

Location: \_\_\_\_\_ Instructor: \_\_\_\_\_ Date/Time: \_\_\_\_\_

## TOPIC C118: COMMON SENSE SAFETY

**Introduction:** Safety is often nothing more than common sense. It's generally accepted that at least 85% of all accidents are preventable. Taking responsibility for your work habits and recognizing that an accident is most likely preventable is the first step to a safer workplace.

Let's review some common sense guidelines for safety:

- Be alert. most accidents occur because you or someone around you isn't "paying attention" to what they're doing
- Watch out for the other guy, pay attention to what your co-workers are doing around you. Make sure that people aren't acting irresponsibly or putting you or themselves in a potentially dangerous situation
- Dress for safety. Don't wear loose fitting clothes. Tie back or cover long hair. Make sure your shoes are tied
- Wear all appropriate PPE. Never take short cuts and always take the time to wear your safety glasses, hard hats, work boots, safety gloves and fall protection, no matter how inconvenient it may seem at the time
- Read and follow the manufacturer's label directions or SDS on safe use, handling, and storage of chemicals, pesticides, or cleaning supplies
- Don't operate any equipment that you haven't been trained on
- Constantly inspect your work area for hazards
- Use good housekeeping practices, keep your area clean and hazard free
- Keep aisle-ways, walkways and stairways clear, and never obstruct exits. Watch for and correct, any trip hazards, spills or leaks to prevent slips and falls
- Always use proper lifting techniques. Don't attempt to lift or move objects that are too heavy to safely lift alone or without the aid of equipment
- Take safety seriously. Get involved with your safety program. Identify workplace hazards to your supervisor and provide feedback and input during the safety meetings
- Inspect all of your tools and equipment for defects such as missing or inoperable machine guards. Don't operate unsafe tools or equipment
- Clean up your work at the end of the day or as needed. Lock up equipment and secure your work area. Label and guard all hazards
- Brush up on your first aid skills and frequently inspect the supplies in your first aid kit
- Ask questions. If you're not sure how to do something, or simply need assistance, ask questions
- Ask for help. Never be afraid to ask your supervisor or fellow employees for assistance

"If I'm the one who has an accident, I'm the one who's going to suffer the pain and the potential loss of income."

**Conclusion:** Common sense safety is often simply thinking before doing. What could happen if I do it this way? Is the way I'm planning to do this safe? Following common sense safety guidelines and working responsibly is everyone's job.

**Employee Attendance:** (Names or signatures of personnel who are attending this meeting)


These guidelines do not supersede local, state or federal regulations, and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.