

Safety Is **NO** Accident!

Stay alert. Don't get hurt.

MUSIC believes that your safety is not an accident. This job aid is a visual reminder of the hidden dangers employees face. MUSIC wants you to have a safe and healthy school year. Please take a moment to review the safety guidelines outlined in this job aid. If you have questions or concerns, please get in touch with your supervisor. Always remember, your safety is **NO** accident!

Step Ladder Safety



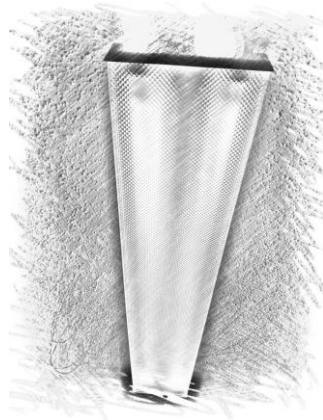
- Never lean over or reach beyond your arm's length when on a ladder.
- Never stand on anything except a step ladder (i.e., do NOT stand on desks or chairs).

Power Strips and Extension Cord Safety



- Appliances of any kind, including small appliances, should not be plugged into a power strip.
- Extension cords should only be used temporarily during the school day. They must be put away at the end of the day.
- NEVER plug power strips into an extension cord or another power strip.

Light Fixtures, Sprinkling Heads, and Exit Signs



- Avoid hanging classroom decorations from light fixtures and sprinkling heads.
- Do not block exit signs or obstruct any exits with classroom decorations.

Storage



- Do not store anything within three feet of a fire extinguisher, fire alarm, or other safety equipment, including safety showers, electrical panels, and sprinkler heads.
- Keep hallways, walkways, and exit doors free from clutter.
- Electric closets are NOT to be used for storage. Electrical panels must have three feet of clearance around them.

Chemicals and Eye Safety



Serious and irreversible damage can occur when chemical substances contact the eyes in the form of splash, mists, vapors, or fumes.

- When working with or around chemicals, it is important to know the location of emergency eyewash stations and how to access them with restricted vision.
- Personal protective equipment devices should be worn when using chemicals.
- All classroom chemicals, including household chemicals, need to be secured from students.

Building Security



- Never prop open exterior doors or interior fire doors.
- Always verify exterior doors are closed, latched, and locked; do not rely on the automatic door.
- Verify that your classroom is numbered on the outside and inside. Also, verify the door is lockable from the inside.
- Verify your classroom intercom button, walkie-talkie, or telephone works correctly.

You are the  to your safety!