



PAULDING COUNTY SCHOOL DISTRICT

“Focused on Safety”

3236 Atlanta Highway
Dallas, Georgia 30157
770-443-8000
www.paulding.k12.ga.us

Mr. Cliff Cole, Superintendent

Mr. Don Breedlove, Director of Safety and Athletics

Fall Quarter 2012

Slips, Trips, and Falls Number One Cause of Accidents

Most falls are a result of a slip or trip. This type of incident continues to be the number one reason for accidents in our district. There are many factors that contribute to this. Improper footwear, lack of information or understanding of the risk, and apathy all play a role in the high incidence of slips, trips and falls. Common causes include slippery floors due to spilled liquids, litter on the floor, obstructions on floors or stairs, and loose or frayed carpet.

We want our employees to continually think about “Safety” in the workplace and to take all steps possible to help prevent injuries. Our employees can begin by the selection of footwear they choose to wear at work. Employees can also be proactive in reporting as well as assisting in cleaning up spills when they are noted.

On rainy and damp days we have several reports of injuries for student, staff and visitor falls. Investigations into many of these falls reveal two primary causes. (1) The individual does not thoroughly wipe their feet on the entrance rug prior to stepping on the tile floor. (2) The individual is wearing footwear that is inappropriate for the conditions.

When you see a “*yellow caution sign*” similar to this one, please slow down your walk and look carefully for ANY wet or slippery areas.



Prevention of Slips, Trips, and Falls

- A clean and organized working environment will eliminate many potential hazards
- Use absorbent mats in entrance ways; maybe add additional mats during inclement weather
- Entrance mats should lie flat and have backing materials that will not slide on the floor
- Display wet floor signs when appropriate
- Have a school-wide procedure to deal with spills
- Footwear plays a large role in the prevention of slips, trips and falls. Knowledge of the walking surfaces and conditions at the place

- of work should dictate the type footwear selected.
- Poor lighting can hide slip, trip and fall hazards. Employees should move slowly and cautiously where light is dim.
 - Changes in elevation are major source of accidents. Curbs and single steps are examples.
 - If you must walk on a slippery surface:
 - Take slow, small steps
 - Get your feet underneath your body and maintain your balance
 - Pay close attention to the walking surface
 - Use handrails or other stable objects to give support
 - Be a defensive walker
 - FOLLOW THIS SIMPLE RULE:
 - If you drop it, pick it up
 - If you spill it, wipe it up
 - Look where you are going
 - And go where you are looking

TO ALL EMPLOYEES OF THE PAULDING COUNTY SCHOOL DISTRICT (Full and Part time):

A reminder that if you are injured in any way while on the job, you are required to report to the assigned person at your school (usually the secretary) immediately. If that person is not available, make sure the information is shared with an administrator. The school MUST submit a First Report of Injury to our insurance carrier within 24 hours of the incident occurrence.

For the 2012-13 school year, every District employee is required to complete and sign a workers compensation acknowledgment form.

PAULDING COUNTY SHERIFFS DEPARTMENT LINKS

Nixle: The Paulding County Sheriff's Office has a community information service designed to deliver important and timely information to residents in our county. This service, Nixle, delivers trustworthy and important neighborhood-level public safety and community

event notifications instantly to you by cell phone or text service. Nixle is completely free (standard text message rates apply for cell phone subscribers who do not have text plans with their cell phone providers). To register and sign up go to: www.nixle.com or <http://paulding.gov/gov/sheriff.asp>

Receive info regarding Registered Sexual Offenders near your school or residence:
http://www.sheriffalerts.com/cap_main.php?office=54559

CODE RED notification system: Sign up to receive notifications from the county government for severe weather and other emergency related situations. *Note: This is for Paulding County Residents.* <http://www.paulding.gov>

ANONYMOUS SAFETY VIOLATION TIP LINE

The district has an established way for employees to anonymously report any safety violation or concern. The link can be found on the staff ***intranet***, under the **SAFETY** link. The submitter will not be asked for their name. They will be asked to answer the following questions: Date, location (school or facility) of the violation or concern, explanation of the concern or violation, and if the concern has been reported to the school or site administration.

http://www.paulding.k12.ga.us/intranet/safety_violations.php

DID YOU KNOW??

The office of the Director of Safety for the school district receives approximately five to ten student incident reports every school day? Here is just a sampling of some of the student incident reports received in the first quarter of 2012:

- *Student bit another student for taking his toy*

- Student stuck a wire into a live electrical outlet
- Student caught her foot in the book bag on the bus floor and tripped
- Student was pushing a chair dolly around the room and hit another student on the ankle

DISTRICT SAFETY CONTACTS

Don Breedlove
 Director of Safety and Athletics
Dbreedlove@paulding.k12.ga.us
 770-443-8000 ext. 10205

Lisa Cook
 Secretary for Safety and Athletics
lcook@paulding.k12.ga.us
 770-443-8000 ext. 10136

Jean Rogers
 Workers Comp Contact
jrogers@paulding.k12.ga.us
 770-443-8000 ext. 10222

Charles Kuss
 Coordinator of Emergency Operations Center (EOC)
ckuss@paulding.k12.ga.us
 770-443-8000 ext.

Jeremy Morris
 Technology Coordinator of Emergency Operations Center (EOC)
jmorris@paulding.k12.ga.us
 770-443-8000 ext. 10167

Sadie Locklear
 Transportation Safety and Training
slocklear@paulding.k12.ga.us
 770-443-8000 ext. 10195

Karen Mathis
 Director of School Nutrition
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 770-443-8000 ext. 10153

Devlin Ethridge
 Safety Coordinator for Maintenance
dethridge@paulding.k12.ga.us
 770-443-8000 ext. 10175

MAKE SURE YOU KNOW HOW TO USE THE AED IN YOUR FACILITY!



This link will take you to the short training video on our district web-site in which our Nurse Coordinator, Nancy Wood, gives you the detailed instructions on using an AED.
<http://10.0.0.20/medical.asp>

ARE YOU PREPARED?

As an employee of the Paulding County School District, you must be prepared at all times for any crisis that may occur. If you cannot completely answer any of the following, please check with your school principal or safety coordinator for further guidance.

- What do you do when you hear the fire alarm in your building? You actually observe smoke coming from a closet in the building...what should you do?
- Do you know the signal for a severe weather drill? Where is your assigned location? What if you are not near that location when the drill is called?
- Do you know the signal for a lockdown (Code Red)? If you are outside of the building, what do you do? What do you do after you have locked down and notice you are missing someone? Who checks the restrooms?
- If a student gets "out of control" in your classroom, what should you do? If a parent does the same, what should you do?

Paulding County School District Safety

Coordinators:
2012-2013

HIGH SCHOOLS

East Paulding High	Jason Faklaris
Hiram High	Ken Ritch
North Paulding High	Chris Davies
Paulding Co High	Chris Nichols
South Paulding High	Edward Thomas

MIDDLE SCHOOLS

Austin Middle	David Ponder
Dobbins Middle	Chris Jackson
East Paulding Middle	Tim Reuss
Jones Middle	Glenn Bigham
McClure Middle	Tom Alverson
Moses Middle	Larry Sailors
Ritch Middle	Jamie Watkins
Scoggins Middle	Tamara Vickers
South Paulding Middle	Ed Williams

ELEMENTARY SCHOOLS

Abney Elem	Scott Brock
Allgood Elem	Scott Ragsdale
Baggett Elem	Lyn Crowe
Burnt Hickory Elem	Paul Chaffee
Dallas Elem	Cececilia Brown
Dugan Elem	Tiffany Frachiseur
Hiram Elem	Stefanie Bowen
Hutchens Elem	Steve Rooney
Nebo Elementary	Ann Arnold
New Georgia Elem	Sonja Nelson
Northside Elem	Jennifer Gordon
McGarity Elem	Tracy Gaynor
Panter Elem	Andrea Burkiett
Poole Elem	Veda Crutchfield
Ragsdale Elem	Larry Bell
Roberts Elem	Cynthia Davies
Russom Elem	Libby Bell
Shelton Elem-	Laura Smith
Union Elem	Joanne Zebeau

OTHER DEPARTMENTS

Central Registration	Carolyn Oliver
Curriculum	Bonnie Cochran
Custodial	Ralph Kelly
ESEP	Gloria Navarro
Facilities	Kenny Elsberry
Food Service	Lisa Long and Brenda
Enyart	
Human Resources	Jennifer Ferguson
Maintenance	Devlin Brewer
New Hope Center	Reese Jacobs
Transportation	Sadie Locklear