Workplace Safety 101
A Guide for New Employees
Workplace Safety 101

• Safety doesn’t happen by accident:
  – The Occupational Safety and Health Administration (OSHA), was formed in 1970 to develop and enforce job safety and health standards.
  – Your employer must implement protections and controls to ensure that your workplace meets OSHA standards.
  – It’s your employer’s responsibility to provide you with a safe workplace.
Workplace Safety 101

• Safety doesn’t happen by accident:
  – Nobody can keep you safe without your cooperation.
  – It’s up to you to follow the safety rules and procedures that are in place.
  – Your safety ultimately rests in your hands.
Workplace safety basics

• Make sure you know who to call for help in case a co-worker (or you!) gets injured.
• Know what to do in case of an emergency.
• Be familiar, and take heed, of the warning signs and tags in your workplace.
Workplace safety basics

• Follow proper procedures for reporting hazards, near-miss injuries, accidents, injuries and illnesses.

• Your employer has recordkeeping requirements, and if you are exposed to hazardous chemicals, you can have access to your exposure and medical records.
Staying safe on the job

• Accidents often occur because someone was in a hurry or took a short cut.
• Keep your focus on your job and your safety.
• If a task seems too risky, stop and ASK QUESTIONS.
• Ask questions about how to make the job safe.
Staying safe on the job

- Ask questions about anything you do not understand or any procedure that is not clear.
- Don’t ignore unsafe habits of others. Speaking to them about it could keep them from being injured.
- Take safety training seriously. Training gives you the knowledge to keep yourself and others safe.
Let’s check your safety skills…

• An important part of workplace safety is your hazard perception skills.
• Let’s test your abilities to correctly identify a few workplace hazards.
• Take a look at each photo carefully. Can you spot the hazards?
What’s wrong with this picture?
Solution

• The electrical outlet has too many cords plugged into it.
• An overloaded outlet can build up dangerous heat that can ignite a fire.
• If this looks familiar, talk to your supervisor about having additional circuits and outlets installed.
What’s wrong with this picture?
Solution

• The work gloves have holes in the fingers.
• These gloves no longer provide adequate protection and need to be replaced.
• PPE needs to be in good shape in order to protect you.
What’s wrong with this picture?
Solution

• The label on this chemical container is worn off.
• Labels are an important part of Hazard Communication; they identify the chemical and the hazards associated with it.
• If you see a container with a worn or missing label, notify your supervisor so a new label can be applied.
Solution

• Did you see the hammer and C-clamp on the ladder?
• Tools that are not put away properly pose a serious falling hazard.
• Putting everything in its place will significantly reduce hazards that can cause slips, trips and falls, injuries and fires.
What’s wrong with this picture?
Solution

• First of all, it appears as though this worker has removed the machine guard on his saw.
• Second, he isn’t using any PPE.
• Guards must never be removed…they are there to protect you!
Workplace Safety 101

• Wherever your new job takes you, think about safety every day:
  – Adopt good work practices
  – Be vigilant about potential hazards
  – Use and maintain equipment as it’s intended
  – Know what to do in case of an emergency
  – Welcome to the company…and be safe!