

eplica ▶▶ Safety Lines

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A safety audit is a tool that occupational safety, health and environmental practitioners use to assess workplace hazards and risks and make recommendations for reducing these in an effort to prevent accidents, injuries and illnesses.

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Good housekeeping is a key duty on the job, too. The orderly arrangement of work areas is vital to the safety of all workers, regardless of whether they are involved with machines and tools or with appliances and furniture.

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Safety training is a fundamental requirement of occupational health and safety laws. But providing safety training isn't enough to ensure compliance. You must also be able to document your training efforts.

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Safety Audits



Safety audits are important because they help businesses be more proactive about safety and address problems before they result in an injury or illness and cost the company thousands of dollars.

A safety audit is a tool that occupational safety, health and environmental practitioners use to assess workplace hazards and risks and make recommendations for reducing these in an effort to prevent accidents, injuries and illnesses.

Audits are a means to monitor safety and health performance, as well as compliance with OSHA and other regulatory standards.

Information gained from an audit can help a business to:

- ▶▶ recognize the positive results of safety and health programs and policies,
- ▶▶ identify and correct hazards before they cause accidents or illnesses,

- ▶▶ feel confident that the company will fare well if OSHA conducts its own inspection, and reduce exposure to liability and litigation.

Do safety audits belong in the office setting?

Absolutely! One Connecticut financial services organization suffered its first lost workday case when an employee tripped over a computer cord fractured her wrist, and suffered jaw and dental damage in the tumble. The organization then developed a monthly safety tour checklist that focused on the following:

- Dangers of trips and falls
- Cautions required in lifting equipment or heavy boxes
- Importance of getting help with heavy moving tasks
- Dangers in overloading filing cabinets, which could fall forward
- Dangers of falling objects
- Dangers of paper and knife cuts

Additional special training was given to a few employees who regularly handle chemicals in the photocopying process.

Safety professionals all focus on specifics-- specifics that translate themselves into the checklists used in safety audits. An effective checklist is like the "eyes and ears" of your safety program.

Good Housekeeping at Work



Most of you probably have had to help with the house cleaning chores at some time or another, so I'm sure you all agree that good housekeeping practices are important in the home.

However, we sometimes overlook the fact that good housekeeping is a key duty on the job, too. The orderly arrangement of work areas is vital to the safety of all workers, regardless of whether they are involved with machines and tools or with appliances and furniture.

Falls often result from tripping over loose articles such as tools left in aisle ways and work areas. Wet spots on the floor or trash and other articles left in stairways also take their toll.

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May Safety Tip:

Did You Know?

Safety training is a fundamental requirement of occupational health and safety laws. But providing safety training isn't enough to ensure compliance. You must also be able to document your training efforts. Employers must keep a record of the means used to verify that the employee understood the training. This holds the employee accountable that he or she was present, understood and will comply with company policy and procedure. This documentation will in turn aid the employer to identify, evaluate and control possible hazards in the workplace leading to a decrease in injuries and an increase in efficiency and profitability.

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Keeping House Where You Work

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They can cause slips and falls. They should be cleaned up as soon as possible, regardless of who was responsible for the mess. The company has placed trash receptacles in several strategic areas, so there is no excuse for waste paper, pop bottles, or other materials being thrown on the floor. And you'd better get in close for a sure shot at the trash barrel, unless you've recently been contacted by an NFL or NBA scout.

Did you ever go to the closet at home to get your umbrella and have to pull it out from under some other articles? Things start falling all over and you and you begin to lose your cool. The same issue can take place at work. When storing materials or equipment on the job. Take time to make the stacks neat—and not too high. If possible, keep

the little-used items at the back or bottom, leaving articles that are needed most often readily accessible.

Just as a quarterback has to keep his eyes open for changes in the defense or certain other tell-tale moves of opposing players we need to keep a lookout for danger signals on the job in order to keep "our team" safe and successful. These danger signals include evidence of poor housekeeping—a spill, a tear in the carpet, articles projecting from a shelf, wires across a walkway, etc. These things must be corrected immediately, so if you can't do so yourself, let a supervisor or manager know so that it is taken care of.

Going Up? Tips on Ladder Safety



For safer ladder climbing:

- ▶▶ Select the right ladder for the job. For example, don't use a metal ladder near power lines or electrical equipment.
- ▶▶ Choose the proper height for the job. The correct ladder height is a minimum of 3 feet above the roofline or work area.
- ▶▶ Place the ladder on a flat, solid and level surface. Don't use an unstable base such as bricks or blocks to make it reach higher.
- ▶▶ Don't place a ladder in front of an entryway or door.
- ▶▶ Set up straight, single or extension ladders at a 75 degree angle.
- ▶▶ Inspect the ladder before each use. Make sure all rungs and hardware are tight and secure.
- ▶▶ Clean off debris from your shoes before using the ladder. Wear shoes with slip-resistant soles.

Tens of thousands of serious injuries involving ladders occur each year.

Following these simple precautions can help you get up in the world more safely!

June Safety Quote

"Avoid the worst - put safety first."