



Classroom Clutter

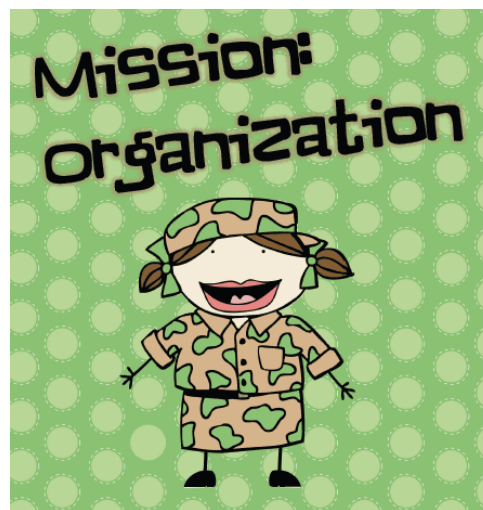
Tips to Cut the Clutter:

1. **Mentor.** Find another employee who would value and use items you are not using anymore. Select only the very best items and be prepared to show them how to use the items.
2. **Trash.** Yes, some of the stuff you will find in your work area is just that: trash. Toss it.
3. **Hoarding.** Don't do it. Instead of thinking: "I may be able to use this someday", think: "What is the chance I may need this someday?"
4. **Organize.** Clear a big space on several tables or even in the middle of the floor if you have to. Make piles: Keep, Trash, Scan, Give away. Get a cup of coffee, and turn up the music.
5. **Digitize.** If you absolutely, positively need to keep something, just keep one copy. Scan items into your computer and recycle the rest.

Still saving that "Special Project Box" you made for your kindergarten class 17 years ago, even though you teach 6th grade now? This bulletin may be for you.

Workplaces have many safety requirements.

Did you know that your employer is required by law to provide a safe working environment for you? The US Department of Labor and the Occupational Safety and Health Administration (OSHA) exist to clarify and enforce these rules.



YOUR EMPLOYER MUST ENSURE:

"All places of employment, passageways, storerooms, service rooms, and walking-working surfaces are kept in a clean, orderly, and sanitary condition" 29CFR 1910.22(a)(1).

Your Employer Can't Do It Without You!

Your district can enforce standards of cleanliness including the reduction of tripping hazards and accumulated combustible materials, as well as general housekeeping. Be proactive and reduce clutter on your own, before it becomes a problem. Employees who cause an unsafe condition that results in an injury can be held personally accountable.