

**[princi\_elem] [principals] End of the School Year: Safety/Injury Prevention Message**

**From :** Scott Asbury <asbury\_s@4j.lane.edu> Mon, Jun 12, 2017 03:45 PM  
**Sender :** princi\_elem-bounces <princi\_elem-bounces@4j.lane.edu> 📎 12 attachments  
**Subject :** [princi\_elem] [principals] End of the School Year: Safety/Injury Prevention Message

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**Cc :** human staf <human\_staf@4j.lane.edu>, Holly Langan <langan\_h@4j.lane.edu>

Good afternoon all,

The end of this school year is just around the corner. We're all very busy with only two weeks left before the summer recess period. As June 23 approaches, we urge staff to keep safety at the forefront of everyday actions/activities. We want everyone to finish this school year without a new injury. To make this reminder accessible in your building, please print and post the attached fliers/posters.

As you know, most on the job injuries are preventable; so we're seeking your help in sending staff into summer without a new injury.

**To help prevent injury or decrease the severity of injury, we encourage staff to:**

1. Use the district safety ladders. Do not use chairs, furniture, boxes, etc to stand on.
2. Use moving tools/equipment such as carts, dollies, furniture movers, or furniture slides to carry or move heavy items.
3. Complete a pre-work warm-up/stretching routine before beginning a task or participating in an activity that involves significant physical exertion or has a high exposure to injury. Warming up may include performing/participating in low impact tasks/activities which will make stretching more effective.
4. If there are no moving tools equipment available to use, ask for help instead of attempting to carry/move heavy item(s) on own.
5. Offer help when someone is attempting to perform a task that maybe safer and more efficient if two people are working together.
6. If there is no one available to help, take two or more trips to carry/move heavy item(s).
7. Consider using the green zone versus yellow/red zones when pushing, pulling, lifting, lowering, carrying heavy item(s).
8. To will help decrease the chance of a collision between two individuals, approach door entrance/exitways/hallway corners with caution to help improve awareness of surroundings.
9. If possible, when talking on the phone, sending a text, or reading a text stop and sit down. This will help decrease the chance of an unintended slip, trip, or fall.
10. To help improve awareness of surroundings, turn off the radio/music when approaching final work destination. Accidents often occur within close proximity of the driver's final destination.

- 11. Do not attempt to catch something as it is falling. Instead, let it fall.
- 12. Consider checking for slip, trip, fall hazards before performing a task.

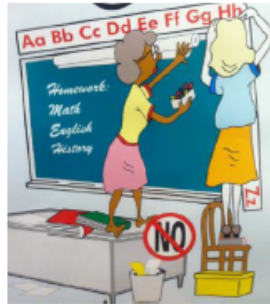
Here is to a safe rest of our school year and Summer!

Thank you much, Scott



# Help Prevent Injuries

## DO NOT stand on Desks or Chairs



## USE a 4J Safety Ladder

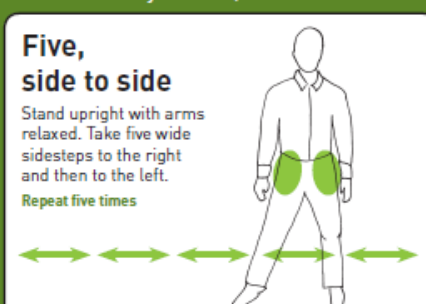


# Strengthen and Lengthen


Improve core strength and muscle tone with these active exercises before you work or during breaks. Consider using this time to discuss safety issues, too.



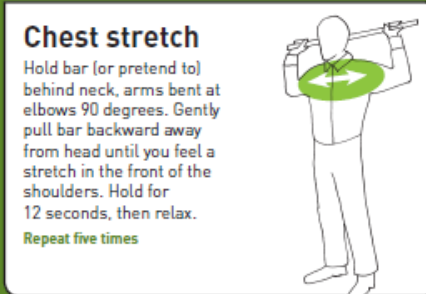
**Arm circle while stepping**  
Warm up your entire body by making large circles with your arms while marching in place.  
**One minute**



**Five, side to side**  
Stand upright with arms relaxed. Take five wide sidesteps to the right and then to the left.  
**Repeat five times**



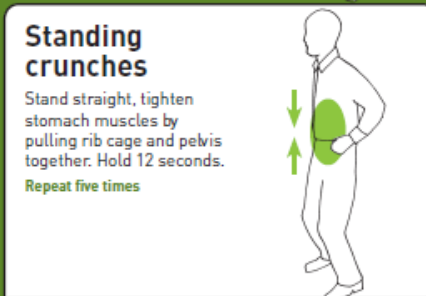
**Deep lunges**  
Take a large step forward into a deep lunge. Keep torso straight and upright. Feel stretch in thigh and groin. Do not let your forward knee go past your ankle. Hold 12 seconds.  
**Repeat three times, each side**




**Chest stretch**  
Hold bar (or pretend to) behind neck, arms bent at elbows 90 degrees. Gently pull bar backward away from head until you feel a stretch in the front of the shoulders. Hold for 12 seconds, then relax.  
**Repeat five times**



**Buttock strengthen**  
Stand straight, extend one leg backward contracting buttock muscle. Keep trunk upright. Hold 12 seconds.  
**Repeat three times each side**



**Standing crunches**  
Stand straight, tighten stomach muscles by pulling rib cage and pelvis together. Hold 12 seconds.  
**Repeat five times**



**Back extension**  
Place hands on hips. Slowly bend backward, keeping knees straight. Do not extend your head. Hold 12 seconds.  
**Repeat five times**

If you have an existing muscle, joint, or disc injury, or experience pain with exercise, consult your doctor before doing exercises.

Exercise slowly, **don't bounce!**

Source: Jennifer Hisek, DC, MPH, PhD  
University of Oregon  
Labor Education and Research Center



Position your elbows just six inches closer to your side to cut the force in half every time you reach, lift, carry, push or pull.



## Green Zone

**Leverage is better when the load is closer.**

As the load gets closer to your body, your leverage increases. This means your muscles do less work when you lift in the green zone. Your muscles must do much more work to lift the same object in your red zone.



## Yellow Zone

**When your elbows move away from your side in any direction, you are working in your yellow zone.**

The outer limit of the yellow zone is about six inches out from your side. The force on your shoulder and upper back can more than double when your elbow is in this position.



## Red Zone

**Stop and think: How can I get my elbows just 6 inches closer?**

As your elbows move farther out into the red zone, the strain moves to the joints of the low back. Some of these muscles have very poor leverage. In fact, in the far red zone, handling a 10-pound load can result in up to 500-pounds of force on your low back.

# Help Prevent Injuries

Approach hallway corners & doorways with caution



**Help Prevent Injuries**

***Ask for help***





# HELP PREVENT INJURY

## Before performing a physical task

# CHECK FOR HAZARDS



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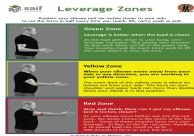
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 **Be aware of your surroundings - Hallway Corners & Doorways.pdf**  
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 **Leverage\_Zone\_Poster-091510.pdf**  
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 **Warm up - Strengthen\_and\_Lengthen - Warm ups.pdf**  
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