



WORKPLACE SAFETY TIPS A COMPREHENSIVE RESOURCE



GENERAL PRECAUTIONS

- **Your safety** is your personal responsibility.
- **Always follow** the correct procedures.
- **Never take shortcuts.**
- **Take responsibility** and clean up if you made a mess.
- **Clean and organize** your workspace.
- **Ensure a clear and easy route** to emergency exits and equipment.
- **Be alert and awake** on the job.
- **Be attentive** at all times to your work surroundings.
- **When in doubt**, contact your supervisor or manager for instruction, guidance, or training.
- **Never take risks** when it comes to safety.
- **Obey** safety signs, stickers, and tags.
- **Take short breaks** when you keep up a repetitive motion for a long period of time, and sit, stand, or walk with good posture.
- **Report serious injuries immediately** to a supervisor and get emergency assistance.
- **Keep things in perspective.** Hazards may be limitless, so focus on the most likely risks first.
 - Strained backs and sliced fingers may be more popular in your workspace than would the risk of flooding (as in a basement office) or the risk of wild animals cutting loose (as in a zoo).

SAFETY IS A TEAM EFFORT

- **Educate everyone** in the workplace about the safety requirements and consider posting a list of workplace safety tips. [Workplace safety training](#) will help them reduce or eliminate injuries and illnesses from occurring in the workplace.

- **Always keep the communication lines open** with your co-workers, employers, or employees in order to promote and maintain a safe environment.
- **Immediately notify others** of any (new or old) hazards that you perceive.
- **Be alert to hazards that could affect anyone**— not just yourself; in this respect, maintain a team mentality at all times.
- **Report a hazardous condition immediately** to your manager or supervisor.
- **Be conscious** as to what others are doing around you, and do your best to ensure you don't pose a hazard to them (and vice versa).
- **If you're an employer**, invite and involve your employees in safety planning; obtain their insight, give and take suggestions, and ensure that everyone is on the same page.

AN UPLIFTING THOUGHT: LIFTING AND CLIMBING SAFELY

- **Always use both hands** when lifting a heavy or cumbersome object.
- **Adopt a proper stance** for lifting: put the strain on your legs, not your back (crouch at your feet, keep your back straight, and don't bend at the waist).
- **Test the weight** before you lift something up completely; it might be too late if you realize a few seconds later that it's too heavy or cumbersome for you.
 - An easy way to do this is to nudge it with your foot first.
- **Consider a back brace** if the work is heavy or you have a sensitive back.
- **Move your feet, not your back**, when you want to travel or turn while carrying a heavy load.
- **Lift slowly and smoothly.**
- **Keep your burden close** to your body; this means less strain on you.

DID YOU KNOW?

92% Of Injuries are Sustained by Men

In 2010, 92% that had fatal work injuries were men compared to only 8% of women. ⁽¹⁾

Work Gloves are Underused

Something as trivial as not putting on a pair of proper gloves is responsible for 48 million dollars each year. ⁽⁵⁾

12 Die Every Day

Every day, more than 12 workers die on the job – over 4,500 a year. ⁽⁷⁾

- **If your load is too heavy** for you to handle alone, don't be shy—ask for help!
- **Ensure ladders are secure and steady** before climbing aboard.
- **Never climb on improvised ladders.** Shelves and storage units are poor substitutes. Don't be lazy, and find a proper solid ladder.
- **Don't let appearances fool you.** Railings might appear solid and fixed, but they might be improperly secured; at least, test them first.
- **Use safety harnesses** if your job includes heights.
- **Eliminate distractions** when working on a roof, scaffold, or other elevated platform. More than ever, stay focused and alert!
- **Keep an eye out on the floor** to ensure it's free of obstacles and spills. If it isn't, get cleaning!

TOOLS AND MACHINERY: PUTTING SAFETY FIRST

- **Use machinery** only if you're authorized, trained, and alert. Feel free to contact us for complete machine safety training.
- **Always use the appropriate tool** for the respective task.
- **Clean your tools** and keep them in good working order.
- **Organize your tools** and don't be careless; someone could easily slip or get hit due to a misplaced object.
- **Always ensure that the operator of a machine sees you;** never approach from behind or from a blind side.
- **Do not perform a task unless you've been trained** and you are aware of the hazards as well as how to mitigate/eliminate them.
 - Explore new means of safety training that is flexible with your workplace.

ACTION ITEMS

- ✓ **Always be awake and alert in your workspace.**
- ✓ **Immediately clean and/or report any potential hazards (spills, leaks, fire hazard obstacles)**
- ✓ **Closely follow instructions when using any tool or machine.**
- ✓ **Dress appropriately for your specific workspace and/or task.**
- ✓ **Always wear the protective equipment that is intended for your task.**
- ✓ **Make safety your first thought—not your afterthought!**

- [Online interactive safety training](#) offers many benefits to employees, and can train on a variety of topics necessary for any job task.
- **Never leave machinery running unattended.**
- **Never remove safety guards** that are in place to protect you and the surrounding area.
- **Obey all operating instructions.**
- **If something is wrong**, stop the machine immediately and get assistance.
- **Communicate your location and process** to those around you, so they'll know where you are, what you're doing, and when they need to be getting out of the way.
- **Never walk in front of a forklift, tractor, or any other heavy machine**; the operator may not have seen you—and, even if he has, there's always room for error, so make sure that error isn't you being trampled.
- **Always read labels and instructions** alerting you to potential dangers and hazards.
- **Unless it's your job**, never tamper with electric controls, cords, switches, or other such hazardous items.
- **Dress properly and compactly**: billowing, loose, or hanging clothes and accessories (ties, earrings, bracelets, loose sleeves, etc.) may easily get caught up in moving parts.
 - At best, the offending objects may be destroyed; at worst, they could ruin the machine or severely hurt you.
- **Never insert fingers or any other objects that don't belong** into moving machinery.
- **Turn off machines and equipment** before you even consider cleaning, un-jamming, oiling, adjusting, or moving them.

BEWARE OF FIRE HAZARDS

- **Come up with a fire emergency plan**; ensure that everyone knows and understands it.
- **Practice fire drills.**
- **Avoid "power strips"** which can ignite a fire if overloaded.
- **Ventilation is critical**, especially if dealing with fumes and chemicals.
 - Good ventilation helps to reduce the toxins in the air, and thus to eliminate highly flammable vapors.
- **In case of fire**, know what has fed the fire.

- Never fight a grease fire with water; water will splash the oil and spread the flames.
- Be aware of the whereabouts and use of fire extinguishers.

GEARING UP FOR SAFETY

- **Always wear appropriate clothing** and shoes respective to your job.
- **Fire extinguishers** must be available and readily attainable.
- **First aid kits** must be available and readily attainable.
- **Never remove or tamper with** safety devices.
- **Use a back brace** if you're lifting heavy objects or you've got a sensitive back.
- **A hard hat** will protect you if there's a risk of falling objects
- **Wear gloves** if you're handling sharp objects or toxic substances.
- **Wear goggles** if your work poses a hazard to your eyes.
- **Wear safety harnesses** if you're working from an elevated location and there's the risk of falling.
- **Wear non-skid footwear:**
 - If your workspace involves slippery surfaces (kitchens, spas, pools, etc.)
 - If you're lifting heavy items
- **Wear a breathing mask** at all times, especially if:
 - You deal with dangerous or toxic chemicals or fumes
 - Your workspace has poor ventilation
 - Your workspace has debris, dust, and other flying particles.
- **Wear the protective equipment** that is intended and recommended for your particular task.
 - Seat belts
 - Safety glasses or goggles
 - Protective clothing, headgear, and/or footgear
 - Safety harnesses, etc.

NEED SAFETY MATERIALS?

- ✓ Over 10,000 Safety Videos
- ✓ Topics Covering All Industries
- ✓ DVDs, Online and Interactive Options
- ✓ Training as low as \$89

LEARN MORE

- Be trained on the proper way to use each piece of necessary equipment.
 - Get complete safety training on any piece of industrial equipment.

---- Workplace Safety Tips: Sources ----

- (1) [Fatal work injuries and hours worked, by gender of worker, 2010, page 10](#) by BLS.gov
- (2) [National Census of Fatal Occupational Injuries in 2011 \(Preliminary Results\), Page 2](#), by BLS.gov
- (3) [Fatal occupational injuries by major event, 2011, page 4](#) by BLS.gov
- (4) [Addressing the Issue of Compliance with Personal Protective Equipment on Construction Worksites: A Workers' Perspective, page 1](#) by ascweb.org
- (5) [Addressing the Issue of Compliance with Personal Protective Equipment on Construction Worksites: A Workers' Perspective, page 3](#) by ascweb.org
- (6) [Addressing the Issue of Compliance with Personal Protective Equipment on Construction Worksites: A Workers' Perspective, page 5](#) by ascweb.org
- (7) [Injury and Illness Prevention Programs, page 2](#) by OSHA.gov
- (8) [Fatal injuries involving foreign-born workers, by country or region of birth, 2011, page 12](#) by BLS.gov
- (9) [NATIONAL CENSUS OF FATAL OCCUPATIONAL INJURIES IN 2011, page 1](#) by bls.gov

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