

Safety Orientation

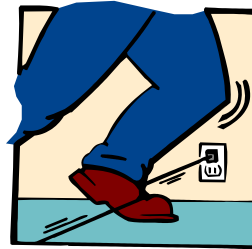


Slips, Trips and Falls

Slips, trips and falls results from the unintended or unexpected change in the contact between the feet or footwear and the walking or working surface.

The Facts:

- Slips, trips and falls cause 20% of all workplace injuries.
- Slips, trips and falls cause over 18,000 injuries per year.
- About 20 people die each year due to falls.



Why are employees falling?

Workers are falling due to slip, trip, and fall hazards associated with the following:

- Housekeeping and Maintenance Practices
- Accumulation of clutter and waste
- Improper storage or material and equipment
- Spills
- Extension cords, conduits, cables, hoses across walker surfaces
- Loose and unsecured floor mats, carpets, and coverings
- Damaged or missing flooring materials
- Stairs and ramps with loose or missing handrails
- Inadequate lighting
- Slippery, wet or icy walking surfaces
- Uneven walking surfaces
- Surface changes such as carpet to tile or level to slope
- Surface protrusions or depressions such as thresholds, cover plates and gratings
- Wearing inappropriate footwear for the task
- Carrying items that obstruct view
- Rushing to complete work
- Wearing improperly fitted, loose, or undone footwear
- Cutting through areas not designed or intended as walkways
- Horseplay and running in the workplace
- Not paying attention



How can slips, trips and falls be prevented?

Slips, trips and falls in the workplace can be prevented using a systematic and comprehensive approach. Employees must:

- Be aware of slip, trip and fall hazards
- Report slip, trip, and fall hazards to their supervisor
- Report all incidents of falls to their supervisor even if no injury occurs
- Avoid work practices and personal behaviors that may cause slips, trips and falls

Material Handling Safety

Handling material is a daily function in the workplace. All too often it is a task taken for granted, with little knowledge of or attention to the consequences if done incorrectly.

How the material or goods are unloaded or loaded is a key factor in reducing employee injuries. Persons involved in material handling should be able to lift and hold the weight of the material or goods used in their operations.

Protect Yourself

- Use the correct hand protection; wear gloves to prevent cuts.
- Wear safety shoes to prevent injury to your feet from a dropped item.
- Size up the load to determine if you can carry a load comfortably; tip it on its side.
- Get help if the load is too big or bulky for one person.
- Check for nails, splinters, rough strapping, and rough edges.
- Lift it right.
- Make sure your footing is solid.
- Keep your back straight, with no curving or slouching.
- Center your body over your feet.
- Get a good grasp on the object and pull it close to you.
- Lift with your legs, not your back.
- Move your feet to turn. Do not twist your back.



Oversized Loads

- Don't try to carry a big load alone. Ask for help.
- Work as a team. Lift, walk, and lower the load together.
- Let one person give the directions and direct the lift.

High Loads

- Use a step stool or a sturdy ladder to reach loads that are above your shoulders.
- Get as close as you can to the load.
- Slide the load towards you.
- Do all the work with your arms and legs, not your back.

Low Loads

- Loads that are under racks and cabinets need extra care.
- Pull the load towards you, and then try to support it on you before you lift.
- Use your legs to power the lift.

Checklist

- Make sure your footing is firm.
- Ensure enough clearance at doorways to keep your hands and fingers safe.
- Check your route for hazards.
- Take extra care at platforms, loading docks, ramps, and stairs.



Material Handling Safety cont...

- Carry long loads on your shoulders, with front end high.
- Make sure the next person has a firm grip before you hand off the load.
- When you carry with others, everyone should carry the load on the same shoulder, walk in step, and put the load down as a team.

Back Safety Tips

- Wear the right personal protective equipment for lifting and carrying.
- Lift with your legs, not your back; pivot, don't twist.
- Get help with tough lifting jobs.
- Spend a few minutes each day before work on power warm-ups and stretching exercises.
- Exercise regularly to keep your back strong and healthy.
- Cut down on stress to avoid back injuries.

Personal Protective Equipment

Personal Protective Equipment – equipment including protective clothing, respiratory devices, protective shields and barriers utilized for protection of eyes, face, head, respiratory tract, torso and extremities from occupational hazards.

Occupational Hazard – any condition associated with workplace processes or environment, including chemical, physical, radiological, mechanical hazards and irritants encountered in a manner capable of causing injury or impairment to any part of the body.

Eye and Face Protection



Personnel shall use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

Employees shall use eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors (e.g. clip-on or slide-on side shields) meeting the pertinent requirements of this section are acceptable.

An employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or protective lenses.

Head Protection



Employees shall wear protective helmets when working in areas where there is a potential for injury to the head from falling objects. Protective helmets designed to reduce electrical shock hazards shall be worn by each affected employee when near exposed electrical conductors which could contact the head.

Foot Protection



Employees shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling and rolling objects, or objects piercing the sole, and where the employee's feet are exposed to electrical hazards.

Personal Protective Equipment cont....

All employees who completed maintenance and similar work except administrative personnel, shall, at a minimum, wear substantial footwear. The following types of footwear are not considered substantial footwear: moccasins; canvas-type sport shoes; open-toe sandals and high heels. The employee is responsible for providing his/her own substantial footwear.

Hand Protection



Employees are required to select and use appropriate hand protection when employee's hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

The selection of the appropriate hand protection will be based on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified.

BY SIGNING I AGREE THAT I HAVE READ AND UNDERSTAND THE SLIPS, TRIPS AND FALLS SECTION, THE MATERIAL HANDLING SECTION, AND THE PERSONAL PROTECTIVE EQUIPMENT SECTION.

Print Name

Signature

Date