

Safety First

12 tips to keep your staff on their feet

Slips, trips and falls are the most common workplace accidents, and comprise over 35 percent of all occupational injuries since 2002, according to the U.S. Occupational Safety and Health Administration (OSHA).

The good news is that many of these accidents can be prevented. The following tips can help reduce your agency's hazards:

1. Clear slip hazards such as water, ice, snow, oil and grease from walking and working surfaces immediately.
2. Walk; don't run to your destination.
3. Wear boots that have good tread and are made of non-slip material (rubber).
4. Watch where you are going while walking, and pay attention to your surroundings.
5. Always familiarize yourself with the work area and activities before starting.
6. Pick up hoses, cords, chains and other similar hazards immediately after use, and safely store them. Install retractable hose and cord reels whenever possible.
7. Maintain three points of contact when climbing ladders, stairs, and when entering or exiting machines. Use handrails when they are available.
8. Inspect walkways before lifting and carrying something if your visibility to the ground is going to be obstructed.
9. Pick up and properly dispose of banding and straps when unpacking materials and supplies.
10. Apply non-slip tape to handrails, steps and walking surfaces if necessary.
11. Pick up and safely store brooms, shovels and tools. Do not lean them against a vertical surface because they can fall over and become trip hazards.
12. Always use fall protection if there is any possibility that you could be injured by a fall from an elevated work area.

Learn more ways to improve your agency's safety at Safety.Cat.Com. ☺



Welcome to The Safety Zone. At any governmental agency, safety is top priority. At least, it should be. Injuries on the job hurt everyone. Beyond missed time, injuries also adversely affect workplace morale, decrease production, and raise insurance costs. To help your agency improve safety, *Governmental Solutions* is launching The Safety Zone. Tips on how to work safely will appear in each issue.

