



Lead, Serve, Support

September 6, 2018

## STAYING SAFE IN YOUR PERSONAL SPACE

The number of school district staff injured by a student or other person has steadily increased over the past 5 years when students bite, hit, kick, scratch, push, pull, trip, run into, jump/climb onto, or throw objects at a staff member.

Staying safe within your personal space requires:

- Remaining alert and focused on your surroundings and what's happening around you; and
- Being proactive—thinking ahead to anticipate problems which might occur and drawing upon your experiences, training, and skills to create plans to protect your personal space should a child suddenly act out so you won't get hurt.



**S**tep out of the smartphone zone... put your phone away and pay attention!

**T**rust your gut instincts and pay attention to those hairs standing up on the back of your neck!

**A**lways stay relaxed and focused on the task at hand; clear your mind of ALL distractions.

**Y**ield... and don't give into temptations to take shortcuts - avoid rushing or getting in a hurry.

**A**lways:

- Employ the *360 Rule for Safety*... continually look up, down, and ALL around!
- Have an EXIT strategy... regardless of where you are, ALWAYS know where the exits are!

**L**earn the habit of positioning yourself to protect your back.

- Make sure you have full view of students in front of you.
- Position yourself so you have something behind you, i.e., a wall or fence, so you can't be struck from behind.

**E**ngage ALL your senses for safety awareness. ...sight, sound (hearing), smell, touch, etc.

- Don't underestimate the importance of body language, both your own as well as others, so you don't get hit, scratched, tripped, or bitten by a student who is getting agitated or acting out.

**R**eport the following situations IMMEDIATELY:

- All accidents, injuries, and close calls/near misses to your supervisor.
- Any safety hazards or concerns to the District Safety Officer, a Safety Committee Member, or your Supervisor.
- Suspicious persons or behavior to your Supervisor, Principal, or a Management Team Member!

**T**hink... Review... Ask... Plan...

- THINK the job through thoroughly and conduct a job site review BEFORE beginning.
- REVIEW the Individual Education Plan (IEP) and Behavior Intervention Plan (BIP) as needed.
- ASK for clarification. Your questions could make all the difference.
- PLAN ahead, anticipate potential problems, and take time to see the plan through.

### REMEMBER... STAY ALERT AND FOCUSED!!!

**SAFETY MATTERS**