

BLR  
**Safety**  
Works

Your Guide to  
**Workplace Safety**



# You can prevent workplace accidents

Each year, more than 6,000 Americans are killed on the job and about 3.6 million receive disabling injuries. Many more suffer unnecessary pain and discomfort from work-related injuries and illnesses.

This booklet will help you identify workplace hazards and avoid accidents. Keep it with you on the job as a handy reference.

**Follow your employer's safety rules and use common sense. Learn to recognize—and avoid—workplace accidents like:**

- ◆ Burns
- ◆ Electrical shock
- ◆ Hazardous chemical exposure
- ◆ Back and muscle strains and injuries
- ◆ Slips, trips, and falls
- ◆ Eye, face, head, and hearing injuries
- ◆ Musculoskeletal disorders.





# A safe, healthy workplace takes teamwork

**T**o keep your workplace safe, the federal **Occupational Safety and Health Administration (OSHA)** sets workplace safety and health standards.

**Your employer** follows OSHA's rules and provides you with information, equipment, training, and procedures to avoid job-related injuries and illnesses.

It's **your** responsibility to follow the rules set by your employer and to do your part in preventing accidents.

## **Learn how to:**

- ◆ **Identify common workplace hazards.**
- ◆ **Avoid those hazards so you—and your co-workers—stay safe and healthy.**



# You have a right to know about chemical hazards

**C**hemicals are safe if they're handled properly. OSHA developed the Hazard Communication Standard (HazCom) to inform you of chemical hazards in your workplace and how to protect yourself from these hazards. This information can be found in your employer's written HazCom program.

## **HazCom requires employers to train you to:**

- ◆ **Know what chemicals your facility uses**
- ◆ **Know what your organization is doing to protect you**
- ◆ **Learn the physical and health hazards of workplace chemicals**
- ◆ **Know the procedures for protecting yourself from these hazards.**





# Labels and SDSs help keep you safe

**H**azCom training teaches you to use two sources of chemical safety information.



**Container labels** identify the chemical and its health and physical hazards—toxic, corrosive, flammable, etc.—with words, colors, or numbers.

## **Safety Data Sheets**

**(SDSs)** detail the chemical's:

- ◆ **Hazardous ingredients**
- ◆ **Physical and chemical properties**
- ◆ **Stability and reactivity data**
- ◆ **Personal protective clothing and equipment (PPE) and procedures to use to avoid hazard exposure**
- ◆ **Safe handling and storage instructions**
- ◆ **Emergency procedures—first aid, firefighting, spill control, etc. and much more!**

A sample Safety Data Sheet (SDS) form from the U.S. Department of Labor. The form is titled "Safety Data Sheet" and includes a warning: "May be used to comply with OSHA's Hazard Communication Standard (29 CFR 1910.1200). Standard must be completed for specific requirements." The form is divided into several sections: "Hazardous Ingredients", "Physical and Chemical Properties", "Stability and Reactivity", "Personal Protective Equipment (PPE)", "Safe Handling and Storage", "Emergency Procedures", and "Other Information". The form is filled out with various details, including chemical names, hazard symbols, and safety instructions.

**Before starting any job involving chemicals, read the label and SDS!**

# PPE protects you against hazards

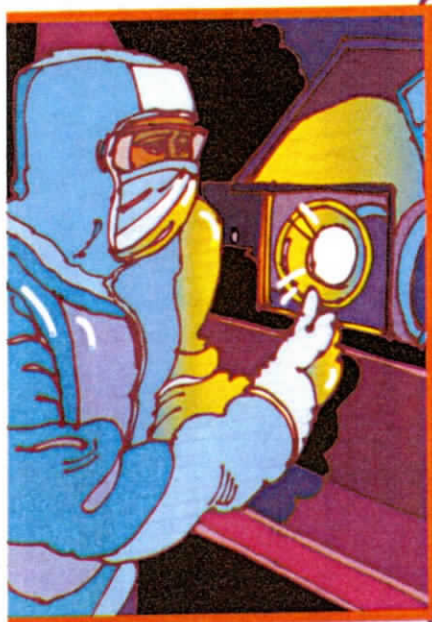
## OSHA requires employers to:

- ◆ **Identify workplace hazards**
- ◆ **Train you to use PPE correctly.**
- ◆ **Select and provide PPE to protect against these hazards**

**Gloves** protect hands from burns, cuts, chemicals, abrasions, and electrical shock. Different hazards require different glove materials—e.g., cotton or leather for abrasions; impermeable materials for hazardous chemicals.

**Hard hats** protect your head from bumps, falling objects, and electrical hazards. Never wear metal hard hats around electricity!

**Safety glasses, goggles, and face shields** protect your eyes and face from flying objects, chemical splashes, sparks, and ultraviolet radiation.





**Protective clothing** protects you from chemical and corrosive splashes, heat, and sparks.

**Safety shoes and boots**

protect against foot injuries from falling objects, punctures, heat, wet floors, and electrical shock.

Protective footwear should be sturdy, with nonskid soles to prevent slips and falls.

**Hearing protection**—earmuffs, earplugs, or canal caps—protect against hearing damage when you're exposed to high noise levels.

**Respirators** protect you from inhaling harmful dusts, gases, vapors, etc. Air-purifying respirators filter or absorb air contaminants; air-supplying respirators provide fresh air if contaminant levels are especially high or there's not enough oxygen.

**To keep you healthy, PPE must:**

- ◆ **Protect against the specific hazard you face**
- ◆ **Fit properly**
- ◆ **Be inspected before use for damage.**

**Wear your assigned PPE—  
it can't protect you if  
it's in your locker!**



# Lockout/tagout prevents machine injuries

**P**owerful moving machine parts can crush, cut, or amputate a hand or other body part. The risk is greatest when you believe a machine is turned off.

OSHA requires lockout/tagout to prevent those injuries. During service or repair, equipment power must be locked or tagged out so it won't accidentally start up or release **electrical, hydraulic, mechanical, or pneumatic energy.**

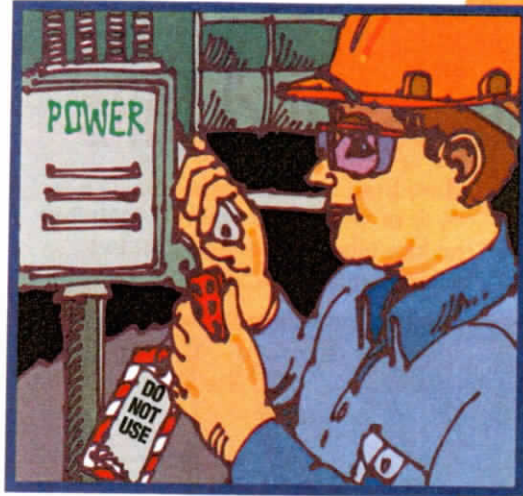
## **Guard against injury!**

OSHA requires machine and tool guards to prevent contact with blades or moving parts. Never remove or reach around or under a guard. Report any missing guards—and don't use the equipment until the guard is replaced!





# All employees need lockout/tagout training



**Only trained, authorized employees** may perform the specific lockout/tagout steps.



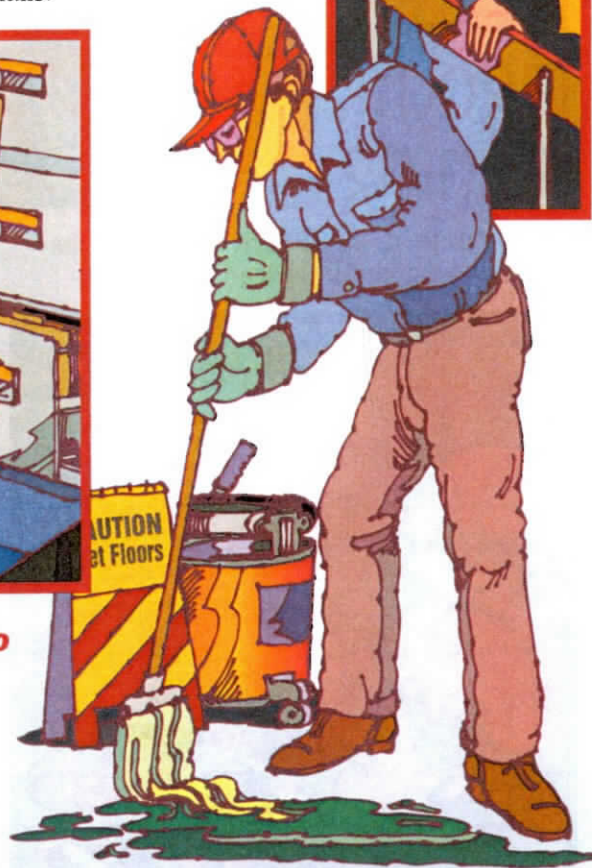
## They may:

- ◆ Disconnect and turn off the equipment and energy sources.
- ◆ Secure energy controls in the "off" position with a lock—or a special warning tag if a lock can't be used.
- ◆ Isolate, release, block, or bleed stored energy.
- ◆ Test to verify the equipment is de-energized.
- ◆ Remove the lock or tag and restart equipment after repair or servicing.

**Even if you don't perform lockout or tagout, you still need to be trained about the procedures to keep you and your co-workers safe.**

# Avoid slips, trips, and falls

**M**ore than 12,000 people die as a result of falling each year—on and off the job. Here's what you can do to prevent slips, trips, and falls:



## **Follow these tips to keep your feet on the ground:**

- ◆ Wear shoes with non-skid soles
- ◆ Walk, don't run
- ◆ Keep aisles, walkways, and stairs clear of tools, materials, cords, and hoses
- ◆ Place trash in proper containers
- ◆ Clean up spills quickly and correctly—or report them
- ◆ Close drawers
- ◆ Make sure you can see over materials you're carrying
- ◆ Use the hand rail on stairs
- ◆ Stay away from loading dock or platform edges
- ◆ Report loose or damaged flooring immediately.



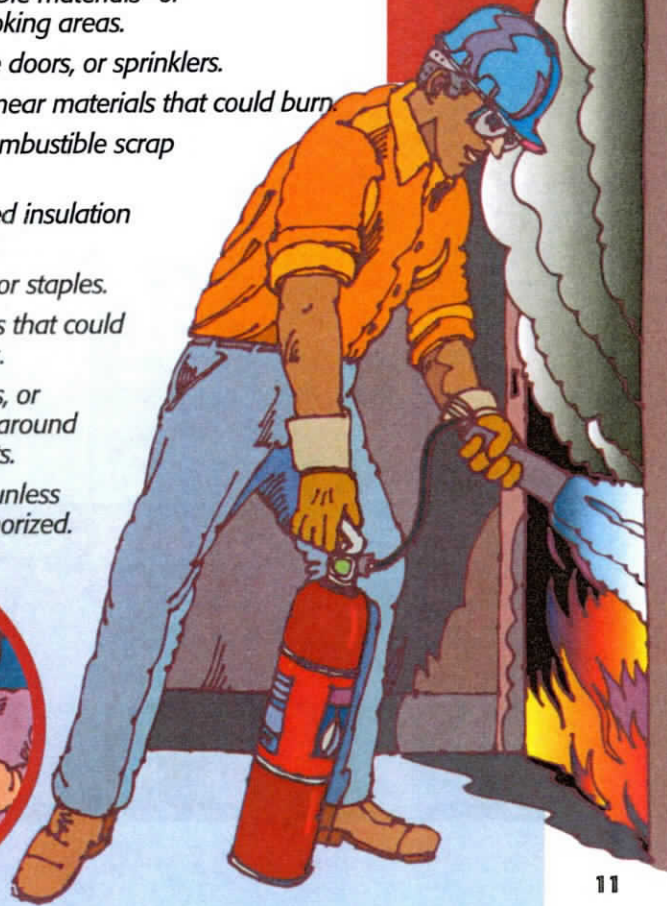
# Prevent fires and electric shock

## **DO:**

- ◆ Clean dust and grease off machines.
- ◆ Keep flammable liquid containers closed when not in use.
- ◆ Place oily rags and other combustible waste in covered metal containers, emptied daily.
- ◆ Know how to use fire alarms and evacuate if there's a fire.
- ◆ Know how to select and use fire extinguishers.

## **DON'T:**

- ◆ Smoke around flammable materials—or outside designated smoking areas.
- ◆ Block passageways, fire doors, or sprinklers.
- ◆ Store oxygen cylinders near materials that could burn.
- ◆ Place paper or other combustible scrap on lights or machines.
- ◆ Use cords with damaged insulation or loose connections.
- ◆ Fasten cords with nails or staples.
- ◆ Reach blindly into areas that could contain energized parts.
- ◆ Use metal tools, ladders, or other conductive items around exposed energized parts.
- ◆ Perform electrical jobs unless you're trained and authorized.



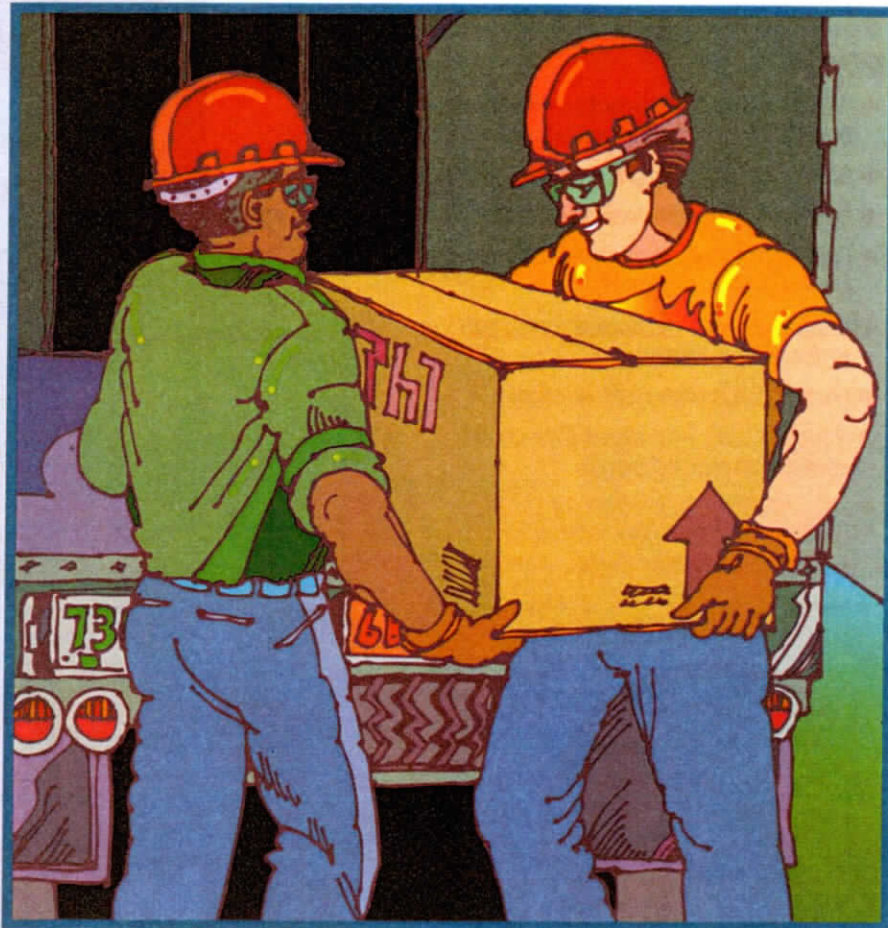
## **Safety exercise:**

**What other DO's and DON'Ts apply in your facility?**

# Protect your back...

...from injury due to improper lifting. When performing materials handling, follow these safe lifting principles:

- ◆ **Test the weight of the load before lifting.**
- ◆ **Warm up by stretching your muscles.**
- ◆ **Plan the most direct route**—and remove anything that could block your path.
- ◆ **Don't try to lift large, heavy, or awkward loads yourself.** Get a helper or use dollies or other mechanical aids.
- ◆ **Don't overdo it;** lift only what you can comfortably handle.





# Learn the right way to lift

**W**hen you lift, let your leg muscles do the work—not your back. To lift safely:

- ◆ *Position yourself close to the load with feet at shoulder-width.*
- ◆ *Squat down next to the load; maintain your back's natural curves and keep your knees bent.*
- ◆ *Tighten your stomach muscles.*
- ◆ *Get a good grip.*
- ◆ *Bring the load close to your body.*
- ◆ *Lift slowly, without jerking the load.*
- ◆ *Walk with small steps, holding the load waist high and close to your body.*
- ◆ *Move your whole body to change direction; **never twist!***
- ◆ *To lower the load, just reverse the process.*



# Avoid Cumulative Trauma Disorders

**M**usculoskeletal Disorders (Cumulative Trauma Disorders or CTDs) are painful muscle, tendon, and nerve damage in the hands, wrists, arms, shoulders, neck, or back. They may develop over time from jobs that involve:

- ◆ **Repetitive motions** (e.g., computer keyboard, packing, etc.)
- ◆ **Awkward work positions, reaches, or grips**
- ◆ **Long periods in one position**
- ◆ **Use of steady force or exertion**
- ◆ **Use of vibrating tools**
- ◆ **Exposure to cold.**

## To reduce your risk of developing CTDs:

- ◆ **Alternate** repetitive motions with other tasks.
- ◆ **Organize work areas** to minimize awkward reaches and posture.
- ◆ **Use** power rather than manual tools.
- ◆ **Grasp** objects with the full hand.
- ◆ **Work** with wrists neutral, not bent or flexed.
- ◆ **Report** tingling, numbness, pain, or other symptoms.



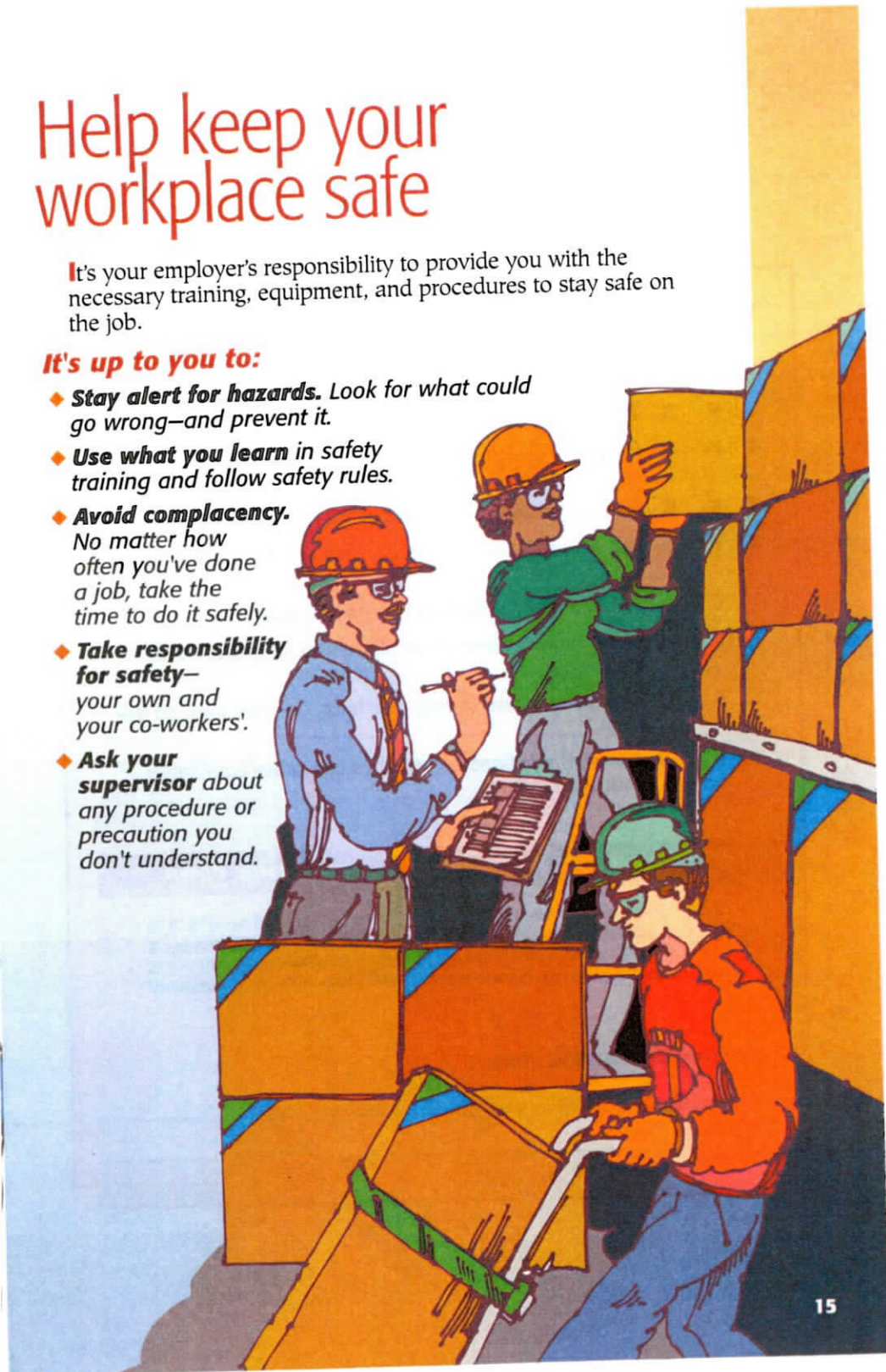


# Help keep your workplace safe

It's your employer's responsibility to provide you with the necessary training, equipment, and procedures to stay safe on the job.

## **It's up to you to:**

- ◆ **Stay alert for hazards.** Look for what could go wrong—and prevent it.
- ◆ **Use what you learn** in safety training and follow safety rules.
- ◆ **Avoid complacency.** No matter how often you've done a job, take the time to do it safely.
- ◆ **Take responsibility for safety—** your own and your co-workers'.
- ◆ **Ask your supervisor** about any procedure or precaution you don't understand.



# Test Your Workplace Safety Knowledge

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## QUIZ

**Directions:** Circle T if the statement is true  
and F if the statement is false.

- T F** 1. OSHA, a federal agency, sets workplace safety and health standards.
- T F** 2. Only employers are responsible for workplace safety.
- T F** 3. There's no way to know if a chemical is hazardous.
- T F** 4. Personal protective equipment is selected based on a specific hazard.
- T F** 5. Lockout/tagout prevents accidental machine start-up.
- T F** 6. You should never remove or reach around a machine guard.
- T F** 7. Slip, trip, and fall accidents can't be prevented.
- T F** 8. You should never wear an aluminum helmet around electricity.
- T F** 9. Safe lifting means letting your back, not your legs, do the work.
- T F** 10. Awkward positions and reaches can cause cumulative trauma disorders.

### Training Verification Form

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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