

SAFETY SHORTS

Quick tips to keep employees safe at work.

Housekeeping

1. Each employee is responsible for housekeeping within the shop.
2. Keep floors clean and free from anything that may cause injury.
3. Never block aisles, passageways, fire doors, and fire extinguishers.
4. Keep the lunchrooms and washrooms clean.

Passageways

1. When walking in aisles, be alert for moving equipment and overhead loads. Moving equipment has the right of way.
2. Never stand in aisles to converse. Listen for warning horns.
3. Keep aisles clear of storage and debris.
4. Do not park equipment in front of exits.

Lifting and Handling Materials

1. Lift with your legs, not your back. Get a firm footing and a good grip on the object to be lifted. Lift slowly and steadily without jerking your legs.
2. Do not twist your back when lifting or handling material.
3. If the object is too heavy or bulky, ask for help. Help others when necessary.
4. Stack material in a safe manner.

Operating Machinery

1. Do not operate any equipment unless all protective guards are in place. Check all exposed parts.
2. Do not operate any equipment unless you are completely trained and have a driver's license.

Ladder Safety

1. Be sure there is nothing on a ladder before you attempt to use it.
2. Be sure the ladder is long enough for the job.
3. Always face the ladder when ascending or descending.
4. When on a ladder, do not over—reach. It may roll or slip from under you.
5. Inspect a ladder for defects before using it.
6. Do not use a metal ladder or metal stand for electrical work.

Electrical Safety

1. Only authorized personnel are permitted to do electrical maintenance work.
2. All electrical wires must be considered as being live wires until it is known if the wire is dead.
3. All portable electrical tools must be grounded.
4. 4. Keep all wiring in repair and cover all open wiring.

SAFETY SHORTS, CONTINUED

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Lift Truck Safety

1. Only authorized personnel are permitted to operate equipment.
2. Check brakes, steering, horns, water levels, and operation of the lifting units of the equipment before starting in the morning.
3. Always sound horn when approaching people or where there is a blind corner or aisle.
4. Excessive speeds cause accidents. Travel at a safe speed.
5. Even though you have the right of way over pedestrians, you are still responsible for the safety of fellow employees. Drive safely.

Fire Prevention Reminders

1. "No Smoking" restrictions must be carefully observed.
2. When fighting fires, the first few moments are the most important. The proper and prompt use of fire extinguishers at the very start of a fire will often control the fire and avoid heavy losses.
3. All extinguishers must be turned in after each use for refill.
4. Do not run when your clothing is on fire. Running fans the flames. If possible, wrap yourself in a blanket or coat. Drop to the ground and roll over slowly. Trying to avoid inhaling the heat and smoke.
5. Do not block or obstruct electrical panels, aisles or fire lanes, fire escapes, extinguishers, stairs or exits. Fire doors should not be blocked or tied open. Keep all aisles open.

Injury or Illness Reporting

1. If an emergency or accident occurs, be sure that specific information is given to authorities. Report department area, aisle, type of accident, who was involved.
2. If you see that an employee is in danger of being injured, do not hesitate to inform him. Careful employees recognize dangerous conditions.
3. Report on the job injuries to your supervisor immediately.
4. If you feel ill to the extent that you cannot properly perform your work, report to your supervisor.

Thought Provokers

1. What areas of your job have the potential for safety issues?

2. Do you have any ideas that might lead to a safer work environment?