



SAFETY: it takes all of us

IN PLAIN SIGHT: WORKPLACE DANGERS CHECKLIST

Remember

With the proper training, your employees will see their surroundings in a whole new light. By learning to identify existing and potential hazards, your employees will create a safer environment at work and at home.

Encourage employees to take a fresh look at their surroundings. Recognizing existing and potential hazards and developing safe habits will help create a safer, more productive work environment.

The checklist below is general for most industries and can be used as a starting point to develop your own, specific to your working environment.

You should always:

- Shut file cabinet drawers when not in use
- Open one filing cabinet drawer at a time to prevent a tip-over
- Store heavy objects close to the floor and out of walkways
- Store tools, equipment and materials properly to prevent falling or sharp edges being exposed
- Stack materials to prevent sliding, falling or collapsing
- Wear the proper personal protective equipment
- Use extra caution in high traffic areas, around corners and near doorways
- Take regular safety walks to identify existing and potential hazards
- Educate your employees on reporting hazards
- Hold regularly scheduled safety meetings to discuss possible safety hazards and how to prevent them

NATIONAL
SAFETY
MONTH 2014

National Safety Council
1121 SPRING LAKE DRIVE
ITASCA, IL 60143-3201
(800) 621-7619
NSC.ORG





SAFETY: it takes all of us

BE AWARE OF YOUR SURROUNDINGS

First Aid Tips

If you are witness to an incident resulting in injury:

Always be sure the area is safe before entering to provide First Aid.

If an area is unsafe, do not enter. Instead, call 911 to report that there are injured people in an unsafe environment and request that the dispatcher summon help to make the scene safe.

In home environments, make sure the scene is as safe as possible. For example, turn off the power from the main circuit box before helping a victim who has been electrocuted.

Get certified through NSC

NSC provides CPR & AED training through both classroom and online courses. Find a training location near you, or view a demonstration of NSC online training at nsc.org/onlinetraining.

It pays to pay attention

Today, there are always multiple things vying for your attention. However, a lack of focus on the task at hand can lead to tragedy, especially in riskier situations.

One of the leading causes of work-related deaths is due to contact with objects, which include being struck against an object; struck by an object; caught in an object or equipment; or caught in collapsing material. According to *Injury Facts*®, there were 738 workplace deaths due to these types of incidents and more than 240,000 cases of injuries with days away from work in 2010.

These types of injuries can arise from falling objects or from being inadvertently struck by a moving vehicle—such as a forklift or a car. Paying attention is vitally important for both those operating machinery, but also those working around it.



Here are some tips to help prevent injury from contact with objects:

- Neatly store loose materials
- Secure items that are stored at a height
- Store heavy objects close to the floor
- Open one filing cabinet drawer at a time to prevent a tip-over
- Wear the proper personal protective equipment for your environment, such as steel-toed shoes
- Always walk behind moving equipment, if possible
- Never obstruct your vision by overloading moving equipment
- Only operate equipment that you are properly trained to use
- Make sure all the safety devices on your equipment are in good working order before use
- Use extra caution around corners and near doorways

Bring it home

You can take steps to make your home safer from contact with objects, too. Think about your furniture arrangement so there is always enough room for normal traffic. Don't fall victim to distracted walking, especially when using your cell phone. Be present in the moment and try to keep your mind from wandering, even if it's a task you've done a million times.

Green Cross Tip

Contact with objects is the second leading cause of cases with days away from work. Scan your area for potential hazards.

NATIONAL SAFETY MONTH 2014

National Safety Council
1121 SPRING LAKE DRIVE
ITASCA, IL 60143-3201
(800) 621-7619
NSC.ORG