



# Practical Tips

## **IMPLEMENTING SAFETY AWARENESS IN THE WORKPLACE**

Safety awareness begins with a thorough safety inspection. A comprehensive inspection can:

- Help spot and eliminate safety hazards
- Help keep your work area free of hazards
- Assess which work operations meet or exceed acceptable safety and government standards
- Help maintain product quality and operational profitability

### **Be on the Watch**

Safety awareness means being on the lookout for unsafe practices and conditions in your work area.

### **Machines and Equipment**

- Are machine guards in place?
- Does any equipment not designed to do so, turn on or off by itself?
- Have you or your coworkers received a shock while using any equipment? If so, report this to your supervisor.

### **Materials Handling and Storage**

- Perhaps you work with substances labeled "Flammable," "Corrosives," "Poison," or "Acids." If so, do you follow the material handling rules spelled out on the Safety Data Sheet (SDS)?
- Are hazardous or toxic substances stored correctly? For example, flammable liquids should be stored in an approved flammable liquids cabinet.
- Are cylinders of compressed gas secured with a chain or clamp when they are moved?

### **Hand and Portable Power Tools**

- Are hand tools kept in good condition, with no frayed cords?
- Do electric tools have a three-wire grounded plug?
- Are portable ground fault circuit interrupters used in wet or outdoor locations? Are they also used in other locations where the company policy requires?



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## Fire Protection

- Are fire exits, fire extinguishers, and sprinklers clearly marked and free of obstructions?

## Housekeeping and Maintenance

- Are ladders kept in good repair, with no damaged rungs or side-rails?
- Is temporary storage kept off floors and out of aisles and work areas?
- Are spills and leaks wiped up promptly?