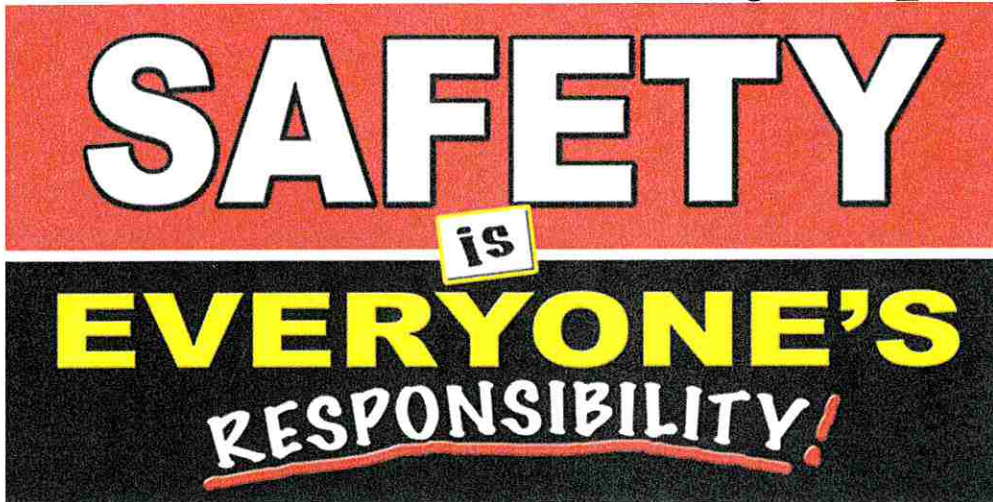




Risk Management Workers Compensation Safety Tips



Safe
Accident
Free
Environments
Take
You!

**Make safety your first thought,
not an afterthought!!!**

- Always remain awake and alert in your workspace.
- Immediately clean and/or report any potential hazards (spills, leaks, fire hazard obstacles).
- Closely follow instructions when using any tool or machine.
- Dress appropriately for your specific workspace and/or task.
- Always wear the protective equipment that is intended for your task.
- Take Special Care on Days with Inclement Weather in Rain or Snow (floors can be slippery).
- Take special care around areas where spills happen such as water fountains, restrooms and kitchens.
- See Policy Code JGF (2) Seclusion or Restraint of Students – **Utilize discretion in the use of physical restraint** to protect students or others from imminent harm or bodily injury. **Seek assistance when possible and where needed.**

These are the most common workplace injuries, as well as some underlying causes and what you can do to prevent them

- **Lack of sleep:** According to a National Sleep Foundation study, the overwhelming majority of people say that they do not get enough sleep. In addition, workplace tiredness is costing at least 80 billion dollars a year to U.S. industry. Being overtired creates a risk to employees who are involved in activities that require concentration and quick response. It has been estimated that workers' tiredness is the main cause for 18% of all accidents and injuries occurring at the workplace. Therefore, you have to remember to try to maintain a healthy lifestyle with sufficient sleep. Studies have been performed which show that poor sleep impairs judgment and decision making ability and slows your reaction time to the equivalent of being legally drunk. It is especially difficult to get sufficient sleep when you work the night shift. You are fighting your natural clock to try to stay awake during the nighttime and get a restful sleep during the day. If you are a nightshift/early morning worker, it is important to try to keep the same sleep schedule. Remember to try to get 7 – 8 hours of sleep in a day.
- **Overexertion:** Often resulting in sprains and strains to the lower back, overexertion is the most common type of workplace injury and is caused by using excessive physical effort when pulling, lifting, carrying, and pushing items. Ways to prevent overexerting yourself include using proper lifting techniques, enlisting the aid of other employees, and stopping if you feel sore or experience lower abdominal pain.
- **Falls from heights:** Another extremely common type of workplace accident, falls from heights are often caused by not holding on to hand rails where available, not paying proper attention when ascending or descending, standing on inappropriate objects such as chairs in the place of ladders to complete tasks, inadequate scaffolding or improperly maintained ladders, as well as from inadequate railing or lighting in stairwells. These types of falls can result in spinal cord injuries, head trauma, and multiple fractures. Prevent falls by making sure equipment is properly maintained, using safety harnesses, and making sure stairwells have the appropriate lighting and handrails and by remaining alert.
- **Slip, trip and falls injuries:** These falls occur at same height, yet can still cause serious damage. Slip and fall injuries are often due to wet or slippery

floors and obstacles in walkways, and may result in sprains, torn ligaments and fractures. Prevent these by making sure pathways are clear of debris, scan the ground for hazards as you navigate and use ‘Watch Your Step’ signs. If you see liquid or debris on the floor, remove it or report it to the proper department for immediate cleanup.

- **Being struck by objects or equipment:** This includes injuries due to falling or swinging objects, such as items falling off shelving or falling from scaffolding above. Injuries may include bruises, cuts, and lacerations, as well as head trauma and brain injuries. Prevent this type of accident by making sure items are secured properly, carefully reaching for items that need to be retrieved from overhead and wear a hard hat when in construction areas.
- **Roadway accidents:** These may involve a car accident in a company vehicle, or being hit by a car, bus or truck as a pedestrian. Injuries often include broken bones, cuts, spinal cord injuries, and head and brain trauma. Prevent these accidents by always wearing a seatbelt when driving/riding, not driving a truck/bus/car without the proper training, and by paying attention when walking on roadways or areas with vehicle movement.
- **Caught in or compressed by object:** These accidents typically occur where heavy machinery is being operated, or where goods are being loaded or unloaded. These accidents may result in internal injuries, multiple fractures, and spinal cord injuries. Use extra safety when operating machinery, and make sure you are visible to forklift and machine operators.
- **Repetitive motions:** People who perform the same task repeatedly, such as stuffing envelopes, data processing, and answering phones may suffer injuries such as sprained or torn ligaments, migraines, and carpal tunnel syndrome. Avoid these types of injuries by using the proper ergonomics at your desk or work station, and take frequent breaks.

General Precautions



Always follow the correct procedures.



Never take shortcuts.



Take responsibility and clean up if you made a mess.



Clean and organize your workspace.



Ensure a clear and easy route to emergency exits and equipment.



Don't stand on chairs or unstable objects in place of a ladder.



Be alert and awake on the job.



Be attentive at all times to your work surroundings.



When in doubt, contact your supervisor or manager for instruction, guidance, or training.



Avoid walking on wet floors/hallways.



Be careful when you Sit some chairs may not be as stable as others! Take care when sitting in rolling chairs or those not appropriate for your body type (child chairs are not for adult weight). Chairs might appear solid and fixed, but they might not be sturdy; at least, test them first. Never sit on tables, boxes, objects etc...that are not made for sitting.



Don't lift too HEAVY objects call for assistance or move a little bit at a time.



Obey safety signs, stickers, and tags.



Take short breaks when you keep up a repetitive motion for a long period of time, and sit, stand, or walk with good posture.



Report serious injuries immediately to a supervisor and get emergency assistance.



Keep things in perspective. Hazards may be limitless, so focus on the most likely risks first.

- Strained backs and sliced fingers may be more popular in your workspace than would the risk of flooding (as in a basement office) or the risk of wild animals cutting loose (as in a zoo) so be careful.

Safety is a Team Effort



Educate everyone in the workplace about the safety requirements and consider posting a list of workplace safety tips. A workplace safety training will help them reduce or eliminate injuries and illnesses from occurring in the workplace.



Always keep the communication lines open with your co-workers, employers, or employees in order to promote and maintain a safe environment.



Immediately notify others of any (new or old) hazards that you perceive.



Be alert to hazards that could affect anyone— not just yourself; in this respect, maintain a team mentality at all times.



Report a hazardous condition immediately to your manager or supervisor.





Be conscious as to what others are doing around you, and do your best to ensure you don't pose a hazard to them (and vice versa).




If you're an employer, invite and involve your employees in safety planning; obtain their insight, give and take suggestions, and ensure that everyone is on the same page.


An Uplifting Thought: Lifting and Climbing Safely


 **Always use both hands** when lifting a heavy or cumbersome object.


 **Adopt a proper stance** for lifting: put the strain on your legs, not your back (crouch at your feet, keep your back straight, and don't bend at the waist).

 **Test the weight** before you lift something up completely; it might be too late if you realize a few seconds later that it's too heavy or cumbersome for you.


- An easy way to do this is to nudge it with your foot first.


 **Consider a back brace** if the work is heavy or you have a sensitive back.

 **Move your feet, not your back**, when you want to travel or turn while carrying a heavy load.


 **Lift slowly and smoothly.**


 **Take care & be mindful of falling objects** when removing items from high up such as from shelves or off tables.


 **Keep your burden close** to your body; this means less strain on you.


 **If your load is too heavy** for you to handle alone, don't be shy—ask for help!


 **Ensure ladders are secure and steady** before climbing aboard.

 **Never climb on improvised ladders** Shelves and storage units are poor substitutes. Don't be lazy, find a proper solid ladder.


 **Don't let appearances fool you.** Railings might appear solid and fixed, but they might be improperly secured; at least, test them first.

 **Use safety harnesses** if your job includes heights.

 **Eliminate distractions** when working on a roof, scaffold, or other elevated platform. More than ever, stay focused and alert!


 **Keep an eye out on the floor** to ensure it's free of obstacles and spills. If it isn't, get cleaning!


Tools and Machinery: Putting Safety First


 **Use machinery only if you're authorized, trained, and alert.**

 **Always use the appropriate tool** for the respective task.


 **Clean your tools** and keep them in good working order.

 **Organize your tools** and don't be careless; someone could easily slip or get hit/hurt due to a misplaced object.

 **Always ensure that the operator of a machine sees you;** never approach from behind or from a blind side.


 **Do not perform a task unless you've been trained** and you are aware of the hazards as well as how to mitigate/eliminate them.

 **Never leave machinery running unattended.**

 **Never remove safety guards** that are in place to protect you and the surrounding area.

 **Obey all operating instructions.**

 **If something is wrong,** stop the machine immediately and get assistance.

 **Communicate your location and process** to those around you, so they'll know where you are, what you're doing, and when they need to be getting out of the way.



Never walk in front of a forklift, tractor, or any other heavy machine; the operator may not have seen you—and, even if he has, there's always room for error, so make sure that error isn't you being trampled.



Always read labels and instructions alerting you to potential dangers and hazards.



Unless it's your job, **never tamper with electric controls, cords, switches,** or other such hazardous items.



Dress properly and compactly: billowing, loose, or hanging clothes and accessories (ties, earrings, bracelets, loose sleeves, etc.) may easily get caught up in moving parts.

- At best, the offending objects may be destroyed; at worst, they could ruin the machine or severely hurt you.



Never insert fingers or any other objects that don't belong into moving machinery.



Turn off machines and equipment before you even consider cleaning, un-jamming, oiling, adjusting, or moving them.

Beware of Fire Hazards



Come up with a fire emergency plan; ensure that everyone knows and understands it.



Practice fire drills.



Avoid “power strips” which can ignite a fire if overloaded.



Ventilation is critical, especially if dealing with fumes and chemicals.

- Good ventilation helps to reduce the toxins in the air, and thus to eliminate highly flammable vapors.





In case of fire, know what has fed the fire.

- Never fight a **grease fire** with water; water will splash the oil and spread the flames.
- Be aware of the whereabouts and use of **fire extinguishers**.

Gearing Up for Safety

 **Always wear appropriate clothing and shoes** respective to your job.


 **Improper footwear can cause injuries:** style is not more important than safety (for example, 4 inch heels on wax treated floors might be cute but may pose a hazard to you & sandals or flip flops in a warehouse are a no go!).


 **Fire extinguishers** must be available and readily attainable.


 **First aid kits** must be available and readily attainable.

 **Never remove or tamper with** safety devices.

 **Use a back brace** if you're lifting heavy objects or you've got a sensitive back.

 **A hard hat** will protect you if there's a risk of falling objects

 **Wear gloves** if you're handling sharp objects or toxic substances.

 **Wear goggles** if your work poses a hazard to your eyes.

 **Wear safety harnesses** if you're working from an elevated location and there's the risk of falling.

 **Wear non-skid footgear:**

- If your workspace involves slippery surfaces (kitchens, spas, pools, etc.)
- If you are stripping/ mopping floors
- If you're lifting heavy items

 **Wear a breathing mask** at all times, especially if:

- You deal with dangerous or toxic chemicals or fumes
- Your workspace has poor ventilation
- Your workspace has debris, dust, and other flying particles.



Wear protective equipment that is intended and recommended for your particular task.

- Seat belts
- Safety glasses or goggles
- Protective clothing, headgear, and/or footgear
- Safety harnesses, etc.

These are just a few tips to help you
“SAFELY” navigate
your daily work environment!

Risk Management Contacts

Leslie Harris	Risk Management Analyst	Telephone: 770-473-2738 Fax: 770 472-8471 Email: leslie.harris@clayton.k12.ga.us
Latasha Lowe	Legal Compliance Officer	Telephone: 678-817-3086 Fax: 770-472-8471 Email: latasha.lowe@clayton.k12.ga.us
Stephanie Cosby	Administrative Assistant	Telephone: 770.473.2700 ext. 700146 Fax: 770-472-8471 E-Mail: stephanie.cosby@clayton.k12.ga.us

FMLA Information & Documents can be found on the CCPS Website via the HR Department Tab

Tanya Turnipseed	Human Resource Analyst – Absence Management (FMLA Contact)	Telephone: 770-473-2700 Ext 700149 Fax: 770-603-5767 E-Mail: tanya.turnipseed@clayton.k12.ga.us
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Georgia Administrative Services Claims Contacts
If you have any questions, please contact your claims adjuster.

Regina Rogers handles all claims where you are unable to work.

Paige Frydrych handles all claims where you are reporting to work but still seeking care or treatment.

Regina Rogers	Claims Adjuster Missed Time Injuries	Telephone: 678-325-2617 Fax: 770-963-5754 E-Mail: RRogers@georgia-admin.com
Paige Frydrych	Claims Adjuster Medical Only Injuries	Telephone: 678-325-2162 Fax: 770-963-5754 E-Mail: PFrydrych@georgia-admin.com
Rebecca Jackson	Claims Supervisor	Telephone: 678-325-2663 Fax: 770-963-5754 E-Mail: DCanova@georgia-admin.com

WORKERS COMPENSATION FRAUD ENFORCEMENT DIVISION

An Enforcement Division has been established at the State Board of Workers' Compensation. **You may report fraud**, including the failure to secure workers' compensation coverage, **by calling (404) 657-7285**.

It should also be noted that Workers Compensation Fraud will not be tolerated at Clayton County Public Schools. Please see Clayton County Public Schools Policy on Fraud Prevention - Description Code: DIE.

CIVIL PENALTIES

Any person who knowingly and intentionally makes a false or misleading statement for the purpose of obtaining or denying benefits or payment under the law may be assessed a civil penalty of not less than \$1,000.00 or more than \$10,000.00 per violation. The Board may assess a penalty of not less than \$500.00 nor more than \$5,000.00 per violation for an employer's failure to be insured for workers' compensation.

CRIMINAL PENALTIES

In addition to civil penalties, a person, firm or corporation who makes false and misleading statements or representations may face criminal sanctions by imprisonment not to exceed 12 months.

Any employer who refuses or willfully neglects to have workers' compensation insurance shall be guilty of a misdemeanor.