted exceed your lifting capacity, request assistance.
❖ If the materials are lower than your waist, squat down with your knees bent and one foot alongside the materials, the other foot behind the materials.
❖ Keep your back as straight as possible, but not necessarily vertical.
❖ Grasp the materials securely; if they are heavy, grip with your palms, which are stronger than your fingers.
❖ Lift by pushing with your rear leg, keeping your back straight and your elbows tucked in.
❖ Lift and carry the materials as close to your body as possible. If you need to shift your grip, rest the materials on a desk or table and then make the adjustment.