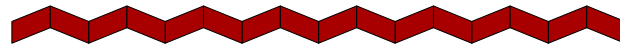




CAFETERIA TABLE SAFETY



Safety & Security Fact Sheet

Cafeteria tables are extremely heavy! Principals are requested to share with their custodial and cafeteria staff these important safety instructions regarding folding cafeteria tables. Nationwide, young school-aged children have been killed when folded cafeteria tables have fallen on them. A child's life could depend on how the heavy cafeteria tables are moved and stored.

The following steps **MUST** be taken when using folding cafeteria tables:

- ✓ **ADULTS ONLY!** Folding tables ten feet long or longer must be placed, moved, and stored by adults only.
- ✓ **USE THE LOCK BAR.** Folding tables have a short lock bar located near the hinge at the middle of the table. When the tables are folded, the lock bars **MUST** be properly engaged. When the lock bars are in place, the two halves of a table will stand spread slightly apart in an A-frame position. This position provides a stable base and prevents tables from tipping over.
- ✓ **AVOID CHILDREN.** Plan to move tables when children are not present. If this is unavoidable, notify teachers, aides, or any other adult present that tables are going to be moved and the children must be kept at a safe distance.
- ✓ **KEEP FOLDED TABLES SECURED.** If possible, place folded tables in a locked storage room. If this is not possible, place the tables where they are away from children, and block the tables so children cannot run into them. Using several tables left in the open position as a barrier is an effective method of blocking stored tables.
- ✓ **INSPECT TABLES.** Do not store tables folded if the lock bar is not functioning properly. Submit a work request to maintenance services to have the bar repaired. All tables should have yellow warning stickers attached to the frame on each side, positioned so that they are easily readable when tables are in the folded position. If replacement stickers are needed, contact the Office of Safety and Security.



If you need assistance, call the safety section at 571-423-2010.