

# Professional Underwriters

## Safe Schools Agenda

### Route to:

— Superintendent  
— School Business Off.  
— Athletic Director  
— Supt. Bldgs/Grounds  
— Site Administrators  
— Transportation Dir.  
— Lunch Director  
— Classroom Teachers

October 2008/Volume 15, Issue 10

*A monthly service provided to help you with your efforts to make your school safe for students, staff and the public*

### Parents Need to Talk to Their Children about School Bus Safety

School is open and the buses are running. You have conducted safety talks with the students. This might be a good time to get the parents into the act. **Copy and send this home with a request that parents help stress safety by having a discussion of safety rules.**

- 👤 Make sure the driver can see you at all times
- 👤 Stay 10 giant steps away from the outside of the bus
- 👤 Always sit in your seat when you are inside the bus
- 👤 Never run after the bus
- 👤 If you drop something near the bus, **DON'T PICK IT UP.** Ask the driver for help.
- 👤 Wait for the driver to give the OK before crossing in front of the bus.
- 👤 Always look both ways and keep an eye out for other vehicles when crossing
- 👤 Wait for the bus to come to a complete stop before approaching it to board
- 👤 Wait for the bus to come to a complete stop before standing up to exit
- 👤 Remember, screaming or dangling anything out the window is dangerous because it distracts the driver.



**Be Safe this Halloween!**

### Eye Safety

Half of all eye injuries occur when doing everyday chores at work or at home such as cleaning, cooking, changing a light bulb or working on a jammed copy machine. Often, these injuries turn into “on-the-job” injuries. Even if they don’t, there may be cost to the organization, through loss of services.

Ninety percent of all injuries are preventable by wearing the proper type of eye protection. Every household should have one pair of ANSI approved eyewear. Workers should be reminded of the caveats which apply at home and on the job:

- 👁 When mowing, wear safety glasses with side protection or goggles. Police the yard and remove debris before mowing.
- 👁 When using a weed eater, wear safety glasses or goggles under a face shield.
- 👁 Wear goggles when working with power saws or trimmers.
- 👁 Turn off power tools when near an unprotected bystander, especially when young children are around. Bystanders and helpers also need eye protection around tools that are in use.
- 👁 Wear goggles to protect your eyes from fertilizers, pesticides and other yard chemicals
- 👁 Read and follow all product instructions. Obey warnings on yard chemicals and equipment
- 👁 Use eye protection when working with any chemical. Household chemicals cause 125,000 eye injuries each year!
- 👁 After any project, make sure your hands are washed thoroughly before touching the hands or face.

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## Planning for an Effective Safety Committee, Part II

Last month we reviewed the seven essential activities of a Safety Committee. We follow up with

### WHO DOES WHAT ON THE COMMITTEE?

#### THE CHAIR:

- Schedules monthly meetings
- Develops agendas for meetings
- Conducts monthly meetings

#### THE VICE-CHAIR:

- Assumes chair's duties when the chair is absent
- Coordinates training for new representatives
- Performs duties assigned by the chair

#### THE RECORDER:

- Takes minutes at each meeting
- Distributes copies of minutes to representatives
- Keeps minutes and agendas on file for three years

#### OTHER MEMBERS:

- Report employees' safety and health concerns to the committee
- Report accidents, near-miss incidents, and unsafe workplace conditions to the committee
- Suggest items to include on the monthly meeting agenda
- Encourage employees to report workplace hazards and suggest how to control them
- Establish procedures for conducting quarterly workplace inspections and for making recommendations to management to eliminate or control hazards
- Help management evaluate the unit's safety and health program and recommend how to improve it
- Establish procedures for investigating the causes of accidents and near miss incidents

**“AT WORK, AT HOME, LET SAFETY BE KNOWN”**

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### The *Safe Schools Agenda* is going “Green”!

We have exciting news for the environment and our readers; the *Safe Schools Agenda* is going “Green” beginning January 1st! We are making plans to distribute the newsletter electronically to all of our readers via email. So that you do not miss out on the January and future issues of the *Safe Schools Agenda* and to confirm that our records are current, we are asking that you please provide your email address below.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please check here if you prefer to continue to receive the *Safe Schools Agenda* in the mail.

Please fax the completed form to the attention of **Lynn Green** at 610.458.1050 or email her at [lgreen@professionalunderwriters.com](mailto:lgreen@professionalunderwriters.com).