



## Foundations of a Safe Workday

### Introduction

A safe workplace depends on awareness, preparation, and consistent attention to hazards. Most workplace accidents happen because someone was careless, distracted, or failed to anticipate a risk in front of them. When employees take time to evaluate conditions, understand their tasks, and use the correct tools the right way, the likelihood of injury decreases significantly. Safety is not automatic. It requires each person to think ahead, recognize potential hazards, and act responsibly to protect themselves and others.

### General Safety

Begin each job by assessing the work area and the tasks you will be performing. Take a moment to look for hazards that may affect you or others nearby. If there is any part of the task you do not understand, ask your supervisor for clarification before beginning. When working alongside a new employee, explain the work to be done, verify they are trained and qualified, and make sure they understand the safe way to perform the task. Clear communication helps prevent incidents.

Check that you have the correct tools and equipment for the job. Use tools only for their intended purpose. Inspect them before use and remove from service any tool that is worn, damaged, or defective. Examples include mushroomed striking surfaces, cracked handles, wrenches with loose jaws, or electrical equipment with damaged insulation or missing grounding. Electrical tools must have proper wiring and intact plugs. Any tool that cannot be safely used must be repaired or replaced before returning to service.

If your job requires ladder use, inspect the ladder for broken or missing components, secure footing, and proper design for the task. Avoid conductive ladders around electrical hazards. Wear required personal protective equipment such as hard hats, safety glasses, gloves, and protective footwear. Keep your work area clean, organized, and free from tripping hazards.

A workplace is only as safe as the people working in it. When employees take nothing for granted, stay alert, follow established procedures, and use equipment correctly, they contribute to a safer environment for everyone.

### Lead Measures

As part of our lead measures for maintaining a safe workplace, each employee is expected to complete assigned training, plan their work before starting, and identify and mitigate hazards during that planning process. Training gives you the baseline knowledge to recognize risks. Planning ensures you understand the steps involved before you act. Hazard mitigation requires you to remove or control dangers before work begins. Finally, if something does not look or feel right, stop and reassess. Verify that the plan is sound and that hazards have been eliminated or controlled before continuing. These steps, when practiced consistently, are the foundation of safe work.

