

Injury Prevention in the Workplace

Accidents and emergency situations can happen in any environment, in any industry, at any time. It is the responsibility of each individual to take an active role in maintaining a safe work environment.

Drive Safe – Follow all formal safe-driving plans and policies for the workplace. Take part in a regular vehicle maintenance program to ensure company vehicle safety. Do not conduct business on a cell phone while driving, and report any accidents immediately.

Pollutants in the Workplace – Indoor air pollution can arise from construction materials, furnishings, fixtures and equipment, affecting skin, eyes, nose, throat and lungs. Keeping your workplace clean can help remove pollutants from air and hard surfaces. Also, ensure your work area has proper ventilation.

Extreme Cold – You should dress in layers, properly cover the head, feet, hands and face, which are most prone to frostbite. Also, keep a change of clothes at work in case your clothes get wet. Consider using on-site heating devices to reduce exposure to the cold. Try to decrease the time you are required to work in the cold.

Extreme Heat – If you're overweight, have heart problems or are on a low-sodium diet, consult your physician before working in extreme heat. Wear loose-fitting clothing, take breaks in a cool rest area, open windows and install fans, and drink plenty of fluids. If you feel sick in any way, seek medical assistance.

Safety Instructions Matter – Use all equipment, including ladders and electrical cords properly as per the instruction manual. Follow manufacturer's safety guidelines on all

electrical equipment. Failure to follow manufacturer's instructions often voids the warranty.

Report Unidentified Spills – If you come across a chemical spill and cannot identify the substance, do not touch or move it. Barricade the area, report the spill and evacuate the area, if necessary. Familiarize yourself with emergency phone numbers, evacuation procedures, containment instructions and proper cleanup processes.

Clear The Way – Keep all working and walking surfaces free of spills and debris. Spilled coffee in a stairwell or an electrical cord stretched across a walkway can lead to slips and falls. Be proactive and report the danger. Watch where you are walking and exercise care given the conditions. Wear shoes with skid-proof soles.

Protect Yourself – Personal protective equipment (PPE) should be taken seriously. Use hard hats, safety glasses, gloves and other equipment when appropriate. If it is not available, ask for it! It is important to follow all company PPE procedures.



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