

Safety Talk: General Safety Awareness



This month's Safety Talk will provide suggestions for being more active and involved in improving the safety of our workplace.

Maintaining a safe workplace requires everybody's effort:

- Never ignore unsafe conditions –correct it if you can, otherwise notify your supervisor;
- Communicate unsafe conditions to your supervisor and colleagues;
- Notify your supervisor if you feel that you can't do your job safely;
- Participate in safety activities such as the safety committees, monthly safety talk and other shop meetings;

Know what the requirements are for doing your job – if you don't know, then ASK.

- Attend all of your required safety classes;
- Immediately report injuries or illnesses and "near misses"; and Set a good example for your colleagues by following all safety requirements.

Working too fast or rushing is a common behavior associated with an accident.

When you are rushing:

- Completing the job on time takes priority over completing the job safely;
- Your thoughts are not on following proper safety procedures;
- You are more likely to take shortcuts such as not using PPE;
- Mistakes are more likely to occur;
- Rushing is especially dangerous when performing an unfamiliar or non-routine task; and
- You are less likely to stop and ask for help.



Housekeeping is a commonly overlooked aspect of a successful safety program.

Poor housekeeping can result in the following:

- Trip and slip hazards: When there is clutter on the walking surface;
- Fire hazards: When there are excess boxes and other combustible materials in other areas not designated for storage;
- Buildup of debris on machines that could make it unsafe to use; and
- Not being able to find tools and PPE;

Make some time to clean up after you perform your work!

Jordan School District policy requires employees to immediately report injuries or illnesses:

You will NEVER be disciplined for reporting an injury or illness.

Always report injuries no matter how minor you think it is;

- It is in your best interest to seek treatment immediately to prevent a minor injury from becoming more serious;
- Participate in any follow up investigations - they are accident prevention efforts to correct deficiencies and prevent similar incidents from reoccurring;
- sometimes aches and pains associated with your job can be corrected by making adjustments to your work station or work practices.

Safety Begins With You

Safe Behaviors:

- Properly using required PPE
- Asking for help to lift heavy or awkward objects
- Performing Lockout/Tagout
- Doing safety checks before using a tool or machine
- Cleaning up after finishing work
- Reporting injuries and near misses
- Not rushing to complete work
- Suggesting ideas for improving safety
- Correcting unsafe conditions
- Stopping others from doing unsafe acts
- Knowing and following work procedures

The most important thing is to go home safe and sound at the end of the day.