

The Ten Commandments of Safety

Developing and following everyday safety habits can keep you injury free. Here are ten to follow:

1. **Follow the Rules.** Follow all safety rules and encourage others to do the same.
2. **Allow only qualified individuals to operate equipment.** Supervisors should make sure that only trained and authorized employees operate fork lifts, heavy equipment and other types of machinery. If you haven't been trained on the use of a piece of equipment, don't operate it.
3. **Respect machinery and equipment.** Make sure safety guards are in place and that you use them. When maintenance must be performed make sure that lockout-tagout procedures are followed.
4. **Use your own initiative for safety protection.** As the employee, you are usually in the best position to see problems if they arise. If you cannot correct them, or if you aren't comfortable correcting them, bring the problem to your supervisor or manager. Don't assume that someone else will notice the problem or report it.
5. **Ask Questions!** If you are uncertain, or if you don't know, ASK! If your supervisor or manager can't answer your question, then submit them to either your department or office safety committee or to the Labor Management Safety Committee via our website's suggestion page.
6. **Use care and caution when lifting.** Most back strains result from improper lifting. Use proper lifting techniques when lifting. Ask for assistance if the load is too heavy for you to lift by yourself.
7. **Practice good housekeeping.** Disorganized work areas are the source for many accidents. When done well, housekeeping can eliminate or reduce incidents, improve morale and increase productivity. Clean up spills promptly. Housekeeping should be considered a day-to-day responsibility, not just an extra task once or twice a year.
8. **Wear PPE and sensible work clothes.** Always wear the required or recommended personal protective equipment (PPE) for your job or job task. Wear sturdy and appropriate footwear when safety shoes are not required. PPE is not a substitute for eliminating hazards.
9. **Practice good personal hygiene.** Avoid touching your eyes, face and mouth with gloves or hands that are dirty. Be careful so as to avoid ingesting any dust, chemicals, or contaminants.
10. **Be a positive part of the safety team.** Your positive attitude and participation in safety around the work place can play a major role in the prevention of accidents and injuries.

Remember Safety is No Accident!