



June 3, 2019

## PREPARING YOUR WORKSPACE FOR SUMMER

Memorial Day has come and gone which means the end of the school year is just around the corner.

### DECLUTTER YOUR SPACE WITHOUT OVERLOADING THE GARBAGE

De-clutter your space. If you haven't used it in the past year, get rid of it.

Don't discard books and other heavy items in the garbage. Instead leave them near the trash can in a box marked "garbage".

Use several small boxes to collect paper for recycling.

Don't overfill the garbage can. If the container becomes full, get another can to help prevent individuals who normally empty the garbage/recycle containers from being injured.

### REMEMBER LADDER SAFETY WHEN TAKING DOWN DECORATIONS

**NEVER** use a chair and/or desk as a substitute for a ladder regardless of the height of the task!

ALWAYS take time to get a ladder to extend your reach.

Inspect ladders **BEFORE** using them for signs of damage or excessive wear.

Fully open stepladders and lock both spreaders.

Face the ladder and use both hands while climbing.

Maintain 3 points of contact (2-hands & 1-foot or 2-feet & 1-hand.)

Don't carry tools/materials in your hands while climbing up/down a ladder.

Don't lean. Keep your body centered between the side rails.



### MOVING SUPPLIES AND/OR FURNITURE

Analyze the load. Get help if it's heavy or awkward OR divide it into several smaller loads.

Use mechanical devices whenever possible, i.e., cart, dolly, hand truck, furniture moving sliders or straps, etc.

Use your eyes. Check the path for trip hazards and make sure you can see over the load.

Warm Up. Stretch your legs and back before lifting anything.

Don't rush. Pace yourself and take small breaks between lifts as needed.

Use proper body mechanics

- Bend and lift with your knees, not your back.
- Keep the load close to your body.
- Avoid over reaching, stretching and twisting.

Stay hydrated.



### PEST-PROOF YOUR WORKSPACE – Messy workspaces can attract unwanted pests.

Pest-proof your workspace BEFORE leaving for summer break

Remove unused snacks or foods OR secure in a hard plastic container with a snap-tight lid.

Don't forget any food-based art supplies you may have.

Store classroom supplies in hard plastic containers with snap-tight lids; not corrugated cardboard boxes.



**Remember-** NCESD Safety Services team members are available during summer to provide you any assistance you may need.

**SAFETY MATTERS**