

PRESENTER'S GUIDE

"SAFETY HOUSEKEEPING AND ACCIDENT PREVENTION"

*Part of MARCOM's Safety, Regulatory
and Human Resources Library*

OUTLINE OF MAJOR PROGRAM POINTS

OUTLINE OF MAJOR PROGRAM POINTS

The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **There are several keys to preventing accidents. They include...**
 - Maintaining a good “safety attitude”.
 - Developing good “safety habits”.
 - Learning how to use sound judgement.
 - Knowing your body’s limitations just like you know its abilities.

- **It takes real thought and practice to learn how to avoid mental and physical stress when you’re on the job. You have to be able to...**
 - Pace yourself.
 - Recognize when you need to take a break.
 - Never bite off more than you can chew.

- **When things become routine, we sometimes forget hazards that are lurking around the next corner. To stay sharp and avoid accidents...**
 - Never let your body run on “auto-pilot” with your mind somewhere else.
 - Don’t let pressure on the job make you reckless.

- **If you are using sound judgment in your work area you should...**
 - Never disable or remove power tool or machine guards to try to be “more productive” (they are in place to protect your hands and fingers).
 - Remember to “lock on” personal fall protection when you’re working up high.
 - Never overload electrical outlets or surge protectors.

- **Clutter and large and small hazards are major causes of accidents at work. To avoid potential “tripping” problems...**
 - Dispose of excess material and rubbish as quickly as possible.
 - Keep walkways, halls, aisles and stairways free of debris and equipment. (don't store furniture or supplies there either).

- **Keep doorways clear, especially emergency exits.**
 - Mark slippery areas with hazard signs so people will know to tread carefully.

- **You should also...**
 - Clearly outline walkways so that everyone knows where the safe paths are.
 - Correct small hazards such as a screw jutting out from a door sill, a pencil lying on the floor or a loose piece of carpet.
 - Make sure electrical cords are taped down.
 - Keep drawers closed to prevent painful “trips” to the floor.
 - Report bad lighting immediately.

- **Using tools and equipment properly and safely is an important part of accident prevention. Always make sure that...**
 - Tools are clean and in good working order (dirty or damaged equipment can cause accidents).
 - Knives and other cutting edges are kept sharp (when a blade is dull, the extra force needed to make a cut could cause you to lose control).
 - You are using the correct tool for the job (for example, a wrench should not be a substitute for a hammer).
 - You use a ladder to get you “up high”, not a box or a stack of materials.

- **When you're making repairs or performing maintenance on machinery, you should...**
 - Only use tools that have been specifically designed for the job.
 - Make repairs, if possible, with the power source disconnected and all moving parts stopped.

- **To avoid back injuries when carrying equipment and supplies, get a good grip and take your time.**

- **If an object is too heavy or bulky to lift alone...**
 - Use a hand truck or forklift.
 - ...or ask for help.

- **Tool storage is important too. Make sure you...**
 - Return tools to the cases, racks or drawers they came from.
 - Remember to put all the guards back on before you put your tools away.

- **A major part of safety housekeeping and accident prevention involves substances that you work around every day.**
 - You might be surprised how many at your workplace are hazardous.

- **Before you start to work...**
 - Read labels on soaps, cleaners and disinfectants.
 - Read Safety Data Sheets (SDSs) as well.
 - Wear personal protective equipment such as goggles, gloves or respirators. (check the SDS or talk to your supervisor to find out what PPE you should be using).

- **When storing chemicals...**
 - Read the SDS and the labels to determine the environment they need.
 - Pay attention to temperature and ventilation requirements.
 - Make sure there is enough light to read the labels.

- **You should also...**
 - Make sure shelving is strong and corrosion-resistant.
 - Never overstock shelves (too many containers make it difficult to find what you want and can increase the chance of a spill).
 - Make sure the aisles are wide enough to provide safe access to the chemicals and allow for easy movement as well.

- **When working with flammable and hazardous substances...**
 - Store in UL approved cans with “spring-loaded” caps in a “flammable materials cabinet”.
 - Never store food or drinks in refrigerators that also contain potentially hazardous substances.
 - Store compressed gas cylinders so that they are firmly secured in cool, dry, well-ventilated areas (their storerooms should also be fire-resistant and free from corrosive fumes).

- **If a chemical spill occurs...**
 - Evacuate the area and notify appropriate personnel.
 - Use the SDS to get information on proper clean up and disposal.
 - Remember that recommended procedures can be different for each chemical.
 - If the substance could be flammable or combustible, remove any open flames or sources of heat from the area and increase the ventilation.

- **During a spill cleanup, wear appropriate personal protective equipment (PPE) such as gloves and safety goggles, and in some cases a respirator and “chemsuit”.**
 - If the spill is liquid, use an absorbent solid to soak up the chemical and pack it up for disposal.

- **How you dispose of a chemical is also important. You need to...**
 - Know which substances you can safely put in the trash, and which require special handling.
 - Be extremely careful of chemicals that could become fire hazards, such as cleaning fluids, oily or solvent-soaked rags and photocopier inks and toners.
 - See your supervisor to determine how to dispose of any hazardous substances that you are working with.

- **Some jobs don’t require personal protective equipment (PPE) while others need it all the time.**
 - PPE can save you from a serious illness or injury.

- **Gloves should be used for a number of tasks.**
 - Leather gloves protect against rough materials and other hazards.
 - Cut-resistant gloves are good with sharp objects.
 - Rubber, vinyl or neoprene gloves work well with chemicals.
 - Aluminized gloves are needed to work with hot materials.

- **There are a number of situations that require eye protection, such as...**
 - Safety glasses for working around flying particles or debris.
 - Goggles for dust and splashing liquids.
 - Face shields for severely splashing liquids.

- **When working with chemicals that might splash, in extremely dusty or slippery environments, or at workplaces with overhead hazards, you may also need protective clothing, including...**
 - Work shirts and pants, and various types of aprons.
 - Hard hats.
 - Safety shoes with steel toes or removable toe guards, and soles with traction for slippery surfaces.

*** * * SUMMARY * * ***

- **Your workplace can contain both obvious and hidden hazards, which can decrease productivity and result in painful injuries, even death.**
- **To prevent accidents, you need to maintain a good safety attitude, develop good safety habits and know your body's limitations and abilities.**
- **Keeping your workplace neat and clean every day, and marking slippery areas with hazard signs, can reduce tripping and slipping accidents.**
- **An important part of accident prevention is using tools and equipment properly and safely, and wearing the right PPE for the job.**
- **If a chemical spills, evacuate the area, notify appropriate personnel and follow recommended cleanup procedures for the substance.**
- **You can help to create a safer workplace if you know the hazards and follow the rules for creating a risk-free environment every day!**