



SAFETY BRIEF: 30 TIPS IN 30 MINUTES

Safety rules exist to protect people. Many safety regulations were implemented due to an event that led someone getting seriously injured or killed, or contracting an illness. So many people have paid the price for many of our safety regulations with their life. A safe and healthy workplace protects workers from injuries, illnesses, and even death- and also lowers the cost of injury and illness costs, reduces absenteeism and employee turnover, increases productivity and quality, and raises employee morale. All things considered, safety is good for business and everyone in the workplace. In the next 30 minutes, we will cover 30 safety tips that should be applied to your workplace, business, school, home, and community. We'll start with AMLJIA's top 5 safety violations and tips-

1. **Electrical Safety** – Keep electrical panels unobstructed and accessible, keep the panel door shut at all times except when in use. Refrain from “daisy-chaining” or “piggy-backing”; plugging a power strip into another power strip- this can cause overheating and can lead to a fire. Replace broken or cracked electrical outlets, junction boxes, and light switches to prevent exposure to arc flash or an electrical short.
2. **Exit Routes** – Keep aisles and pathways leading to exits clear of obstructions to provide easy access to an exit in the event of an actual emergency. Inspect exit lights and emergency lighting regularly to ensure operability. Make sure exit signs lead to an exit.
3. **Hazard Communication (HAZCOM)** – Have and implement a written HAZCOM program to include all chemical containers are properly labeled; employees have access to the chemicals' corresponding Safety Data Sheets (SDSs); and an effective training program is conducted regularly for all potentially exposed employees.
4. **Fire Extinguishers** – Employers must provide an adequate number and proper type of fire extinguishers in workplaces. All extinguishers must be securely mounted to an unobstructed wall and located with standard signage. Schedule monthly and annual inspections.
5. **General Housekeeping** – Poor housekeeping creates hazards of all types. Good housekeeping involves both pride and safety, and is an accurate indicator of everyone's attitude about quality, production, and safety.
6. **Slip, Trip, and Fall Prevention** – These account for the majority of general industry accidents and result in back injuries, strains and sprains, contusions and fractures. Injured workers from a slip, trip, or fall accident spend more time away from work than those who are injured from other causes. Ensure clean, clear, and dry walking and working surfaces- both indoor and outdoor. Consider icy winter weather conditions and the proper footwear for workers.
7. **Personal Protective Equipment (PPE)** – Exposures to hazards occur in workplaces. Whether it's safety, biological, physical, chemical, ergonomic or workload hazards, it's important to have the proper PPE to protect your own health and safety.



8. **Back Injury and Safe Lifting** – Avoid lifting and bending when possible. Use proper lifting procedures: bend your knees, not your waist; lift with your legs, not your back; keep the load close to your body; avoid twisting. Get help with awkward or heavy objects, and use a hand cart or dolly whenever possible. Regular exercise and activity will help keep your back and spine strong. Be kind to your back!
9. **Fall Protection** – Falls are among the most common causes of serious work related injuries and deaths. Employers must set up the workplace to prevent employees from falling off of overhead platforms, elevations work stations or into holes in the floor and walls. The Occupational Safety and Health Administration (OSHA), requires fall protection be provided at elevations of four feet or higher in general industry workplaces.
10. **Confined Spaces** – Entering a storage tank, sewer, or enclosed drain can be hazardous for anyone without the proper training, protocols, and tools to safely enter. Workers must be provided with training prior to conducting their work. The employer is responsible for training all workers who enter confined spaces and providing additional training when job duties change, or if the permit-required space presents a new hazard, or if a worker demonstrates signs of not understanding safety procedures.
11. **Ergonomics** – Take steps to prevent repetitive motion injury, back injury, and eye strain. At your desk, adjust your chair, keyboard and monitor to suit you. Keep frequently used objects or materials within easy reach. Use anti-fatigue mats if your job requires standing for long periods of time on hard surfaces. Use task rotation from hand tools and tools that create vibrations. Take short breaks to reduce stresses caused by repetition. 5 to 10 minute breaks every hour is recommended for change the body position, stretch, and revitalize the brain.
12. **Hand and Power Tool Safety** – Employers are responsible for the safe condition of tools and equipment used by employees. Select the right tool for the job; inspect before use; store properly after each use; and use the appropriate PPE for each tool.
13. **Forklift Safety** – Only trained and certified employees may operate forklifts. Inspections and maintenance should be conducted regularly and prior to operation. Check for controls, steering, brakes, horn, leaks, missing parts, lights, extinguisher, alarm, seat belt, battery, and fuel. Drive and operate the forklift responsibly.
14. **Flammable Liquids** – Understand the safety precautions and hazards of each flammable liquid you work with or around. Examples include but are not limited to; gasoline, diesel fuel, adhesives, aerosol cans, and paint thinner. All flammable liquids must be properly labeled, stored, handled, and disposed of properly. Flammable liquid storage containers (flammable lockers) should be used to store containers of flammable and combustible liquids separately, away from work areas and other materials to reduce the spread of any fire to workers and other materials.
15. **Compressed Gas Cylinders** – Cylinders must be stored properly, handled correctly, and used with the correct tools and equipment. Make sure cylinders are capped and secured upright to prevent tipping when not in use. Always store oxygen and acetylene separately.
16. **Respiratory Protection** – Employers are required to establish and maintain a written respiratory protection program whenever employees are required to wear respirators. Training, medical



- clearance, and Fit Testing are required of employees prior to using their respirators. Employees must be retrained once per year, or if any new equipment, chemical, or job process is introduced.
17. **Extreme Weather Driving** – Ensure every vehicle is properly maintained for the weather conditions. On a wet road, reduce speed by a fourth; on snowy roads, reduce speed by half; on ice, reduce speed by at least two-thirds. Bright sunlight or reflection can reduce visibility and requires drivers to slow down.
 18. **Facility and Equipment Inspection** – Conduct regular inspections on facilities, equipment, auto, mobile equipment, and playgrounds. Document deficiencies to ensure repairs or replacements occur promptly.
 19. **Routine Maintenance** – Taking care of routine maintenance issues prevents bigger (and costly) problems in the future. Repair or replace deficiencies promptly. Make sure to refer to the manufacturer’s instructions.
 20. **Training and Instruction** – Training and instructions should always be provided before an employee begins a new job or task, or when there is a new work process or a new piece of equipment introduced, or when a new chemical is being used. Employers should also conduct trainings after a workplace accident or “near miss.” Refresher trainings should also be provided to prevent employees from being stagnant or complacent in their jobs. Everyone needs trainings from management and supervisors to full-time, part-time, seasonal and temporary employees.
 21. **Near Miss** – A near miss is an unplanned event that did not result in property damage, or personal injury or illness, but had the potential to do so given a slight change in time or position. Report all near-misses investigate to determine the root cause of the incident, and take steps to prevent a near miss from becoming an accident.
 22. **Emergency Action Plan (EAP)** – This written document has detailed instructions that outline what the employer and workers need to do during specific workplace emergencies (i.e. earthquakes, fires, or chemical spills). The EAP should include procedures for reporting emergencies, evacuations, employee responsibility, accounting for all employees, and rescue and medical duties.
 23. **Safety Committees** – Establishing and maintaining a functional safety committee is one of the most effective loss control activities any organization can undertake. Include all departments from management, supervisors and employees. Meet regularly, conduct safety inspections and implement changes as needed. Review safety policies and procedures and implement changes as needed. Review accident, injury, and loss records to identify trends to prevent future losses.
 24. **Safety Savings Account** – Utilize your AMLJIA Safety Savings Account to purchase safety related products such as ice melt, fire extinguishers, first aid kits, and PPE. Call 800-337-3682 to check your account balance, additional information or instructions on placing an order.
 25. **Online University** – Use the AMLJIA Online University to supplement or reinforce your regular safety trainings- free to members. Administrators can assign, monitor and track employee online progress.
 26. **Prompt Reporting** – Promptly report all property and liability claims to the AMLJIA by calling 800-337-3682 or online at www.amljia.org. At this time, you will be informed of any written



documentation or other information needed to complete the claim. Reporting a claim 11-20 days after an injury increased costs by 29%. Reporting a claim 31 days or more after an injury increased costs by 48%!

27. **Employment Law Hotline** – The AMLJIA Participant Coverage Memorandum requires consulting an attorney before taking disciplinary actions or terminating an employee. Administrators, mayors, and supervisors can call the Employment Law Hotline at 877-426-5542 (877-4AMLJIA) for a free 30-minute consultation per issue.
28. **Loss Control Incentive Program (LCIP)** – Participating in the AMLJIA’s LCIP can help you increase safety and reduce risk while earning credit to reduce your annual premium coverages cost. Participation includes calling into the monthly safety teleconference, training all employees on model safety plans, and conducting facility inspections on scheduled properties.
29. **Mental Distractions** – Dropping your mental guard can pull your focus away from safe work procedures. Getting plenty of rest, regular exercise, and eating a balanced diet can help your mental outlook.
30. **Employee Health and Wellness** – Your entity’s health depends on the health and well-being of your employees. Good risk management includes making sure your employees are physically and mentally prepared to perform their jobs each day. Employers and organizations looking to improve their health culture can; make health improvement a priority; actively encourage healthy activities during the workday; lead by example; and recognize progress and results.

Remember, additional training is available through the AMLJIA Online University at www.amljia.org. Log on to the Online University for courses related on these topics such as “Hazard Recognition,” “Safety Awareness Program for Supervisors,” and “New Employee Safety Orientation.” For more information about the Online University, contact the AMLJIA at 800-337-3682.

Safety Question: True or False

Workplace safety and all near miss and incident investigations require the full cooperation and participation of everyone in the workplace.