



*A Tradition of Excellence*

**Claims Administrative Services, Inc.**

*Professional and  
Administrative Staff*

501 Shelley Drive • P.O. Box 7500 • Tyler, Texas 75711  
(903) 509-8484 • (800) 765-2412 • Fax (903) 509-1888

[www.cas-services.com](http://www.cas-services.com)



**CLAIMS ADMINISTRATIVE SERVICES, INC.**

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*Introduction/Overview*

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## **PROFESSIONAL & ADMINISTRATIVE**

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### **INTRODUCTION/OVERVIEW**

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice which he or she may observe.

### **SAFETY RULES**

The following are some important general professional and administrative staff safety rules that each employee is required to follow:

1. Furniture, desks, chairs, file cabinets, etc., should be kept in safe condition and positioned so drawers do not open into walkways or halls.
2. Desk and file cabinet drawers should not be left open.
3. File cabinet drawers should be opened one at a time, and lower drawers should hold the heaviest load.
4. Furniture should not be used as stools or ladders.
5. Walkways, aisles, halls, and stairways should be kept clear of obstructions.
6. Do not attempt to move heavy objects; get help from maintenance or custodial personnel.
7. Office machines should be double insulated or grounded with ground wires or three-prong plugs.
8. Do not attempt to make any electrical repairs on equipment or electrical cords.
9. Electrical extension cords should be three-wire, ground type. Ensure they are not placed where they may cause a tripping hazard.
10. Store supplies in an orderly fashion. Heavier items should be stored waist high. Light items can be stored on upper or lower shelves.
11. Flammable liquids should be stored in approved Flammable Liquid Storage Cabinets.
12. Room doors which open into hallways should be opened slowly.
13. Duplicating machines which use ammonia, methanol, or other toxic liquids should be ventilated.
14. Personnel operating office equipment should be trained before operating equipment.
15. Employees should be trained in how to use portable fire extinguishers and should be familiar with building evacuation procedures. (See fire controls and emergency preparedness and evacuation plan.)





# *Safety* *Shortstops*



*Make a Hit for Safety*

## **Employee Safety Responsibility**

Each year millions of workers suffer workplace injuries that are largely preventable. Accident Prevention has always been an important part of a districts safety program. We ask you to follow safety procedures, use common sense, and report any unsafe conditions to your supervisor. The district places a high priority on providing a safe environment for staff, students, and visitors. Employees must also take responsibility for performing their duties in a safe manner.

Taking responsibility means being accountable for your actions. Safe workers keep machines in good repair, clean up (or report) spills and debris, keep walkways free of obstacles, and avoid unsafe acts.

We would like to remind you that the district is self-insured for Workers' Compensation. This means that the district pays directly for medical or disability costs due to job related accidents. This requires each of us to perform our job duties in a safe and prudent manner.

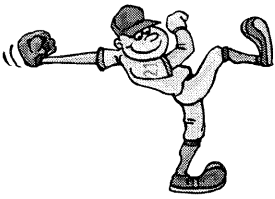
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DON'T LEARN BY ACCIDENT!**



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# *Safety* *Shortstops*



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## **Supervisors Safety Role Helping Employees Change Bad Safety Habits**

As a supervisor you are committed to the safety of your employees. Sometimes habits, attitudes or behaviors may be putting your workers in danger. As a supervisor, you play a key role in preventing accidents and keeping employees off the injury list. Directing employees to use safe work practices is not always easy, but it pays off in the long run. Follow these suggestions to help keep your employees safe.

- A. Assess Safety Practices.
  - 1) Monitor your employees.
  - 2) Are employees paying attention to their jobs?
  - 3) Are employees using Personal Protective Equipment?
  - 4) Are employees trained to do their job?
  
- B. Involve Your Workers.
  - 1) Share the responsibility for safety with your workers.
  - 2) Meet with your workers and discuss safety concerns.
  - 3) Pay attention to workers safety suggestions.
  - 4) Stress the team effort to promote safety.
  
- C. Provide Training.
  - 1) Provide job and duty orientation for any new employee.
  - 2) Discuss specific hazards associated with a specific job.
  - 3) Review general safety procedures.
  - 4) Discuss employee responsibility.

You are the key. The safety of your workers reflects upon your supervisory skills. You are the safety link between management and your employees. You are the key to Accident Prevention in the workplace.

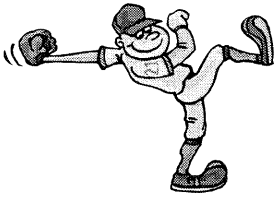
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# *Safety Shortstops*



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## **Preventing Injury in the Classroom**

**Safety is a very important topic for all employees including teachers. Accidents are expensive. Personal injuries not only cost the district for the injured employee, it also is very difficult to replace a good teacher.**

**The most common factor in the cause of these type injuries is human error (unsafe acts). Many unsafe acts occur when employees pay little attention to what they are doing or get in a hurry!**

1. Set an example for students and other employees by following safe work habits.
2. Follow safe lifting procedures. Lift with your legs, not your back. Call for help with heavy objects.
3. Don't stand on chairs or desks to reach high objects or decorate your classroom. Call for a proper step ladder or help from maintenance.
4. Use sharp equipment (scissors, staplers, paper cutter) cautiously and only for the purpose they are designed.
5. Inspect all electrical equipment (cords).
6. Be careful when plugging or unplugging electrical equipment.
7. Do not overload wall outlets.
8. Do not tip any chair backwards on two legs while seated.
9. Keep floors, halls, and stairways clear of loose objects, extension cords, wastebaskets or other tripping hazards.
10. If you see a tripping hazard, report it or take care of it immediately.
11. While working with special education children, remember always to pay attention. Be aware of their actions.

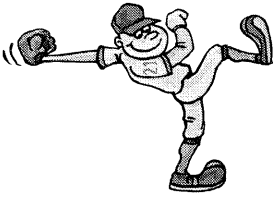
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# Safety Shortstops



Make a Hit for Safety

## Preventing Bloodborne Pathogen Exposure

A Bloodborne Pathogen is an infectious virus or disease that can be transmitted through blood or other body fluids. Body fluids most likely to carry the viruses are Blood, Semen, Vaginal Secretions and Breast Milk.

UNIVERSAL PRECAUTION means that all blood and certain other body fluids should be treated as if they were infectious.

Follow these rules to help prevent exposure to Bloodborne Pathogens:

1. Observe Universal Precautions.
2. Keep a clean up kit available. (Including rubber gloves, powder absorbent, paper towels, bio hazard disposal bag.)
3. Wash hands immediately after exposure.
4. Use protective rubber gloves.
5. Use other protective equipment when needed. (Gowns, mask, protective eye ware.)
6. Follow good Housekeeping: All contaminated surfaces must be cleaned and disinfected.
7. Decontaminate: Use 1 part bleach and 10 parts water.
8. Occupationally exposed employees should be vaccinated against Hepatitis B Virus.

**REMEMBER - THE MOST IMPORTANT MEANS FOR CONTROLLING THE SPREAD OF INFECTION IS PROPER HAND WASHING. UNIVERSAL PRECAUTIONS SHOULD BE FOLLOWED WITH ANY EXPOSURE TO BLOOD OR BODY FLUID.**

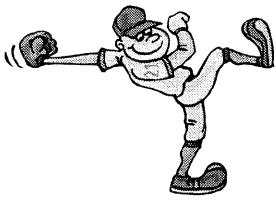
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# Safety Shortstops



*Make a Hit for Safety*

## Preventing Back Injury in the Classroom

Safety is a very important topic of all school employees, including teachers. Most accidents can be prevented.

Back injuries or strains are usually the result of carelessness. Strains usually occur in the lower back. Strains are caused by using incorrect methods for lifting, over reaching, twisting while lifting, and slips and falls. Follow these rules to help prevent back injury from strains in the classroom:

1. Use proper lifting methods:
  - Think: Can I lift the load? Get help if needed!
  - Keep your back straight. Get a good grip on the load (both hands).
  - Lift slowly with your legs (not your back).
  - Hold the object close to your body.
  - Turn with your feet. Don't twist your back.
  - Set the object down smoothly. Keep your back as straight as possible.
2. Don't over reach for objects on high shelves.
3. Don't use substitutes such as chairs, desk or boxes to reach high shelves. Only use approved ladder or step stools.
4. If possible, avoid walking on freshly mopped or wet floors.
5. Be aware of tripping hazards on the floor including pencils, bottles, wastebaskets, power cords and extension cords.
6. Do not tip any chair backwards on two legs while seated.

**Use extreme care while decorating your classroom during the various seasons.**

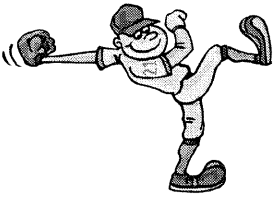
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# *Safety* *Shortstops*



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## **Carpal Tunnel Syndrome Preventing Repetitive Motion Problems**

Your wrist aches, your fingers feel numb, you have difficulty doing even the most simple tasks like opening a juice jar. What's going on? It may be that you suffer from carpal tunnel syndrome; a hand disorder resulting from repetitious, forceful motion of the hands and wrists. Carpal tunnel syndrome is common and affects workers who use the same motions over and over again at work or at home - painters, textile workers, word processors, cashiers, electronics assemblers, and many others. Fortunately, you don't need to "grin and bear it." Carpal tunnel syndrome is often preventable through proper hand positioning and hand exercises.

### **Why Your Hand Hurts**

The carpal tunnel is a bony cavity in your wrist through which your nerves and tendons extend to the hand. When you repeat the same hand and wrist movements day in and day out, the excess strain causes tendons to swell and press on the main nerve of the hand. This persistent irritation of the nerve can result in pain, numbness, and dysfunction not only in the hands and wrists, but may extend up to the forearm and elbow as well.

### **What You Can Do About It**

If you are at risk for developing carpal tunnel syndrome, why not try to **prevent** the condition before it occurs? By learning how to position your hands properly and by exercising your hands regularly, you can relieve excess pressure on your tendons and nerves and prevent unnecessary pain and disability.

### **Hand Positioning**

When you keep your wrists and elbows straight, you place less pressure on the tendons and nerves in your hands. Try adjusting your work so that you can keep your forearm and hand straight. Use hand tools with the appropriate width, size, and shape - that is, make sure that you can grip the tool comfortably, that the tool can absorb vibration, and that handles are positioned to keep your wrists and hands in alignment.

### **Hand Exercises**

The following exercises, when done daily, can help strengthen wrist and hand muscles and can help relieve strain caused by tasks requiring repetitive motions.

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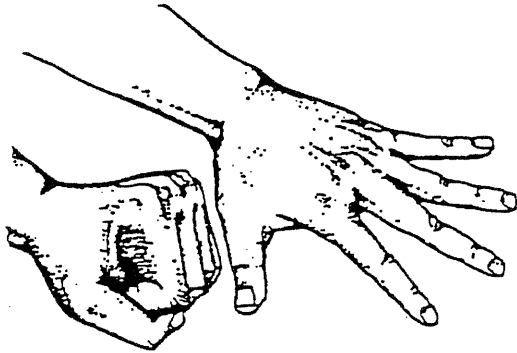
# Safety Shortstops



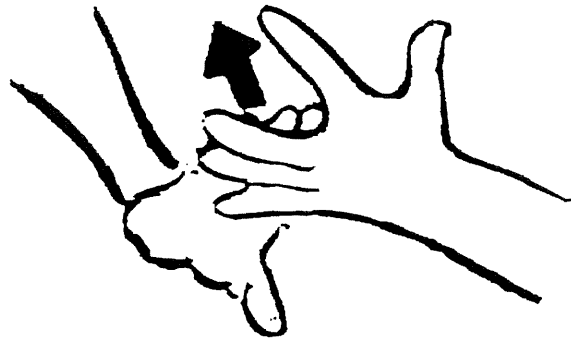
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## STRETCH, TWO, THREE, FOUR

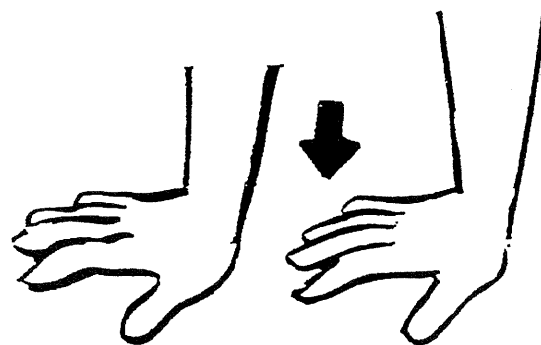
From stretching to limbering up, there are many simple exercises you can do – at or near your computer – to prevent or reduce the threat of CTS and other repetitive strain injuries. The American Physical Therapy Association, based in Alexandria, Virginia, suggests the following simple carpal tunnel syndrome-prevention exercises you can do at your computer.



Tightly clench your hand and release, fanning out your fingers each time. Repeat five times.



Rest your forearm on the edge of the desk. Grasp the fingers of one hand with the other, gently bending back the wrist. Hold for five seconds.



Gently press your hand against a firm, flat surface, stretching your fingers and wrist. Hold for five seconds.



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# **PHYSICAL SCIENCE LAB**

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## **INTRODUCTION/OVERVIEW**

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## **SAFETY RULES**

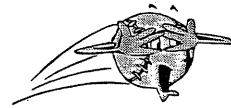
The following are some important general physical science lab personnel safety rules that each employee is required to follow:

1. Know the location of the fire extinguisher and first aid kit and how to use each in case of an emergency.
2. In the event that clothing should catch fire, **DO NOT RUN!** Drop to the floor and roll. Observers should help extinguish the flames with a blanket or wet towel.
3. Always wear proper protective equipment when working with chemicals.
4. Contact lenses should not be worn when using any type of chemicals.
5. Flammable liquids should not be stored near an open flame.
6. When diluting acids always pour the acid into the water. Never pour water into acid.
7. Jewelry, neckties, and loose clothing should not be worn when working in the laboratory. Long hair should also be tied back.
8. All water, gas, and electrical outlets should be turned off when not in use.
9. Safe laboratory practices should be followed during all experiments.
10. All protective equipment should be checked and maintained on a regular basis.
11. A physical inspection of each chemical should be done to ensure against defective containers and improper labeling.
12. Storage and disposal of excess chemical and empty containers must be in accordance with the label.
13. A list of hazardous chemicals found in the laboratory and classroom must be compiled and maintained.
14. Maintain the most current Material Safety Data Sheet for each hazardous chemical. These sheets should be made readily available to students and employees.
15. Report the purchase of all chemicals to the proper authorities so that an MSDS can be obtained.
16. Chemical containers should not be used to store anything other than the original contents.





# Safety Shortstops



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