

### :: Safety is Everyone's Responsibility ::

Safety is everyone's responsibility! All employees, whether permanent or temporary, should be concerned with safety and should work as safely as possible. Making excuses for not working safely or trying to bypass safety rules and standards can cause injury to you or someone else. You should keep safety at the top of your mental checklist, no matter what task you are performing.

#### **Whether a permanent or temporary employee, you should:**

- a. Learn to work safely and take all rules seriously.
- b. Recognize hazards and avoid them.
- c. Report all accidents, injuries and illnesses to your supervisor immediately.
- d. Inspect tools before use to ensure that they are in good condition.
- e. Wear all assigned personal protective equipment.

#### **Everyone must be aware of potential hazards on the job:**

- a. Poor housekeeping results in slips, trips and falls.
- b. Electricity can cause shocks, burns or fire if not handled properly.
- c. Poor material handling may cause back problems or other injuries.
- d. Tools and equipment can cause injuries if guards or protective devices are disengaged.

#### **Always use the protections that are provided on the job:**

- a. Guards on machines and tools keep body parts from contacting moving equipment.
- b. Insulation on electrical equipment prevents burns, shock and fire.
- c. Lock-out/tag-out: assure equipment is de-energized before it is repaired.
- d. Personal protective equipment shields your body from hazards you may face on the job.

#### **In case of emergency:**

- a. Understand alarms and know evacuation routes.
- b. Know how to notify emergency response personnel.
- c. Stay out of the way of emergency personnel so they can do their job.
- d. Wipe up spills promptly and correctly.

Safety benefits everyone! By incorporating safety rules, employees avoid injury as well as illness from exposure to hazardous substances. With fewer injuries, a business can be more productive and profitable. The welfare of the community is also enhanced by providing cleaner air and water and less chance of dangerous accidents that can put lives and property at risk.