

# Office and Classroom Safety

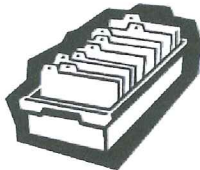
We might not think about offices and classrooms as danger zones. However, there are a number of hazards for those of us who don't work in a factory.

Recognize the hazards that exist.

Electrical ~ extension cords, overloading outlets, worn or frayed cords. Or cords running through a high-traffic area.



Slips, trips and falls ~ open bottom file drawers, spills or melted snow in entrance areas and just mopped or waxed floors. Keep drawers closed and pay attention to slippery surfaces.



Chairs ~ especially those with wheels. Sitting too far forward can be just as dangerous as leaning too far back. Standing on a chair with wheels is NEVER safe even if it is to quickly hang up or take down a single item.

Back Injuries ~ they most likely will happen from improper lifting or trying to move an object that is too heavy.



Hazardous chemicals ~ while certainly not a huge concern, are still important. Cleaners, air fresheners and correction fluid come to mind. Pay attention and read the labels so you are aware of any possible danger.

Good housekeeping can do a lot to keep the office area or classroom safe. If you drop it, pick it up. If you use, put it back. Keep aisles and hallways from getting cluttered. Finally, if you see something, say something.

District #318 wants you to work safe and be safe. This monthly message is sent from the Safety Sub Committee. Contact Wendy Zeleznikar, Director of Payroll with comments and/or questions. Her office phone number is 218.327.5710.