



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.

Step out of the smartphone zone... put your phone away and pay attention!

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

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

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

Always:

- 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!

Learn 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.

Engage 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.

Report 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!

Think... 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.



SAFETY MATTERS

REMEMBER... STAY ALERT AND FOCUSED!!!