



SAFETY FIRST

PERRY TOWNSHIP SCHOOLS EMPLOYEE SAFETY NEWSLETTER July 2017

WELCOME BACK--HAVE A SAFE AND REWARDING SCHOOL YEAR!

The employee safety committee of Perry Schools works to maintain a safe workplace for all employees. We meet monthly and review previous workplace injuries in an effort to develop strategies to make our properties as safe as possible for you while you work. We welcome input from all employees especially if you notice a hazardous condition at work.

Committee members for the 2017-2018 school year are:

Mike Bagley, Chief Financial Officer	Chris Sampson, Associate Superintendent
Tom Warner, Maintenance Supervisor	Marty McIntyre, Transportation
Linda Stephens, Food Services Supervisor	Chyrie Thompson, Director of Food Services
A.J. Martzall, Assistant Principal, SHS	Ken George, Employee Safety Manager
Cindy King, Administrative Asst.	Kathy Smyser, Special Education
Dr. Jim Krouse, JWF, Consultant	

YOU MUST FOLLOW THESE PROCEDURES IF YOU SUSTAIN AN INJURY AT WORK:

- Report the incident to your supervisor.
- Fill-out a **FIRST REPORT OF EMPLOYEE INJURY/ILLNESS** form, no matter how significant or insignificant you may believe the injury to be. Your supervisor will provide you with a copy of this form and can assist you in its completion.
- **All** employees of Perry Township Schools, who sustain an injury requiring basic medical attention, must see a physician at one of the following locations. ***(Please do not go to your Family Physician.)*** Your personal health insurance will not cover an injury sustained at work. In addition, Worker's Compensation will not cover initial medical expenses incurred at a location other than those listed below.)

DAYTIME Hours 7:00 a.m.-7:00 p.m.

Franciscan Working Well (Formerly St. Francis)

747 E. County Line Rd.
Greenwood, Indiana
West of Emerson Ave.
Phone: 317-528-8009

Use this facility for daytime needs.

EVENING Hours: 7:00 p.m.-11:00 p.m.

Greenwood Immediate Care (Formerly Immediate Care Center)

1001 North Madison Ave.
Greenwood, Indiana
Near Greenwood Mall
Phone: 317-888-3508

This facility is for nighttime use only.

NOTE: If an injury is **Serious or Life Threatening**, an ambulance should be called or transportation provided to the closest emergency room. However, less threatening incidents need to follow the above-mentioned guidelines. **Failure to do so can nullify your Worker's Compensation coverage.**

COMMUNICATION IS KEY

A very important goal of the committee is to communicate to everyone potential hazards or concerns. This monthly newsletter is one way we accomplish that goal. Our “Don’t Let This Happen to You” section warns of common types of injuries incurred by our employees. Below is the latest.

DON’T LET THIS HAPPEN TO YOU!

Here are descriptions of two recent accidents in our township:

1. After lowering a lift for a student in a wheelchair, an employee turned to board a bus and tripped on a downspout near the sidewalk. It is common to be pre-occupied with getting a task completed, but try to exercise caution and be aware of where you are walking at all times.
2. Toward the end of the school year in May, several employees received injuries from students who have a history of biting, scratching, or kicking. If you have students this year with that type of history, we have Kevlar sleeves that are available for your protection. These sleeves will not stop the pain, but will protect your skin from bites or scratches. Ask your administrator if you would like them for your classroom.

WHAT YOU SHOULD KNOW ABOUT YOUR BUILDING

Whether you are in a new building this year or just need a refresher, please acquaint yourself with the location of the following devices. We hope you will never have to use these lifesaving devices, but you never know. Please acquaint yourself with the following:

- ✓ AEDs in your building.
- ✓ Fire extinguisher nearest you and nearest your closest exit.
- ✓ Fire extinguishers in the gym, café, auditorium, or other special areas in your building.
- ✓ Fire alarm pull station that is nearest to your room.
- ✓ Food service personnel should know where the exhaust fire suppression pull station is in your kitchen as well as the location of fire extinguishers.

IMPORTANT SAFETY INFORMATION FOR ALL:

- ❖ Get help if you are moving boxes or changing rooms. Your custodians have a cart available or may even assist you.
- ❖ Follow safe lifting techniques when attempting to lift.
- ❖ Our most serious injuries are from slips, trips, or falls.
 - Wear appropriate footwear. Slip resistant shoes are recommended.
 - Watch where you are walking.
 - Don’t carry more than you can comfortably carry. Make a second or third trip if necessary.
 - Keep your desk area and room free of clutter.
 - Dispose of defective rugs or mats that will not lie flat, have curled edges, or are unraveling.
 - Keep the area directly under your desk or work station free from cords or cables. Your head custodian has cable ties to keep them bunched together. Just ask.
- ❖ Electrical cords with exposed wires or missing a ground prong should not be used.
- ❖ All flammables and combustibles should be stored in a flame resistant cabinet. Ask your custodian where one is located in your building.

EMPLOYEE ACCIDENTS IN JUNE

1. An employee sustained an injury from a pallet jack that ran over his foot.
2. An employee suffered a foot injury after stepping off a curb.
3. A student jumped into a pool and landed on an employee injuring her neck.