

## CODES OF SAFE PRACTICES – COACHES/P.E. TEACHERS

### General Workplace Safety Rules

- A. **Be aware of where you are walking.** Trip and slip hazards – wet floors and towels, for example, recently polished and slick floors, various pieces of athletic equipment are common in the locker rooms, weight rooms and gymnasiums, on athletic fields, outside areas of concern would include sprinkler/pot holes and uneven field surfaces.
- B. **Be aware of the location of the nearest fire extinguisher.** It may come in handy. Read the instructions on the extinguisher now, before you need to use it. Also, inspect it monthly to assure it remains in proper operating condition and initial and date the tag.
- C. **Familiarize yourself with the emergency exit procedures.** An emergency plan must be posted near the facility exit to notify all employees and students of how to exit the room/building, the evacuation route and where they are to assemble after.
- D. **Locker room/ dressing areas and showers should be inspected regularly.** Be sure to check these areas for damaged or loose benches, bent locker doors, sharp or protruding edges and damage to floors, ceiling walls and partitions. Report all damage to site administration as soon as possible. In some cases it may be necessary to limit access or use hazard tape to warn of injury potential.
- E. **Chairs and folded bleachers are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- F. **Electric extension cords are to be used only as a temporary source of power.** Extension cords should be unplugged, rolled up and stored immediately after use. Improper use of electricity is the second most common cause of fires in schools.
- G. **Flammable and combustible liquids may not be stored in offices, equipment rooms, or storage rooms.** These liquids are the third most common cause of school fires.
- H. **Be cautious with participation in competitive athletic endeavors.** While the desire to compete to “even out the teams,” may be strong. The duty of the coach is to demonstrate the skill and to evaluate the student's ability to perform. Participation may lead to your injury or that of a student, so be very cautious when making a decision on “evening out a team,” or participating in a live scrimmage situation.
- I. **Please note that participation in off duty recreational use of school facilities does not guarantee coverage for injury under the Workers Compensation System.** Voluntary participation in friendly athletic competition, not connected to your employment duties, is at your own risk, even if it occurs on District property. The District's Workers Compensation Carrier may not cover any subsequent injury suffered as result of this type of activity.

- J. **If you are transporting student/athletes to and from competitions in 15 passenger vans please be aware of the following.** The vans are not cars and do not handle like cars, especially loaded. Allow for greater stopping distances while driving (four second rule). Visibility and cornering are much more limited and extra care should be taken when turning and changing lanes. Driving after dark or in inclement weather will also increase the need for concentration and increased following distances. Follow your District guidelines for safe operations of these vehicles and do not operate one unless you have the approval of the District.

### Electrical Athletic and Office Equipment Safety Rules

- A. **Electric Powered Equipment can be a shock hazard.** Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.
- B. **Shut off electrical equipment.** Before leaving the gym or the field, be sure electrical equipment, like public address equipment, pitching machines and scoreboards are shut off and unplugged.
- C. **Be careful with motorized equipment.** Students should never be allowed to operate motorized equipment, unless they are a minimum of 18 years of age and have been trained in the safe operating procedures of that equipment and ***never leave them unsupervised***, during equipment operation. This includes, but is not limited to, golf carts, pitching machines, automatic tennis serving and return equipment and heated whirlpool baths.
- D. **Photocopy machines could be harmful to the eyes.** These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.
- E. **Close file cabinet and desk drawers when not in use.** File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer.
- F. **Do not change a burnt out projection bulb when the projector is still hot.** Disconnect the projector and wait for it to cool before changing the bulb.

### Equipment Storage Safety Rules

- A. **Store equipment in an organized way.** Do not overload racks shelves and drawers. Do not store equipment on top of cabinets. Materials may not be stored within 36" of the ceiling.
- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower.
- C. **Place cabinets and shelves away from room exits.** They could fall over and block the exit.
- D. **Keep aisles and passageways free of materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.
- E. **Keep the equipment room neat.** Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum.

- F. **Don't block Exits.** Do not store mats and other equipment in front of Exits. All exits should have a clear access at all times.

### Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. Yes, even coaches can injure themselves, lifting light objects as well as lifting heavier ones, if you don't lift properly and your "tool" is not in shape for the job. A false sense of security can lead to lifting injuries, especially to those who pride themselves on overall physical health. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in. Controlled lifting in a weight room, with the use of a weight belt and the availability of a spotter will be the sole exception to this rule. (Please note H in the General Workplace Safety Rules)
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. A good rule of thumb is to keep your feet pointed in the direction you want the load to travel. Twisting when carrying a load puts a lot of undo stress on your back.
- D. **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back and enables you to use your strong leg muscles in the most efficient way.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it. Practice what you preach in your classes. Doing so will demonstrate to your students both your expertise and provide a practical application of the skill.

**This code of safe practices was developed to assure you the best opportunity to work safely in your chosen profession. It does not take into consideration every possible scenario that may present itself in the workplace. Your ability to recognize and protect yourself and your students from hazards is an integral part of the job.**