Slips/trips/falls

- Beware of stray cords, bunched up or folded over floor mats, and spills leaving wet floor surfaces
- Make sure drawers are closed and other obstacles are not in the walking paths or corridors
- Report any uneven or damaged walking surfaces, inside or out, to the Facilities Department
- Use handrails near steps and stairs

Back/neck strain

- Don’t bend or twist when you lift items: squat down, pick up the item, and use your legs to lift yourself back up. Call the Facilities Department for your heavy lifting needs!

- Ensure your workstation ‘fits’ you: make sure your chair is the correct height and adjusted so you sit up straight. Your entire body should face your computer, not just your upper body. Make sure the monitor is the correct height so your neck isn’t angled up or down all day

- GET UP! Try to get up and walk around every hour to keep the blood circulating and stretch out. Before it gets too hot during the day, walk the Mesa Mile!

Be safe

- Become familiar with the closest first aid box, fire extinguisher, eyewash, and AED machine to your work area. Sign up for the free district classes for CPR/AED training.
- If you use personal protective equipment, make sure it is in good condition. Many items can deteriorate over time in our harsh climate.
- Chat with your coworkers: you can learn a lot from the skills, training, and experiences of others.
- Keep clean! At least once each week, take time to wipe down your desk, keyboard, mouse, and phone with sanitary wipes or a little bit of soap and water to keep germs at bay.