



**COMPSOURCE
MUTUAL**
INSURANCE COMPANY®

School Decorating: Minimize the Risk

Follow these tips to prevent injury while decorating.



01

Only use step ladders approved by the school for reaching up high and never use other furniture or items such as chairs, tables, boxes etc.

03

When needed, take the time to get a dolly or cart to assist with moving boxes or containers.

02

Ensure all decorations or items are being packaged and carried in a box or containers with cutouts or handles.



Gather tools and supplies needed for decorating and place them at an easily accessible level to avoid unnecessary trips up and down the ladder.

04

05

Wear appropriate footwear while decorating. Shoes should have closed heel and toe and have a sole with good grip.



If boxes or items are too big or heavy, get someone else to assist with lifting and carrying the item.

06

07

When lifting items use proper lifting techniques by bending at the knees, with back straight. Avoid twisting while lifting.

08

Keep the waist centered on the step ladder while in use and avoid reaching. Descend the ladder and move to the new location.

09

If something falls during decorating, let it go. Never reach and try to catch the item potentially causing a slip or fall from the ladder.

