

**Muscogee
County
School
District**

THINK SAFETY!

**ALWAYS
1st**

Published by:
Property & Risk Management
5661 Lorenzo Road
Columbus, GA 31904
706-748-2380

Spring 2009

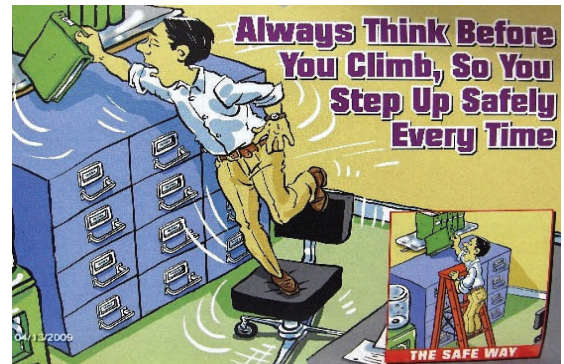
Check us out on the web:
<http://www.mcsdga.net/inside/finance/risk/1risk.htm>

INSIDE THIS ISSUE:

Office Safety Tips	1
ABCs of Building Safety	1
Accident Prevention— Info on Near Misses	2
Wrist Saver Exercise	2
Injury Reporting	2

Tips for keeping your office SAFE:

1. Take personal responsibility for your own safety and that of your co-workers.
2. Take advantage of safety training you're offered on the job.
3. Look for potential hazards and take action to prevent them.
4. Always use a ladder or step stool to retrieve anything above shoulder level.
5. Watch where you are walking.
6. Make sure filing cabinets have even weight in all drawers and not all in the top to prevent it from tilting over.
7. Secure tall cabinets and bookcases to the wall to prevent them from tilting as well.
8. Make sure spills are cleaned up quickly.
9. Make sure you can see over materials you are carrying.
10. Only lift or carry items you can safely handle.
11. Remove loose, hanging jewelry and roll up sleeves before working with machinery.
12. Report any safety hazards you can't fix.
13. When lifting a heavy object, squat and let your legs do the work.
14. Learn the Heimlich Maneuver, CPR, and basic first aid. You could save a life!
15. Post emergency information and numbers near every phone.
16. Guard sharp edges of furniture.
17. Do not lean back too far in chairs.
18. Make sure your office has a first aid kit and know where it is at all times.
19. **Know what to do in the event of an emergency!**



**MCSD
cares about you
and your safety.**

**Safety is
EVERYONE'S
business!**

**Think it,
practice it,
LIVE it.**

The ABCs of Building Safety

No matter where you work, it's important to practice these safety precautions:

Access and atmosphere: Make sure there is access to all exits—esp. important in case of fire. Also be aware of airborne contaminants and take precaution.

Better ergonomics: Make sure your work area works for you. Remember to take stretch breaks and watch your posture.

Clutter-free walkways: Obstacles in walkways cause the majority of falls. Boxes, open drawers and cabinets, and loose cords can trip someone in a hurry.

Disaster plan: Your workplace should have an emergency or disaster plan. Designate someone to know where it is and make sure it is followed.

Don't Miss the Message of a Near Miss!

Near misses are accidents waiting to happen.

The only difference between a near miss and an accident is a fraction of an inch or a second in time. *Prevention is key!*

◆ **Report all near misses right away.**

Most accidents are preceded by multiple near misses. Report them to your supervisor so he or she can track the patterns, pinpoint the problem, and take corrective action.

◆ **If possible, remove the hazard immediately.**

Do your part to protect your co-workers from injury. But don't forget to report the hazard even if you removed it.

◆ **Report damaged equipment or property.**

Injuries can often be traced back to equipment or property damage that was never reported and repaired.



What is the key to accident prevention?

Being continuously alert to possible hazards and following safe work practices.

Wrist Saver

Here's a quick way to relieve wrist pain and strain that can result from typing and other repetitive motions which can lead to carpal tunnel: Rest your elbow on a desk with your hand hanging over the edge. Stretch your fingers as far back as you can with your other hand and hold for five seconds. Repeat for the other hand.



Worth repeating...Employee Injury Reporting

A major concern of MCSD as an employer is to prevent injuries to its employees. In the event of an employee injury, the following procedures are to be followed:

1. Employees injured on the job are to notify their supervisor **immediately**.
2. If medical attention is required, the injured employee must choose a physician listed on the "Panel of Physicians" in order to be covered by Worker's Compensation.
3. When an injury occurs, the supervisor must complete the "Employer's First Report of Injury or Occupational Disease." This form should be completed in its entirety and submitted to Property & Risk Management.
4. Employees must keep their supervisor and Property & Risk Management advised of their medical status and ability to return to work.
5. Contact Property & Risk Management with any questions you have concerning an on-the-job injury.