



Short Safety Subject

Short Safety Subjects are provided by the Public Safety Business Center, Fort Bragg, NC. Our intent is to provide safety topics for the purpose of increasing safety awareness and improving safety performance. Additional Short Safety Subjects are available on the PSBC Business Management Web Site at:

www.bragg.army.mil/psbc-bm/PubsAndForms/ShortSafetySubjects.htm

General Safe Work Practices

Regardless of your job, there are some basic safe work practices that should be observed by everyone working on the job. The objective of the safety program is to prevent injuries and to allow you to do your job efficiently and safely. It takes an effort on your part to support the safety program but, after all, that's what it's all about.

Right now, let's review some basic safe work practices. All persons must follow these safe practices and render every possible aid to safe operations and be a part of the program by reporting all unsafe conditions or practices to your supervisor. The vast majority of work related injuries are the result of unsafe acts of workers. (That means, when you take shortcuts you violate safety regulations or simply don't take safety seriously, injuries are more likely to occur.) We have a responsibility and obligation to make sure that all employees observe and obey all applicable safety rules.

If you violate safety rules, or you work in an unsafe manner, you may be provided a written safety counseling. This counseling will explain what the unsafe behavior was and how to correct it. If it's a minor violation, then the counseling will serve as a reminder for the proper procedure. If it's a serious violation, or you continue to exhibit unsafe behavior, disciplinary action may be warranted. The purpose of safety rule enforcement is the protection of all employees. One employee's unsafe behavior can affect the safety of other employees and safety is too important to allow unsafe behavior or unsafe conditions.

Frequent accident prevention instructions or training should be provided. However, it is each employee's responsibility to work and act safely every day on every job. Training is simply making you more aware of safety and safety rules and it's your job to work safe and act safely every day.

Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition. If you are taking medication prescribed by a physician or taking over-the-counter medication, be sure to tell your supervisor before you begin work. Some medications may impair your ability to work or operate equipment safely. We discussed unsafe behavior and how it leads to injuries on the job. Unsafe behavior includes horseplay/scuffling, practical jokes and

other acts which tend to have an adverse influence on the safety or well being of other employees. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that they might unnecessarily expose the employee or others to injury.

Work shall be planned and supervised to prevent injuries in the handling of materials and in working together with equipment.

Crowding or pushing when boarding or leaving any vehicle or other conveyance is prohibited.

If you are injured on the job, report the injury immediately. Don't wait. Report the injury when it occurs, even if you believe that medical treatment is not necessary.

When lifting any thing, use the power of your legs and not your back. If you keep your back in its natural curvature by bending your legs, it's difficult to suffer a back injury.

Housekeeping is important to everyone's safety so take time to keep your work area clean. If you see a hazard, correct it. If you can't correct the hazard yourself, report it so it can be corrected.

When using ladders, inspect the ladder before using it to make sure it is in good condition and will carry the load. Using the proper ladder on the job is equally important. Never stand on the top two steps of a ladder, and when using straight ladders, make sure the ladder extends at least 3 feet above the landing, or where the ladder is positioned on the structure.

When using tools and equipment, maintain these tools and equipment in good serviceable condition. Damaged tools or equipment must be removed from service. Only appropriate tools shall be used for a specific job.

A screwdriver should not be used as a chisel. Portable electric tools shall not be lifted or loaded by means of a power cord. Before electrical tools are used, they must be inspected to make sure the power cord and plugs are in good condition. Cords with cuts or fray must be replaced. You cannot simply wrap electrical tape over a cut or frayed cord.

There are many more safe practices and rules that could be listed, but it's impossible to list them all. Actually, safety is simply using common sense and good judgment. If something appears to have the potential for injury, then that's the time to take steps to make sure the injury doesn't occur.

Teamwork - everyone's cooperation and a special effort can result in a safe and helpful work environment. If you take safety seriously, you'll have a much better attitude about yourself and your job. Take time for safety, because safety really does make a difference