



---

## 4J: Injury Prevention Safety Tips

1. Safety Ladder: Consider using a district 3 step safety ladder
  - 3 step safety ladders are designed to stand on, have a wide platform on the top step, and they have a handle
  - Standing on chairs, furniture, boxes, etc is not encouraged. 4J has had a number of injuries when staff fell off a chair or a desk.
  - If you can't find a ladder, ask your custodian to help locate a 3 step safety ladder
  - If a ladder taller than the 3 step safety ladder is needed, ask your Custodian for help. Custodians are trained to use taller ladders.  
<https://www.4j.lane.edu/wp-content/uploads/2016/08/Ladders-DO-NOT-stand-on-desks-or-chairs-Use-District-Issued-Ladders.pdf>
2. Custodial Help Order: DO NOT move heavy furniture, heavy boxes/equipment/etc by yourself.
  - Consider submitting an “in-house Custodial help order” and request to have your site’s Custodial take care of this for you.
    - Custodians are trained and have experience moving heavy items and operating moving equipment such as hand trucks and furniture dollies.
    - Your site’s Custodian should be available to help out that day or the next.
3. Moving Equipment: If your Custodian is not available and something large/heavy needs to be moved right away, consider using moving equipment such as a cart, hand truck, or furniture dolly  
<https://www.4j.lane.edu/wp-content/uploads/2016/08/Hand-Truck-Use-for-heavy-loads.pdf>
4. Ask for help: If your Custodian is not available and there is no moving tool/equipment, consider asking a staff member for help instead of attempting to carry/move heavy or many item(s) alone.  
<https://www.4j.lane.edu/wp-content/uploads/2016/08/Ask-for-help-Injury-Prevention-Poster.pdf>
5. Warm-up/Stretch: Consider completing 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.  
<https://www.4j.lane.edu/wp-content/uploads/2016/08/Warm-up-Strengthen and Lengthen-Warm-ups.pdf>
6. Green Zone: Consider utilizing the green zone (keeping elbows to your sides & hands close to your waist) when pushing, pulling, lifting, lowering, carrying heavy item(s), or performing repetitive tasks. Hands extended 6 inches out, in the yellow zone, increases the chance of shoulder/back strain.  
[https://www.4j.lane.edu/wp-content/uploads/2016/08/Leverage\\_Zone\\_Poster-091510.pdf](https://www.4j.lane.edu/wp-content/uploads/2016/08/Leverage_Zone_Poster-091510.pdf)
7. Minimize twisting/bending: Consider arranging work area so the majority of tasks are directly in front of you, at waist height to reduce/eliminate twisting/bending. Repetitive twisting/bending adds stress to the lower back.  
<https://www.4j.lane.edu/wp-content/uploads/2016/08/Green-Yellow-Red-Zones-Office-1.pdf>
8. Lift technique: Consider lifting with your legs, not your back  
<https://www.4j.lane.edu/wp-content/uploads/2016/08/Lifting-Dos-Donts.pdf>

9. Take more than one trip: If no one is available to help, consider taking more than one trip when carrying multiple items such as boxes/bags. Think of this as getting extra steps in which is healthy.
  - Carrying too much at one time can lead to muscle strain or a trip/fall  
<https://www.4j.lane.edu/wp-content/uploads/2016/08/Ask-for-help-Injury-Prevention-Poster.pdf>
10. Lighting: Consider turning on the light before entering a dark room OR improving existing lighting
  - No lighting or not enough lighting have been contributing factors to past 4J injuries
    - Trip/fall from toy in office, box in classroom, and glue on the floor in construction zone; Hit head from auditorium pipe; Hit head from storage sprinkler head; Hit finger with hammer
11. Personal Protection Equipment (PPE): Consider using PPE and using the right PPE for the task  
<https://www.4j.lane.edu/wp-content/uploads/2016/08/WEAR-YOUR-PPE.pdf>
12. Shoes: Consider wearing appropriate shoes for the task/occasion
  - Closed toe, non-skid shoes are more appropriate than slippers and sandals when moving heavy items such as tables, operating power tools/equipment, or working with students who may display aggressive behavior
  - Replace shoes if tread is worn  
<https://www.4j.lane.edu/wp-content/uploads/2016/08/Shoes-Replace-Worn-Out-Footwear-Saif-Copy.pdf>
13. Right Tool/Job: Consider using the right tool for the right job
  - Taking short cuts and using something not intended for the job is unsafe practice and can lead to injury
14. Hand railing: Consider utilizing hand-railing when using steps
  - 4J has had serious falls when staff fell using stairs and did not use the hand-railing
15. Avoid curbs: Consider taking ramps or alternative routes to avoiding stepping on/off curbs
  - 4J has had many serious trip/falls from curbs
  - Extra steps can be healthy
16. Avoid barriers/trip hazards: Consider going around a barrier or trip hazard such as stepping over a chair, a box, or an extension cord
  - 4J has had serious trip/falls when attempting to step over something
  - Extra steps can be healthy
17. Exits:
  - Make sure exit doors are clear of tripping hazards and furniture, equipment, and boxes. Per Oregon OSHA rule 437-002-0041(5a), “There must be unobstructed access to exit routes.” Clear unobstructed path to exit should be as wide as the door(s).  
<https://osha.oregon.gov/OSHArules/div2>
18. Let it fall: Consider letting an item or items falling.
  - Attempting to catch something that is falling can and has led to serious injuries. It will cost the district much less to replace a damaged item or items versus the cost of medical bills from a claim.