



## ▶▶▶ Kelly Educators—Teach SAFE!

DID YOU  
KNOW



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### Safety Basics:

- ◆ Avoid Distractions
- ◆ Pay Attention
- ◆ Appropriate Footwear
- ◆ Don't 'talk and text'
- ◆ Use hand rails on stairs
- ◆ Keep your area clean, clear and orderly
- ◆ Clean up spills
- ◆ Close drawers
- ◆ Only carry loads you can see above
- ◆ Wash hands frequently
- ◆ Don't touch students

## Teach SAFE

### A Simple Concept

Whether you are paraeducator, teacher, food-service or custodial employee with Kelly Education, you have a responsibility and commitment to the well-being and success of students— and to yourself. **Taking care of your own health and safety at work is the premise behind our Teach SAFE campaign.** Following some simple and basic guidelines will help you meet our student achievement commitments by avoiding injuries and illnesses that could mean time away from work.

There are some basic steps involved in keeping a Teach SAFE environment:

1. Be aware of / identify job hazards
2. Work toward eliminating or reducing them
3. Celebrate your successes

### Step 1:

#### Be aware of / identify job hazards

The items on the next page lists many of the common hazards that affect workers in a school environment. Use this information to identify hazards relevant to your work. Report any serious hazards to your Kelly Talent Care representative.

### Step 2:

#### Eliminate or Reduce Hazards

You may be surprised by how some simple steps can make a big difference. Some hazards you can eliminate on your own, for others you may need to contact Kelly for assistance. Don't be afraid to speak up if you see something in your school or work environment that is unsafe or needs attention. Chances are, others will share your concern.

### Step 3:

#### Celebrate Success!

Boost morale and productivity by addressing workplace health and safety problems quickly. Prevent work-related injuries and illnesses. Addressing employee safety helps everyone at school!



Absolute  
zero™

**Zero on-the-job accidents**

**Zero on-the-job injuries**

**Zero on-the-job illnesses**

# ▶▶▶ Kelly Employees —Teach SAFE!

## Slip and Fall Hazards

It may surprise you to learn that in Kelly Education slips, trips and falls account for 43% of all injuries experienced by employees.

Nearly 30% of the slip, trip and fall injuries were severe enough to result in the employee being unable to work. Broken bones, fractures, and other serious injuries impact your work life, your family life, and can lead to life-long problems, loss of income, and unnecessary pain and misery.

These injuries can be caused by slippery or uneven work surfaces. Here are some tips to prevent slips and falls:



- If you need to reach high places, never stand on a chair or desk. Use a ladder or footstool, or ask for help.
- Make sure shelves and storage racks are stable and secured, don't climb up to reach things on a higher shelf
- Keep classrooms free of clutter
- Wear shoes with non-skid soles
- Watch out for open file cabinets and drawers
- Be aware of caution signs for maintenance and construction projects

## Ergonomic Hazards

These are caused by poor posture, improper body position and can result in sprains, strains, and wear and tear on the body. Ergonomic hazards include: lifting heavy objects, bending to help students, staying on your feet for long periods of time, or sitting for long periods of time.



### When you work on a computer:

- Position the chair and desk so that your knees and forearms are at 90 degree angles, with wrists straight and feet flat on the floor or on a footrest
- The top of the screen should be at or just below eye level, and 16-22 inches away
- Avoid using chairs and other furniture designed for children
- Ask for help when lifting heavy objects or moving equipment
- Get up and walk around periodically as opposed to staying at a desk for long periods of time

## Infectious Disease

Working in a classroom or school environment could expose you to many different viruses and bacteria, including COVID, the common cold and flu. Remember that some diseases common in children are more dangerous to adults. Follow proper PPE precautions at all times.



- Wash your hands frequently, and encourage students to do the same
- Teach students to cover their mouths when they cough or sneeze
- Get regular medical care, and ask your physician about getting a flu shot

