



## 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](http://www.bragg.army.mil/psbc-bm/PubsAndForms/ShortSafetySubjects.htm)

### Instruct New Workers

It often seems difficult to find enough time to instruct new employees. Yet proper job training is recognized as being fundamental to reducing potential for accidents and injuries in the workplace.

Never assume that these people know exactly what is expected of them. Put yourself in their place - it can be frustrating and scary to simply be directed to the workplace, with no instruction on how to complete a particular job properly!

Explain techniques that can make a task easier. The result will be a happier workforce and - most likely - a higher level of productivity.

Following are a few key points that contribute to safer working conditions:

- 1) Employees should be made aware of specific hazards in their working environment. Explain the risk.
- 2) Workers should know how to use fire extinguishers. A small extinguisher in the hands of a trained individual can save thousands of dollars worth of assets.
- 3) Instruction in proper lifting techniques is vital to prevention of back injuries.
- 4) Equipment operation and other complex tasks require more comprehensive training. "Do's and don'ts" of safe machine operation must be specified.
- 5) Encourage workers to report unsafe conditions and equipment. Timely reaction to problems can save the employer money, and reduce potential for lost-time injuries. Hazard recognition becomes automatic with well-trained individuals.
- 6) Define what action employees should take in the event of an emergency.

Every year, hundreds of new employees are injured on the job. Many lost-time injuries can be directly attributed to lack of worker knowledge.

Never assume that an individual knows what to do - it could prove fatal! Even if a person claims to have experience, go through the training exercise and monitor job performance after the employee has had time to adjust to the task.

Proper job instruction is basic to maintaining a safe operation. When a worker is trained to perform a specific task in the correct manner, benefits include less frustration, improved morale, increased productivity, *and* a safer workplace