

Location: _____ Instructor: _____ Date/Time: _____

TOPIC C124: SAFETY IS EVERYBODY'S BUSINESS

Introduction: Every year thousands of workers are hurt or killed because of accidents that were caused by unsafe acts. Today we'll discuss how to get everyone thinking and acting safely.

- The U.S. Department of Labor estimates that around 85% of workplace injuries are avoidable
- Many accidents are caused by equipment that wasn't been properly maintained or inspected before use
- Safety and health training should be provided before problems or accidents occur
- Problems that can be addressed effectively by training include:
 - Those that come from a lack of knowledge of a work process
 - Unfamiliarity with equipment
 - Unsafe practices
- Additional training or retraining should occur when:
 - Employees are assigned new job responsibilities
 - New equipment is introduced to the workplace
 - There are additions of hazardous chemicals
 - Hazardous conditions on the job change
 - Any near-miss incidents or accidents occur on the job

Safety is Attitude: Most accidents happen because of an improper attitude. Since our attitudes determine our actions, everyone needs to have the proper attitude towards safety. No one wants to get hurt, or see their co-worker injured, so it makes sense to work with a positive attitude toward safety. A positive attitude toward safety is contagious; however, equally contagious is a negative attitude. Joking about safety or disregarding safety rules is not only against company policy, it also shows a lack of regard for you and your co-workers health.

- Remember that accidents can cause pain, significant loss of income, disability and even death
- Effective work is a team effort, we're all responsible for each other's safety
- Always monitor your surroundings, pay attention to your co-workers and set a positive example

Safe Care and Handling of Equipment and Tools: Any tool or piece of equipment can become defective and result in unsafe conditions. It's important to perform regular maintenance and inspections for the safekeeping and life of tools and equipment. A defect free tool or piece of equipment means a safer workplace.

Tips for safe handling of tools and equipment:

- Always put tools or equipment away in their proper place to avoid slip, trip and fall hazards
- Don't pull electrical cords from a distance or carry tools/equipment by the cord as that can cause damage
- Don't remove any safety guards or make unapproved modification to tools and equipment
- Always wear proper PPE when working
- Never operate tools or equipment without proper training

Conclusion: Remember to ask if you don't know or are unsure of the right and safe way to do your job. If a co-worker is trying to help you, it's because they care about your safety and health. Attitudes are very contagious, so if you're consciously thinking about safety, there's a good chance that your co-worker will do the same.

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.