

# 5 MIN GUIDE: END OF YEAR CLEAN-UP SCHOOL DISTRICTS & STAFF



The end of the school year is an exciting time for staff, but it can also be dangerous if you don't take the necessary precautions with your clean-up activities.

## TIPS TO ENJOY AN INJURY-FREE SUMMER



### DO'S

ASK FOR HELP - THERE'S A BIG DIFFERENCE BETWEEN WHAT YOU CAN LIFT AND WHAT YOU SHOULD LIFT.

USE MOVING EQUIPMENT FOR HEAVY LOADS.

PLACE WASTE PAPER BINS ON DESKS AT THE END OF THE DAY TO SAVE CUSTODIANS FROM BENDING.

ALLOW YOUR BODY TO "WARM UP" BEFORE ANY HEAVY LIFTING OR MOVING.

EMPTY DRAWERS BEFORE LIFTING OR MOVING FILE CABINETS OR DESKS.

MAKE SURE LOADS ARE SECURE BEFORE MOVING THEM.

WEAR APPROPRIATE SHOES AND CLOTHING.



### DON'TS

RUSH - SPENDING YOUR SUMMER RECOVERING FROM AN INJURY ISN'T WORTH A FEW EXTRA MINUTES.

STAND ON CHAIRS, DESKS, TABLES, OR COUNTER TOPS. USE A STOOL OR LADDER.

JUMP OFF OF LADDERS, STEPS, STORAGE SHELVES, LOADING DOCKS, OR VEHICLES.

PROCRASTINATE - PROGRESSIVELY CLEAN OVER THE LAST FEW WEEKS RATHER THAN OVER THE LAST ONE OR TWO DAYS.

OVERFILL GARBAGE CANS. DISTRIBUTE HEAVY LOADS EVENLY OR TAKE GARBAGE TO INDUSTRIAL BINS IN SMALL LOADS.