

Test Your Accident
Prevention Knowledge

- T F 1. On-the-job accidents take five lives each day.
- T F 2. Accidents are usually just a case of being in the wrong place at the wrong time.
- T F 3. Safety rules don't apply to everyone, especially those who have done a job many times.
- T F 4. You're more likely to have an accident if you're tired.
- T F 5. Typical workplace hazards include unguarded machines and improper lifting.
- T F 6. The government does not require safety training
- T F 7. Personal protective equipment is used only to prevent chemical exposure.
- T F 8. Unsafe acts only endanger the employee acting unsafely.
- T F 9. Off-the-job alcohol or drug use doesn't affect on-the-job safety.
- T F 10. Using common sense is one of the best ways to prevent accidents.

Answers: 1. F. Workplace accidents kill 11 people each day. 2. F. Every accident has a cause. 3. F—you always need to follow safety rules; skip-ping them is asking for an accident. 4. T. 5. T. 6. F. OSHA has many safety rules that require training on topics such as hazard communication and personal protective equipment. 7. F—PPE can also protect against falling objects, heat, etc. 8. F—Other workers nearby may also be endangered. 9. F—Working under the influence, or when hung over, can reduce physical and mental abilities. 10. T.

SAFETY

STARTS WITH YOU!



ACCIDENTS?

Do you think accidents just “happen” to people—maybe just a case of bad luck? Safety experts don’t think so. They say every accident has a **cause**.

This booklet will help you understand what **causes** accidents and how you can **prevent** them and the injuries they result in.



17 American workers lose their lives on the job every day due to accidents. In addition, each year:

- * More than **3.6 million disabling injuries** occur at work
- * Work-related injuries and deaths cost about **\$121 billion**—this includes lost wages and productivity, health care costs, etc.

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YOU HAVE THE POWER!

Accidents don’t happen by mistake—you have the power to prevent them! Know the hazards you face and take steps to keep your workplace safe.

- * Think about what could go wrong before starting a job and take precautions
- * Use what you learn in safety training on the job
- * Put your emotions aside at work
- * Use common sense full-time
- * Follow safety rules and procedures
- * Wear the PPE that’s required
- * Encourage safe behaviors



Treat safety as one of your most important responsibilities. It is!

RATE YOUR SAFETY SENSE

How would you prevent an accident in these situations?

- 1. You see a large puddle of water in a poorly lit area on the stockroom floor. Do you:**
 - (a) clean up the spill immediately*
 - (b) make a mental note to clean up the spill later*
- 2. You see a new employee who runs down aisles, around corners, etc. Do you:**
 - (a) explain to the employee that rules against running are designed to prevent slips, trips and falls*
 - (b) ignore the employee because you're not his boss*
- 3. You see a machine with no guard over its moving parts. Do you:**
 - a) immediately report the missing guard and make sure no one uses the machine until one is in place*
 - (b) try to finish the job you're working on without the guard, since you're almost done*

Your safety sense should tell you the answer is always "A." Simple acts can prevent big accidents!

Exercise

What other safety situations come up in your work areas? Discuss what the safe choice is in each case.

SAFETY TAKES TEAMWORK

Everyone has a responsibility to prevent accidents:

Federal and state OSHA establish minimum safety standards

Your employer provides equipment, training, and procedures.



You have the biggest job to prevent accidents. You have to:






- * Know your safety hazards
- * Always think before acting
- * Follow safety rules and procedures
- * Understand the risk of hazard exposure
- * Pay attention during safety training
- * Wear the personal protective equipment that's required
- * Live a healthy lifestyle
- * Encourage safe behaviors in others



WHERE ARE THE HAZARDS?

You take **risks** every time you ignore a safety warning or forget a precaution. Some hazards are bigger than others—but all could result in **unwanted consequences**.

<i>Accident</i>		<i>Prevention</i>
Flying metal fragments permanently damaged a machinist's eye.		Wear the proper PPE for every job.
An employee's hand was badly crushed while trying to unjam a machine part.		Use lockout/tagout every time you maintain or repair machinery
Several employees were hospitalized for breathing problems after a toxic gas release.		Read container labels and MSDS to avoid chemical exposure hazards.

ENCOURAGE SAFE BEHAVIOR

You are part of a safety team. But everyone on the team is only as safe as its *least* safe member. Here's what you can do to help:



- * Compliment others when you see safe behavior on or off the job
- * Don't tolerate horseplay, failure to wear PPE, or ignoring safety rules
- * Speak up when you see unsafe conditions or acts
- * Volunteer to help in training or be a part of your safety committee



STAY FIT AND HEALTHY

Taking good care of yourself can help you prevent accidents and respond quickly in an emergency.

Practice good health habits:

- * Eat nutritious, balanced meals
- * Get enough sleep so your body and mind function well
- * Exercise regularly



Manage stress:

- * Maintain perspective. Don't let minor hassles become major sources of stress
- * Make time to relax your mind and body
- * Consult a doctor or counselor if you feel overwhelmed by stress



Beware of drugs and alcohol

- * Never work or drive under the influence of alcohol or illegal drugs—or legal drugs that can affect mental or physical reactions
- * Don't drink to excess. It can be very dangerous to your health. And a hangover can reduce your ability to focus



USE YOUR COMMON SENSE!

It's alarming how many accidents are caused by employees who forgot or ignored simple safety precautions. Common sense is your best safety weapon!

Use your head and all your senses to prevent accidents and protect yourself and your co-workers.

- * Be alert at all times to what can go wrong and how to avoid injury
- * Use your eyes, your mind, your experience, and your knowledge to identify hazards, follow safety rules, and keep your workplace safe
- * If you get a "gut feeling" that something isn't right, it probably isn't! Recheck your safety precautions before continuing.



STOP ACCIDENTS WITH A SAFE ATTITUDE

UNSAFE ATTITUDES ARE...

- * **Being uninformed**—not participating in safety training or not paying attention to safety rules.
- * **Complacency**—cutting corners or not paying attention because you've done a job so often.
- * **Carelessness**—not following safety rules or rushing.
- * **Being emotional**—acting unsafe because of being angry or preoccupied.
- * **Selfishness**—forgetting that your unsafe actions can harm others.
- * **Fatigue**—making mental and physical mistakes because of not getting enough rest.

Safety First

CAUTION

DANGER

WARNING

USE PPE FOR SAFETY

OSHA rules—and common sense—often require PPE.

Safety eyewear protect your eyes from flying materials, dust, fumes, or light



Hard hats protect your head from blows or punctures



Gloves, clothing, and footwear protect you from heat, cuts, chemicals, etc.



Respirators protect against inhaling dangerous substances



Ear protectors prevent hearing damage from noise



When you're assigned PPE:

- * Inspect it before each use—and don't use it if it's damaged
- * Get a good fit
- * Use it to protect yourself from injury and illness
- * Follow instructions for PPE removal, storage, cleaning and disposal

Most importantly—Use the equipment every time it's required!

SAFETY

TRAINING

PROTECTS YOU

Your employer provides training to help you stay safe on the job. **Take advantage of this valuable benefit!**

Exercise your **right to know**—learn what chemical hazards you work with and how to protect yourself

Use proper **personal protective equipment** (PPE)

Always use **lockout/tagout** when repairing or maintaining machinery

Lift safely to protect your back

Be sure **machine guards** are used to protect employees from moving parts



A SAFE ATTITUDE MEANS YOU'RE...

- * **Informed**—you pay attention during safety training and ask questions about anything you don't understand.



- * **Serious about safety**—you follow safety rules and procedures at all times
- * **Alert**—you identify hazards and protective measures before starting a job and look for what could go wrong during a job
- * **Focused**—you always concentrate fully on what you're doing
- * **Team-oriented**—you take responsibility for your own and others' safety—and don't ignore other employees' unsafe acts
- * **Fit**—you get enough rest and exercise and don't work under the influence of alcohol or drugs

HOW OFTEN DO YOU FOLLOW THESE COMMONSENSE RULES?

Seldom . . . often . . . or all the time?

Slips, trips and falls

- * Remove supplies, trash, and other materials from floors and aisles
- * Clean up or block off spills (even water).
- * Report broken flooring and torn carpet
- * Carry loads so you can see over them
- * Walk, don't run
- * Use the railing when going up or down the stairs

Tool and machinery injuries

- * Choose the right tool for the job
- * Wear eye, ear, face, and other protective equipment to prevent injury and hearing damage
- * Keep machine guards in place
- * Follow lockout/tagout procedures
- * Report and don't use any tool that sparks, has an electric odor, smokes, or isn't working properly

Back Injuries

- * Lift only what you can handle easily
- * Get a helper, dolly, or other aid for heavy or awkward lifts
- * Squat with knees bent to pick up a load so your legs do the work. Hold loads firmly at waist level, close to the body, and

Fires

- * Check container labels and material safety data sheets (MSDSs) to learn what could burn and under what conditions
- * Use flammables and combustibles only in well-ventilated areas
- * Don't smoke or have open flames or sparks near flammables or combustibles
- * Check electrical equipment for good cord insulation, and solid connections
- * Don't overload electrical circuits
- * Place combustible rags in covered, airtight metal containers
- * Avoid dust and grease build-up on motors and machines

Chemical spills and exposures

- * Read and follow label and MSDS instructions before starting any job with a chemical
- * Keep chemical containers closed when not in use
- * Use only labeled containers
- * Use assigned personal protective equipment and follow handling and storage instructions

