

SAFETY SPOTLIGHT

WORKING SAFELY DURING SUMMER OPERATIONS

As a reminder, the summer break period brings a different pace—fewer staff on site, shifting routines, and non-traditional tasks. Whether you're overseeing campus operations or cleaning classrooms, keeping safety as a top priority is essential. Please take a moment to review the following key safety reminders:

Non-Routine Tasks = Higher Risk

Tasks that require extra caution include:

- Stripping and waxing floors
- Deep cleaning restrooms or classrooms
- Moving large furniture or equipment
- Using stronger or unfamiliar cleaning products
- Clearing out classrooms or offices.

Safe Lifting & Personal Protective Equipment (PPE) Use

- Use a stepladder to safely reach high or hard-to-access areas. Never stand on desks or chairs.
- Use proper lifting techniques—bend at the knees, keep your back straight, and avoid twisting while lifting.
- Use a dolly or ask for help when moving bulky or heavy items.
- Always wear PPE such as gloves, safety glasses, non-slip shoes, and masks when needed.
- Follow all chemical safety guidelines (labeling, storage, ventilation)

Fewer Staff - Security Awareness

- Maintain secure access by checking that gates and doors remain locked when not in use.
- Require visitor check-in, even during summer.

- Use a buddy system when working in isolated areas.
- Report all hazards, injuries, and suspicious activity right away.

Emergency Procedures Still Apply

- Know who has the authority to initiate lockdowns or call emergency services.
- Test and carry two-way radios or other communication tools.
- Ensure first aid kits and AEDs are stocked and accessible.
- Know the location of fire extinguishers and evacuation maps.

Heat & Hydration – Staff and Students

- Take frequent water and shade breaks, especially for outdoor or physically demanding work.
- Wear sun protection when working outside.
- Know the signs of heat exhaustion: dizziness, headache, nausea, heavy sweating.



Please contact your ASCIP Risk Services Consultant or our Risk Services team at RM_Info@ascip.org for questions or to discuss further.

Helping to keep our member's employees safe! This Safety Spotlight brought to you by: