

Worksite: \_\_\_\_\_ Instructor: \_\_\_\_\_ Date/Time: \_\_\_\_\_

## Topic C114: Thinking About Safety

**Introduction:** Freedom from danger is a wonderful concept, but to bring that goal to reality requires considerable effort: planning, training, commitment, management skills, and above all THINKING about safety. Thinking through and applying safety and health programs have proven to be an effective method of identifying and correcting existing workplace safety and health hazards.

### Thinking about safety:

- Are you using the appropriate personal protective equipment for the job?
- Identify the potential hazards in the workplace that you and/or your co-workers are exposed to daily.
- Plan how to avoid injury on the job and the first aid procedures to be used in the event of an injury.
- Are you educated, trained, and experienced to perform your job safely?
- Are personnel experienced and educated to handle or use chemicals or other harmful substances in a safe manner?
- Have a plan in place in case of an emergency and make sure all personnel are familiar with proper emergency procedures.
- Be familiar with regulations applicable to your work environment and how to maintain compliance with these regulations.

**Safety requires:** A documented safety and health program should cover the following subjects:

- Safety policy and procedures for your company.
- Understanding hazards and how to recognize and control them.
- Specific training required for the job.
- Emergency Action plan in case of an emergency.
- Protective measures to prevent or minimize exposure to hazards.
- A fall protection program (if appropriate).
- Accident and incident investigation plan.
- A hazard communication program for any materials present.
- Personal protective equipment training.
- A lockout/tagout program (if appropriate).
- Equipment and power tool guarding policy.
- Fire prevention techniques and procedure.
- Personal protective equipment requirements and training
- Workplace violence and sexual harassment.

Machines, tools, material or equipment must either be identified as unsafe by locking and tagging the controls so that they are inoperable or physically removed from the job site.

**Take a moment to think about the equipment and machinery operated at your company:**

- Only employees qualified by training may operate equipment and machinery.
- The use of any machine, tool, material, or equipment that is not in compliance or is in need of repair is prohibited.
- Machines, tools, material, or equipment must either be identified as unsafe by locking and tagging the controls so that they are inoperable, or physically removed from the job-site.
- Only authorized, competent personal are permitted to perform repairs.

**Think about hazard evaluations:** Compliant safety programs must provide frequent and regular inspections of the materials, operating procedures, personal protective equipment, job-site conditions, emergency procedures, safe work practices, hazard communication program (including MSDS sheets), and equipment.

**Conclusion:** To reduce the occurrence of job-related fatalities, injuries, and illnesses, take a proactive approach to safety; think about the safe way to perform a task or project. Develop a compliant safety and health program, planned safety inspections, and proper training. The lack of adequate safety and health programs, hazard evaluations, and training are violations of the OSHA standards and show lack of attention to safety.

**Employee Attendance:** (Names or signatures of personnel who are attending this meeting)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.