

Location \_\_\_\_\_ Trainer \_\_\_\_\_ Date \_\_\_\_\_

## ACCIDENT PREVENTION "BUT WHAT CAN I DO?"

The other day I heard one of our company's employees ask "What can I do about accident prevention, since I only work here?" Well, we all work here, and presumably we all want our worksite to be as safe and healthful as possible. That won't happen, though, if we pass the buck.

In reality there's a great deal that every one of us can do about accident prevention. It has to do with being continuously alert to possible hazards and following safe work practices and procedures—just the sort of thing we discuss in these talks.

Here are just 10 guidelines to "what I can do" and what each of us can do:

- **Know your job.** Follow all instructions, and if you are not sure of exactly how to carry out an assigned operation, ask your foreman before you begin.
- **Use tools properly.** Select the right ones—the ones designed for the job. Be sure they're in good condition. Put them away when you finish.
- **Practice good housekeeping.** Keep your work area clean and orderly, with nothing in the aisles to create a tripping hazard. Clean up spills promptly. Dispose of scrap properly.
- **Develop good lifting habits.** Remember the training you've had in this, especially: lifting with your legs, not your back, and getting help for loads you can't easily handle alone. Likewise be ready to team-lift with a co-worker.
- **Avoid falls.** Watch where you're going. If using a ladder, set it up properly, face it when climbing up or down, using both hands, and don't overreach. Don't overload scaffolds and keep them clear of excess materials.
- **Dress safely for work.** Leave your jewelry at home or keep it in a pocket. Wear sturdy, low-heeled shoes. Wear short sleeves or keep long sleeves buttoned at the wrist. Don't wear gloves or a long hair style around machines.
- **Use required personal protective equipment.** Wear a hard hat, gloves, safety shoes and glasses, or whatever specialized equipment the job calls for. That way you avoid both injury and disciplinary action.
- **Be alert around machinery.** Stand clear of moving equipment and overhead loads. Never get on or off moving equipment. Never bypass machine guards. Follow lockout procedures as needed and observe all warning signs and tags.
- **Report all accidents and near-miss incidents.** Determining the causes can help prevent further incidents that could have more serious results. Get prompt first aid for cuts and scratches—minor injuries can become a major problem if infection sets in.
- **Avoid horseplay and practical joking.** They can easily get out of control and cause serious harm. Discourage others from engaging in such activities.