



Southwest Washington Workers'  
Compensation Trust

## Classroom Safety

Listed below are hazardous conditions commonly found in classrooms and staff work areas and suggestions on how to correct them.

- 1) Use paper cutters safely:
  - Ensure the finger guard is in place before using the paper cutter
  - Keep your fingers behind the guard
  - Maintain a firm grip on the blade handle
  - Do not cut too many papers at once
  - Keep the blade in a locked position when not in use
- 2) Keep walking surfaces, halls, aisles, and sidewalks clear at all times. Store student backpacks and articles of clothing away from where you walk.
- 3) Clean up spills immediately or mark the spill until it can be cleaned up.
- 4) Standing on chairs, tables or desks to reach high shelves is a dangerous practice. Always use an approved stepladder, never a chair or table.
- 5) Be sure to close filing cabinet drawers when not in use. Drawers left open are “shin bruisers.” Never open two drawers at the same time. The filing cabinet may tip over.
- 6) Lifting can result in back injuries. Carry smaller loads. Get help with heavy or awkward loads. Be sure you can see over the item you are carrying.
- 7) Extension cords are for temporary use only. Only one power strip should be used per electrical receptacle and must be plugged directly into the wall receptacle. “Daisy chaining” of power strips together, and/or the use of an extension cord between the wall receptacle and the power strip, is not allowed.
- 8) Encourage your co-workers to work safely. Help each other maintain a safe workplace.
- 9) Report unsafe conditions as soon as possible to your supervisor if you cannot correct the hazard yourself. Don't ignore an unsafe condition that may injure someone.

**Safe work practices will protect your district's most valuable asset – YOU!**