File: GBGBA-E

Staff Safety/Injury Protection

Safety Rules

1. Being impaired by, or under the influence of, alcohol or illegal drugs while at work, is strictly prohibited. If taking prescription drugs, please follow physician’s recommendation and notify management if medications make you drowsy, etc.

2. Fighting, horseplay, practical jokes or other disorderly conduct is strictly prohibited.

3. Threatening, intimidating, or using abusive language to other employees is strictly prohibited.

4. Whenever employees are driving, or a passenger in a motor vehicle, during the course and scope of employment, they must wear seat belts.

5. Employees must immediately report all injuries, no matter how minor, to their supervisor.

6. Employees shall report any safety hazards/conditions immediately to management.

Prevent Slips/Falls

1. Wear appropriate footwear on snow and ice. If necessary, bring a change of shoes for inside the building.

2. Report slippery surfaces to management immediately.

3. Do not take short cuts. Only walk on sidewalks that have been cleared of snow and ice.

4. Use handrails on stairways.

5. Use extra caution when carrying objects on ice and snow.

Lifting Procedures

1. PLAN the move before lifting; ensure that you have an unobstructed pathway.

2. TEST the weight of the load before lifting by gently pushing the load along its resting surface.

3. If the load is too heavy or bulky, use lifting and carrying aids such as dollies and pull carts or get assistance from a co-worker.

4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.

5. Facing the load, position your feet 6 to 12 inches apart with one foot slightly in front of the other.

6. Bend at the knees, not at the back – keep your back straight.

7. Hold the object as close to your body as possible.

8. Perform lifting movements smoothly and gradually; do not jerk the load.

9. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.

10. Set down objects in the same manner as you picked them up, except in reverse.

11. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

Safe Driving

1. Manage the space surrounding your vehicle

A. Do not follow too closely – Remember to adjust your speed and distance between the vehicle in front of you for road conditions.

B. If someone is following you too closely, stay to the right, slow down, and give the other driver plenty of opportunity to pass.

C. Do NOT hug the center line – Easy to drift into oncoming traffic.

D. Do NOT hug the right side of the road – a soft shoulder could cause you to loose control.

E. Do NOT travel along side another vehicle except for the amount of time it takes to safely pass the other vehicle.

2. Constantly scan your mirrors.

3. Do NOT use your cell phone while driving.

Paraprofessional Back Safety

To protect your back when lifting, transferring, or assisting students remember the following.

Plan Ahead-

\* Ensure the intended path of travel is clear of any debris, obstacles, wet or slippery surfaces.

\* If the student is irritable, unpredictable, has a history of falling, or weighs more than 1/3 your body weight, ask for assistance or use an appropriate lifting device that you have been trained to use.

\* Ensure wheels are locked on mobile devices such as wheelchairs, tables, and assistive equipment before you begin a transfer.

Communicate-

\* Always communicate your lift/transfer/assistance plans with the student and/or lifting partner so that everyone knows what to expect.

Body Mechanics-

\* Keep your feet about shoulder width apart while lifting or transferring.

\* Bend your knees, not your back.

\* Never twist your back while lifting. Always turn your feet and legs in the direction you are headed.

\* Keep the student’s weight as close to you as possible.

Assistive Devices-

\* Use assistive equipment only when you have been trained and feel comfortable doing so.

\* Ensure equipment is in proper working order before attempting the lift or transfer.

\* Gait belts should fit the student properly and not be too snug or loose.

Aggression Control Procedures

1. If you perceive no immediate physical threat:

a. Notify other staff members and have a stand-by to render assistance.

b. State clearly who you are, what you can do to help and what your time limits are as a staff member.

2. If you perceive the possibility of severe physical injury:

a. Assume a non-threatening physical posture and tone of voice.

b. State in clear concise terms what you want the individual to do.

c. State what you can do to help.

d. Speak with authority.

e. Make direct commands.

f. Set a time limit. At the end of set time, seek assistance from a staff member.

3. If you are assaulted:

a. Discontinue care; leave the area.

b. Report assault to your supervisor.

c. Do not return alone. Bring assistance with you.

4. Breaking up an altercation:

a. Do not attempt to break it up alone.

b. Call for help from staff members or call security.

c. Stay out of the immediate area.

d. Wait for help from at least one other person. Do not intervene alone.

Adpoted: January 18, 2017