



# General Safety Awareness

January 2012



The New Year provides an opportunity for a fresh new start. Let's all resolve to be a more safety conscious while we conduct our daily operations!

This month's Safety Talk will provide suggestions for being more active and involved in improving the safety of our workplace.

## Maintaining a safe workplace requires everybody's effort:

- Never ignore unsafe conditions – correct it if you can, otherwise notify your supervisor;
- Communicate unsafe conditions to your supervisor and colleagues;
- Notify your supervisor if you feel that you can't do your job safely;
- Participate in safety activities such as the safety committees, monthly safety talk discussions and JSA teams;
- Know what the requirements are for doing your job – if you don't know, then ASK;
- Attend all of your required safety classes;
- Immediately report injuries or illnesses and "near misses"; and
- Set a good example for your colleagues by following all safety requirements.

## Working too fast or rushing is a common behavior associated with an accident.

### When you are rushing:

- Completing the job on time takes priority over completing the job safely;
- Your thoughts are not on following proper safety procedures;
- You are more likely to take shortcuts such as not using PPE;
- Mistakes are more likely to occur;
- Rushing is especially dangerous when performing an unfamiliar or non-routine task; and
- You are less likely to stop and ask for help.

**Safety always takes priority – notify your supervisor when you cannot safely meet a deadline!**

## Housekeeping is a commonly overlooked aspect of a successful safety program.

### Poor housekeeping can result in the following:

- Trip and slip hazards when there is clutter on the floor;
- Fire hazards when there are excess boxes and other combustible materials in areas not designated for storage;
- Build up of debris on machines that could make it unsafe to use; and
- Not being able to find tools and PPE;

### Make some time to clean up after you perform your work!

## The University of Chicago's policy requires employees to immediately report injuries or illnesses:

- You will NEVER be disciplined for reporting an injury or illness;
- Always report injuries no matter how minor you think it is;
- It is in your best interest to seek treatment immediately to prevent a minor injury from becoming more serious;
- Participate in any follow up investigations - they are accident prevention efforts to correct deficiencies and prevent similar incidents from reoccurring; and
- Sometimes aches and pains associated with our job can be corrected by making adjustments to your work station or work practices.

## Safe Behaviors:

Safety begins with you!

How often do you follow these safe behaviors:

1. Properly using the required PPE.
2. Asking for help to lift heavy objects.
3. Performing lockout/tagout.
4. Doing safety checks before using a tool or machines.
5. Cleaning up after finishing work.
6. Reporting injuries and near misses.
7. Not rushing to complete work.
8. Suggesting ideas for improving safety.
9. Correcting unsafe conditions.
10. Stopping others from doing unsafe acts.
11. Knowing and following work procedures.