



SAFETY BULLETIN

Attention: Teachers, Custodians, M&O, Nutrition Services, Office Staff

September 2026

Back to School – Back to Safety

The beginning of a new school year brings new schedules, new students, and busy campuses. As you settle into a routine, September is a good time to make sure safe habits are part of your routine too.

1. Slow Down and Stay Aware

- Avoid rushing, especially during busy arrival and dismissal times.
- Watch for students, vehicles, equipment, and changing conditions.
- Limit distractions and focus on the path in front of you.

2. Take a Fresh Look at Your Work Area

- Keep walkways, exits, and doorways clear. Do not allow decorations, backpacks, or furniture to block emergency exit pathways.
- Address cords, boxes, spills, and other trip hazards.
- Don't overload outlets or power strips.
- Check that frequently used supplies are stored within easy reach.
- Avoid storing heavy items on high shelves.
- Store cleaning supplies and other hazardous materials out of the reach of students.



3. Use the Right Tool for the Job

- Don't stand on chairs, desks, or boxes to reach something.
- Use an appropriate ladder or step stool.
- Use carts or other equipment when moving heavy or awkward items.
- Ask for assistance when a task is more safely completed by two people.

4. Protect Yourself from Strains and Sprains

- Evaluate an object before lifting it. Review your route and check that the unloading area is clear.
- Use proper lifting technique. Keep the object close to you and do not lift with your back.
- Avoid twisting while lifting or carrying.
- Break large or heavy loads into smaller ones when possible.
- Alternate repetitive tasks and change positions throughout the day.
- Pay attention to early signs of discomfort or fatigue.



SAFE LIFTING

Use your legs, keep your back straight, and lift in a smooth, controlled motion.



UNSAFE LIFTING

Bending at your back can cause injury. Use proper lifting techniques to stay safe.



5. Make Safety Part of the Routine

- Small hazards are much easier to address before they result in an injury. If you see something, fix it or report it.
- Include safety reminders in staff meetings.
- Be a good example of safety for your students.

A safe school year isn't created by one big action—it's built through the small choices employees make every day. Start the year with good habits and keep safety in your routine.