

Daily Safety Focus articles

February 2014

Focus on Guiding Principle:

**“People are the most critical
element.”**



February 2014

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Complacency

February 1

The dictionary defines complacency this way, “self-satisfaction accompanied by unawareness of actual danger or deficiencies”. Numerous accidents have occurred when we allow ourselves to become over confident and complacent in our everyday activity. (On and off the job)

Working safely is not easy, nor is it automatic. We have to consciously work at it.

Many of our jobs are repetitive in nature, and the more we do it, the better the chance that we are becoming complacent without even realizing it. There’s the potential danger, the danger of complacency!

We take shortcuts and if nothing bad happens, we become more lax about our personal safety, in other words we become complacent. “Feeling safe all the time”, could be the biggest threat to our wellbeing, because we are drifting into that complacent mode.

Personal safety is not like a light switch that you can turn on or off. The personal safety switch must continuously be in the on position.

One key to avoid the complacency trap is to form “safety habits”. Habits that you do over and over until they override your former unsafe behavior and become automatic. Habits such as, Self Checking, having a questioning attitude wearing gloves, glasses, proper foot wear, safety harness on and ready to tie off, face shield when grinding, removing tripping hazards, attending safety meetings and paying attention, using seat belts, tying off a ladder etc.

Is it not better to form these types of automatic habits, and let them become the norm?

Safety, It's your Choice

February 2

Believe it or not, but it is “your choice” if you are going to get injured. It is your choice whether you take that shortcut or do the job right. It is your choice whether you follow the safety rules or not. The end result is “not” your choice.

If you choose to take that shortcut, you are giving up “your choice” to remain injury free.

Make the “right” choice! Don't take shortcuts! Follow the safety procedures for your task, at home, at work, and at play.

Luck Has Nothing to do with Safety

February 3

Safety does not come naturally--it requires you to constantly ask questions and educate yourself. Your attitude and your behavior will ultimately determine how safe you are.

- Become involved with your safety team.
- Help with safety training and safety meetings.
- Suggest safer work practices and procedures.
- Know your role in an emergency.
- Take responsibility for housekeeping.
- Keep abreast of your surroundings.
- Think about your back.
- Wear your PPE
- Provide effective coaching and communication to your team

Are You Safe or Just Lucky?

February 4

How many times in the past--both on the job and at home--have you said to yourself, "Wow! That was a close one!" No matter what department you work in--production, maintenance, the warehouse, or in the office--accidents can happen.

That's why we all need to be reminded to keep safety first.

We are committed to preventing accidents through safe work practices and safety education--not luck. Luck is not a strategy. It's an invitation to becoming complacent.

Think safely in everything you do.

Slips, Trip and Falls - Pay Attention

February 5

Slips, trips and falls are the number one reason for an industrial injury in the United States. Thousands of disabling injuries—and even deaths—occur each year as a result of slips, trips, and falls:

- From heights, on stairs, and on level ground at work and at home.

Pay Attention to Your Movements and Surroundings:

- Stop, Think, Act and Review as you go through your daily tasks
- Focus on where you're going, what you're doing, and what lies ahead.
- Expect the unexpected.
- Take responsibility for fixing, removing, or avoiding hazards in your path.
- Wear sturdy shoes with nonskid soles and flat heels.
- Avoid baggy or loose pants you could trip over.
- Walk, don't run.
- Wipe your feet when you come in from rain or snow.
- Report or replace any burned out lights or inadequate lighting.
- Watch out for floors that are uneven, have holes, etc.
- Keep your hands at your sides, not in your pockets, for balance.
- Don't carry loads you can't see over.
- Walk slowly on slippery surfaces. —Slide your feet and avoid sharp turns.
- Sit in chairs with all four chair legs on the floor.
- Make sure all wheels or casters are on the floor.
- Be constantly alert for—and remove or go around—obstructions in your path.

Situational Awareness is one of the best defenses against slips, trips and fall.

Give Yourself a Hand

February 6

Two of the most intricately designed instruments that we work with each day are our hands. We probably couldn't use any other devices that can take the beatings our hands take and still turn our precision maneuvers.

We have come to take our hands for granted, except when we get our finger pinched in a door or touch something very hot, or perhaps receive a minor cut or scrape. Then we remember that our hands are present and that they're sensitive, too. Unfortunately, we forget this experience and start taking them for granted again.

A good thing to always keep in mind is that your hands are fearless. They'll go anyplace they're sent, and they'll act only as wisely as the person they belong to.

Protect one of the most precious tools you have... your hands.

Lifting Properly

February 7

One out every four work injuries results from materials handling. But you say that's not a part of your job. The trouble is that many of those who are injured get hurt because the LIFT and PUSH and PULL when it's NOT a part of their job. So go easy on the heavy work.

Sooner or later you're going to lift something, whether it's a part of your job or not. So do it right.

- First . . . look at what you're lifting. If there is any doubt, get help.
- If the load has sharp edges, slivers, protruding nails or is slippery, you should know about it before you hold it in your hands.
- Find out how heavy it is.
- Check the footing to be sure that the floor is clear.

Now you're ready to lift. Bend your knees, keep your feet apart, and get a good grip. Lift by straightening your legs with your back vertical, so that your strong leg muscles do all the work.

When you carry a load, watch where you're going. Don't skin your knuckles at doorways and tight places. Don't try to change the position of a load while you're carrying it. Set it down or rest it against some object, and then adjust your grip. You set it down the way you picked it up - by bending your knees, with your back straight up and down, but don't set it on your hands. Put down one corner of the load first and then slide your hands away.

To lift a load shoulder high or above your head . . . first lift it waist high, rest it on a support and change your grip. Then bend your knees to get added power for the big push. Lots of objects, like lots of people, have strange and assorted shapes. . . . Sacked materials should be grasped by diagonal corners and swung to the shoulder with a boost from the knee. . . . Drums or barrels should be rolled with your hands against the sides. Grasping the ends with your hands can mean crushed fingers - using your feet can mean crushed toes.

Take a long hard look at a load before you lift it. If it's too heavy or bulky, get someone to help you. It's quicker and easier and safer. Long objects, regardless of weight, should be carried by two or more persons when possible, walking in step. If you handle it alone, keep the front end as high as possible. Long objects can easily sway up and down or sideways.

Thoughts to start the work day

February 8

Do you realize how important your safety is to you and to your family? Are you "on the alert" every minute of the day . . . to the dangers of using unsafe procedures? Many safety procedures have been designed to protect you on the job.

These safety procedures are vital for you are up against a host of threats to . . . your hands. SAFE PROCEDURES PROTECT HANDS against sharp edges . . . improperly conditioned hand tools, improperly handled material and other pinch points.

Be on guard every minute of the day. Failure to observe just one safe procedure . . . just one time . . . can cause injury to those vulnerable "tools" . . . YOUR HANDS.

Accept It - It's Yours

February 9

Accident prevention is the responsibility of everyone. You've heard that statement probably more times that you can remember. But it is a fact.

Safety responsibility has to be the responsibility of each and every one of us. No one person or department can constantly watch, guide or instruct every operation that is going on throughout a company each day.

Leadership at all levels is concerned with your safety. However, they can't be with you every minute on every job, and you have to accept you own responsibility for safety.

It's not such an overwhelming task. You should know how to do your job safely. The training that you have received, the departmental work procedures, the safety rule book and the use of everyday common sense will prevent you from being involved in an accident.

Don't be ashamed to have a questioning attitude about a job assigned to you. A workman trying to bluff his way through a job he doesn't understand is just asking for trouble. Even if you think you know the correct procedures, a review may bring out an important phase of the job that has slipped you mind. At the same time, your questions and the answers you get may be helping a new or less experienced worker on the job who is too bashful to ask questions.

But your responsibility for accident prevention doesn't stop with the job. At home, behind the wheel, at play, you've got to keep your safety guard up. Not just for your own safety of others as well. Remember to Live Safe.

Face your safety responsibility as you do the other obligations that make you your daily life and each day will be completed without untimely accident or injury.

Prevent Back Strains and Pains on the Job

February 10

Whether it is construction requiring heavy lifting or office work that requires sitting in the same position for extended periods, just about every job presents the opportunity for back pain.

Help avoid back pain by understanding the triggers and incorporating healthy prevention. According to the Mayo Clinic, doctors and scientists are unsure of all the causes of back pain, but suggest the following are the most common occupational settings:

Force: Jobs requiring physical labor can lead to back injuries caused by heavy objects can be harmful.

Repetition: Overly repetitious tasks can lead to muscle fatigue and subsequent injury.

Posture: Office workers who spend long periods of time in front of a computer can experience back pains as a result of their posture. Sitting in the same position for extended periods of time can be harmful. In general, your body can tolerate being in the same position for 20-minute intervals before needing to readjust.

Stress: Stress can cause muscle tension and tightness that can make you more susceptible to back injury. Knowing the cause of your back pains can help you eliminate it. These tips can help you maintain overall back health safety:

Stay Fit: Even people with physically demanding jobs need to be sure to get regular exercise. Exercise provides a host of benefits for overall health and prevention of back muscles increase your flexibility and maintain a healthy weight to prevent additional strain on your back.

Watch your posture: Slouching can fatigue muscles and place undue strain on your back. When standing, be sure not to lean forward to work off a desk or table. When sitting, choose a chair with back support and sit with both feet flat on the ground. If your chair does not offer enough support for your lower back, consider placing a pillow at the small of your back.

Lift properly: When lifting a heavy object, be sure to lift from the legs and hold the package as close to your body a possible. Always ask for assistance if a load is too heavy for you to manage by yourself.

Adjust your workspace: Look around your work area and see if arrangements can be made to prevent potentially harmful repetitive motions or unhealthy postures. For example, consider a hands-free headset if you spend a lot of time on the phone.

Take a Close Look at Close Calls

February 11

A “close call” or accident without injury is easy to shrug off and forget. But, there is a danger in brushing off accidents that don’t hurt, harm or damage. When a “close call” happens, it should immediately send up a red warning flag that something was wrong, unplanned, unexpected, and could happen again.

The next time it happens, it could result in serious damage, injury or death.

For every accident there are usually several contributing factors, most of which can be controlled. The best way to prevent the reoccurrence of an accident is by looking at those “close calls.” By investigating the root causes of an accident, steps can be taken to eliminate the hazard and improve the work system.

Sometimes there are multiple causes for an accident involving: equipment (unguarded machinery), environment (poor lighting or noise level), people (procedures not understood or not followed) or management (allowed shortcuts). Don’t rush to judge. Examine the facts and find what’s missing. Look for immediate and underlying causes. An immediate cause may be an unsafe condition like a mechanical failure or it could be an unsafe action by an employee. The underlying cause could be poor machine maintenance, a missing guard, a crowded work area or a lack of training.

All incidents should be reported to the supervisor so that accident/injury report forms can be completed. Once an investigation is completed, solutions should be sought to prevent the accident from occurring again. Solutions may involve engineering controls, administrative controls, additional training, or increased communication between management and workers.

Workers should daily inspect the work area for unsafe conditions or unsafe actions and, if found, report them to the supervisor. Hazard awareness is key to preventing accidents before they happen. Take steps to eliminate hazards as soon as they are discovered. Learn the real lesson from close calls. A complete understanding of why past unplanned events happened can help us prevent future ones. They can happen again and again until they cause injury, so tell your supervisor about every accident, no matter how minor it may seem at the time.

You never know when an incident may be repeated and result in an injury or even death.

No Shortcut to Safety

February 12

Everyone takes a shortcut at one time or another. You cross the street between intersections instead of using the crosswalk or jump a fence instead of using the gate. But in many cases, a shortcut can involve danger.

If you have the habit of taking dangerous shortcuts, break it. At work, it can be deadly.

If you are told to go to a particular work area, your employer expects you to take the safe route, not the shorter, hazardous one. If there isn't a safe way to get where you need to go, let your supervisor know. The supervisor will see to it that you are provided a safe means of access. It's your responsibility to avoid dangerous shortcuts and to warn against anyone else you see taking them.

Even if the job will only take a few minutes, it isn't worth risking your safety and health for those few minutes by allowing yourself to become a victim of time pressure. Wear personal protection to safeguard your body parts. Use proper, well-maintained equipment. Don't improvise to save time. Ladders, steps, and walkways are built to insure your safety, as well as for your convenience. Use them. Don't go from one elevation to another by climbing a column or sliding down a rope.

The safest way isn't always the shortest way, but it's the surest way.

It's Your Decision

February 13

People are not perfect and even the best can make mistakes. Most of us like to get our work done with the least amount of effort, and as quickly as possible. We all want to get the most work out of the energy we use on the job. This is good because it often results in discovering newer and more efficient ways of getting our job done.

This energy-saving attitude can also be bad if we make a wrong decision and take dangerous shortcuts. All of us at one time or another have exposed ourselves to possible injury by taking a shortcut when, with a little extra effort, we could have done it the safe way. The safe way usually takes some extra effort while the unsafe way often appears to be more efficient at the time. When we are faced with these situations, each one of us will make a conscious decision about what actions we will take next.

Sometimes we talk ourselves into taking an unsafe shortcut by using flawed reasoning. We convince ourselves that it is worth taking the risk because we're in a hurry and can probably get away with it this time without being injured. After all, we have done it before and were not injured then.

Remember, you always have a choice, but only you can decide to do it the safe way. The safe way is usually not the shortest or quickest way, but it's your decision.

Unsafe Acts

February 14

Most of us know that accidents are caused by only two things - unsafe acts or practices, and unsafe conditions. Some of us even know that nine out of 10 accidents are the result of unsafe acts, or things we do when we know better. This is kind of strange if you think about it. We have more to fear from our own actions than from any other job hazards around us. Why do we deliberately expose ourselves to injury every day?

It Won't Happen To Me

Most of us are just thinking about getting the job done and we tend to rationalize the risk of getting injured. We think to ourselves that we have done this job many, many times this way and nothing bad has happened. Therefore, nothing bad will happen to us today. On an intellectual level, we realize there is a potential danger, but decide that the likelihood of being injured is low. Because we have not been injured so far, we actually think of ourselves as being very safety conscious. We know the right way to do it, we realize that it is hazardous to do it this way, but what we are really thinking to ourselves is "it won't happen to me."

We Take Short Cuts

Some of us are fairly meticulous about following safe work practices, but because a job "will only take a minute" we use an unsafe method or tool. For example, not putting on our safety glasses because the job will only take a minute, or not locking out a machine because an adjustment will only take a second.

Why take a chance in the first place? Only you can decide to take the time to do your job safely and correctly the first time. Accidents and injuries can happen to when you choose not to work by procedure or policy even with the best intentions.

The Right Safety Attitude

February 15

Employees are paid for production, and there can be no quarrel with the worker who gives his or her all. However, this doesn't mean you have to take safety shortcuts, since statistics indicate that accident prevention and high production go together like peanut butter and jelly..

Accidents cost money, and must be paid for by the company. This cost is not like the cost of materials, equipment, or wages. It is a total loss, to say nothing of the loss and suffering of the injured employee. There is no return for the company or the injured employee on money spent as the result of an accident. Look at it this way: An accident-free business is a profitable business.

A good safety attitude toward laws, rules, and housekeeping practices is the best way to protect yourself and your fellow employees from accidents. People with lackadaisical attitudes about safety blame accidents on the "law of averages." But accidents don't just happen—they are caused. Most accidents happen as a result of an unsafe condition, a poor attitude, or both.

People with bad attitudes are showing disregard for themselves and others. Just look at traffic accidents, for example. Research shows that bad driving attitudes often cause unsafe acts, and unsafe acts are involved in most accidents. The same is true in your job.

People who take chances—trying to repair machines while they are running, or removing a guard to make the work go quicker—are showing a bad safety attitude. You can never be smart enough or quick enough to beat the odds!

Your best defense against injury is a good safety attitude.

One way to build a good safety attitude is to learn your job well. Know the hazards and know the safeguards. If you understand your work, you will have a better understanding of the importance of safe work practices and a good safety attitude.

Another indication of a good safety attitude is to set an example for others. If you see a piece of scrap on the floor, take the time to pick it up, because it could cause an injury to someone else. This may sound too simple to work, but it really does. Safe attitudes are contagious.

Think Safety

February 16

Care and attitude are two of the more important aspects of your job. They not only affect the way you do your job, but also have a definite relationship to your mental as well as your physical well-being.

Have you ever noticed how much energy you have for the things you enjoy doing, projects you are enthusiastic about? It has been proved that people who perform their jobs with an assured attitude are more safety-conscious, work more efficiently, and have a healthier outlook. The use of positive reinforcement for appropriate behaviors helps people achieve higher levels of performance. Safety means approaching your job with confidence, doing things the right way, the safe way, with concern for others.

A safe attitude contributes to everyone's well-being. If a proper attitude is not maintained, job performance and quality of workmanship are likely to suffer. This in turn could result in a personal injury, inferior products, or damaged materials. A person who thinks safety will take the extra time to do the job correctly.

Even the people who use the product you had a part in making and delivering could be affected, since a bad attitude can lead to poor workmanship—perhaps defective parts that might malfunction, causing injury and severe consequences to out .

Have you ever had a bad day and felt guilty because the quality of your work was less than you're capable of? You also know how satisfying it is to know that you've done a job well. When you do an admirable job and feel good about it, everything else seems to fall into place. Your job should not be "just a job"—it should be an enjoyable experience. After all, you spend one-third of your life working, which enables you to support yourself—and possibly a family—and to take pleasure in the activities you like to do off the job.

When you are enthusiastic about your job, and show concern and a positive attitude, you not only make a better employee but also become a much more appreciated individual. There is nothing as contagious as enthusiasm—if everyone makes the effort. Don't be someone who just "has a job." The proper attitude—the safe attitude—will show that you care.

Golden Rule for Safety

February 17

Nearly everyone has heard of the Golden Rule—"Do unto others as you would have them do unto you." Many different religions and philosophies have a similar way of expressing this rule, yet very few people apply it in their daily living.

What does this have to do with safety? The answer is that if each of us would accept and follow a Golden Rule pertaining to safety, each of us would be less likely to come to harm, whether on the job or off. Here at work, it would mean that our safety record would improve.

One version of the Golden Rule for safety might be stated as "work as safely with others as you would have them work with you." Another might say: "I will follow the safety rules as I would have them followed."

Whenever you approach safety from this angle, you are right back to our often-discussed subject of safety attitudes. A Golden Rule for safety is another way of developing a better mental attitude.

Here are a few of the safety attitudes we need to know and live by:

- An accident can happen to me at any time, when I take a chance.
- Accidents can always be prevented.
- To work safely is a mark of good sense and skill.
- We can always take the time to work safely.
- If I practice safety, my co-workers will think well of me—and I will be at ease with myself.

Safety awareness and safe behavior don't come about by instinct; they must be deliberately learned and practiced—and it is everyone's responsibility to do so.

Right Habit, Safe Habit

February 18

Everybody needs a hand from time to time, whether it's help with a tough job, special advice on tackling a new or unfamiliar job, or the expert's word on handling potentially dangerous equipment and materials.

Even more critical is the helping hand for new employees on the job, because that's when they form habits that carry them through their whole work career. That's why the beginner, from the first day on the job, must learn his or her job the right way and the safe way.

Smart supervisors and workers know that they are all creatures of habit, and they know how to make habits work for their own benefit:

- Right habits eliminate mistakes that endanger lives.
- Right habits carry workers safely through their shifts without indecision or unsure acts that can cause accidents.
- Right habits can build a reserve of attention and energy that allows workers to be alert to dangers.
- Right habits are efficient, eliminating waste of time and making any job easier.

The right habit is constructive, making many chores routine and even automatic. With right habits, there may even be time left over to think about how to do a better job—safer, more productive, and more satisfying.

Don't Kick the Habit

February 19

The easy way to do something right is to make it a habit, since good habits make hard jobs simple. Yes, good habits may take time to develop, but they'll work for you forever.

Do you remember brushing your teeth and washing your face when you got up this morning? Probably not. You know you did it, but it's so much a matter of habit that you didn't even notice: You did it automatically, without thinking.

Good habits work for us even when we're not at our best. Unlike conscious actions, they don't depend on how we feel or how busy we are. And habits are always more reliable than memory.

The mechanic who has made a habit of checking his or her tools for burrs, cracked handles, and so forth will make sure that they are in good shape before using them. This mechanic will not only do better work, but will also work more safely.

Once a habit has been firmly established, you cannot forget it or ignore it, even if you want to. It becomes almost second nature.

Now, how do we go about forming good habits? The same way we form bad ones—by repeating the same action in the same situation over and over again, without fail.

Every time you repeat an act, you reinforce and strengthen the habit. The important thing to remember is to make no exceptions. Exceptions weaken the habit. That's why safety rules should be followed at all times; they should be followed without any exceptions. Unbroken safety rules become firmly fixed and habitual. With constant repetition, they become a part of you.

Let your good habits work for you. Make safety a force of habit.

Start and Finish Safely

February 20

There's a start and a finish to just about everything, including your daily job activities.

Traditionally, home-style philosophers have placed great value on good beginnings with such phrases as "getting off on the right foot" and "getting up on the right side of the bed." Good endings come in for about as much attention through such sayings as "all's well that ends well" and "last but not least."

Getting off on the right foot in your job each day is important not only to your personal success but to your safety, as well. The same goes for the end of the day. A good ending is a key part of the overall safety picture.

When you come to work in the morning, there should be more to starting your job than just routinely turning on a machine or beginning a particular operation. First, take a safety survey. What shape is the area in? Are there any slippery spots on the floor? Are there any tripping hazards around?

Conditions change quickly, and from the time you left the scene the day before, there may have been another shift working in the area, or maintenance or cleaning crews may have altered the conditions you're used to.

When it's quitting time, you still play an important part in the safety cycle. The condition in which you leave your area or equipment will have a bearing on the safety of people who follow you on the next shift and on your own safety when you report the next day.

Just don't quit abruptly at the end of the day and become a victim of the first shift/late shift trap. This is as poor a practice as starting your job before a brief survey of the situation. First of all, make sure your job is really finished—all machines turned off, tools and other items off the floor and in their proper places.

Always pick up all trash, scrap, and other waste, and deposit it in the proper receptacles. Take time to eliminate any slipping hazards by wiping up grease or water. If there's any unusual condition that could be hazardous, make sure you communicate it to your replacement or the supervisor on the next shift.

Remember, safety doesn't punch a time clock. It has to be on the job for every shift—24 hours each day.

Why It Is Important To You

February 21

Why is it so important to prevent accidents? Do you view accident prevention as simply a way to avoid getting hurt? Do you work safely just because you want to? Perhaps you view accident prevention as a way of keeping your company happy or your supervisor off your back. Maybe you just do it because you have been told to.

Of course there are many reasons that a company wants its employees to work safely. But everyone must have a more important reason to work safely than just because the company says to. They must have a personal reason. Your reason may be your family. What would they do if you were to get hurt? How about your hobbies? Would you still be able to enjoy them with a serious disability?

What you do for a living is nothing more than a means towards a goal that you have set for yourself. That goal may be the education of your children. You may plan to buy a home or a car. Maybe you want to get married after you have saved up enough money. Whatever your goals may be, they all generally tie back in some way to what you do for a living. And what you do for a living could be seriously derailed by an accident. All your goals can go up in smoke if you are injured and disabled.

A safety program is designed to help you reach your goals. It is not there just to make your work harder, or slower, or to meet some governmental guidelines. Safety and accident prevention programs are designed to PROTECT YOU so that you may reach your personal goals. Every time you approach a project, every time you pick up a tool, every time you start a piece of equipment or machinery, have a strong questioning attitude and think SAFETY. Look for what can go wrong and eliminate that possibility BEFORE your goals come to an abrupt end.

Accident prevention begins with **YOU!** Accident prevention is everyone's responsibility. In order to achieve the goal of zero accidents, the following elements must be in place:

1. MANAGEMENT LEADERSHIP AND EMPLOYEE COMMITMENT:

Employees need to be committed to the safety of not only themselves, but also their co-workers' safety as well. Management also must lead by example and demonstrate their commitment through their actions and decisions. If Management has a "do as I say and not as I do" type of attitude, it will trickle down to other employees and employees will receive a message that says, "Production is first and safety is last." Everyone must be leaders and committed to safety every day.

2. RECOGNIZE AND ELIMINATE HAZARDS PRIOR TO WORKING:

A Job Safety Hazard Analysis (JSA) is the tool that we use to help recognize hazards that are present at the time of the assessment as well as those not currently present, but have the potential to develop. The hazards that are recognized must be eliminated or mitigated prior to work, through engineering controls and/or the use of personal protective equipment.

3. PROPER TRAINING IN HAZARD RECOGNITION:

Whether during New Hire ES&H Orientation training, defensive driver training and various other ES&H training modules, training is necessary to recognize potential hazards and implement mitigation methods to prevent accidents from occurring is essential. Training gives employees the knowledge that is necessary to recognize not only obvious hazards that are physically present in the field, but also to plan work so that hazards can be eliminated from all job tasks.

4. ACCIDENT AND INCIDENT INVESTIGATIONS:

If an accident or incident does occur, we need to find out the root cause and apply corrective actions, to prevent similar accidents or incident occurrences in the future. Participation in the accident or incident investigation by everyone is necessary and expected. Again, everyone must be leaders and committed to safety.

Overall, in order to prevent accidents from occurring, it takes everyone's effort to be committed towards the goal of zero accidents by pre-planning safety into work processes as well as recognizing and eliminating hazards and by participating in accident and incident investigations. Remember, achieving zero accidents is possible!

Attitude and Behavior

February 23

Humans instinctively seek to avoid pain and death. And yet, we may behave in a manner that is a threat to our well-being. There are a couple of reasons why this occurs. The first is lack of knowledge. What you do not know, can hurt you! The second reason we may act in a risky manner is attitude. Now might be a good time to do a quick self-analysis. What is your attitude toward safety?

When asked, some may say they are all for it. Others may complain about any safety effort being made. The difference between the two is one of attitude. Your attitude affects almost all that you do and how you do it.

Have you ever noticed that people who are successful in life, or are just happy, tend to have a positive attitude? And so it is with safety. safety rules and procedures are written to protect you from harm. They are not written to make your work life more uncomfortable or inconvenient.

If you cooperate in safety matters, not only is there a lesser likelihood of you getting hurt, you will not be doing battle with the boss who is just trying to do his job by enforcing the safety rules. In addition, you should feel more confident on the job knowing you have a better chance of making it thorough the day without injury. Even the best of us can forget or make errors in judgment. To maximize our safety efforts, we must look out for one another. If someone tells you that you are not working in a safe manner, do not become angry or defensive. They are just looking out for your well-being. If you did not know you were doing something wrong, be thankful your errors were noted before someone got hurt. If you simply forgot or got a little careless, be grateful that someone cares enough to get you back on track. If you see someone doing something unsafe, speak up, but do so constructively.. Treat others just as you would like to be treated in the same situation.

Remember, attitude affects behavior. If you have a positive attitude, odds are you will exhibit safe behavior. A negative attitude toward safety will only cause conflict, stress and, ultimately, an accident.

Carelessness

February 24

Have you ever done anything stupid, something that you know puts you at increased risk of injury? When you realize how stupid you were, whether you got hurt or not, do you ask yourself, "Why did I ever do that?" Consider the fact that approximately 20% of injuries are due to unsafe conditions and 80% are caused by unsafe acts. If you realize that most unsafe conditions are brought about by human failure, then virtually all accidents are brought about by unsafe acts. Why did you do something in an unsafe manner? To answer this question, you will need to put personal defenses aside and know that blame may lie within yourself. Also realize that there may be more than one reason for your actions and others may be involved. If you knew the proper, safe way to do the job, then you cannot claim ignorance. What is left, whether you like it or not, is carelessness. So what can cause you to temporarily disregard your own safety?

External Pressure -- "Let's get this job done!" Disregarding safe practices is not going to save enough time to make a significant difference. However, any accident or injury is guaranteed to have a negative impact. As a matter of fact, when the pressure is applied, it is worthwhile to pay more attention to safety because we know, from experience, such situations frequently lead to more accidents.

Bad Habits -- You fail to follow the established procedure and you don't get hurt (or you were not caught) this time. Psychologically, this is a reward and so you do it again and again and again. But it is also Russian roulette. How many times can you pull the trigger before a round is in the chamber? You know, sooner or later, something is going to happen. There is only one way to stop it - stop pulling the trigger. Do yourself a favor and follow the established procedures.

Internal Pressure -- There is just so much to do and not enough time!" Are you self-motivated and self-directed? Most employers love this type of individual, but your single-minded determination to get the job done may cause you to lose sight of the dangers around you.

Attitude -- "This safety stuff doesn't apply to me!" So what makes you so special? A study of mine accidents involving foremen showed that the foremen were injured when they personally failed to apply the safety standards they were to enforce. Did the fact that they were foremen protect them from injury? No. Humans are humans.

Remember, safety is no more than doing the job the right way, every day.

We are not *born* with common sense, we *acquire* it throughout life. Actually, common sense is really common experience--we learn about life from others' experiences as well as our own. Contrary to popular opinion, all workers can prevent themselves from getting hurt. The easy way to avoid pain is to observe how others have taken risks and been injured, rather than learning the hard way--from your own injury. That's common sense! The experts say at least 80% of industrial accidents are caused by unsafe acts on the part of employees--and not by unsafe conditions. Although employers are required by law to provide a safe and healthful workplace, it is up to *you* to be aware of your work environment and follow safe work practices. By avoiding unsafe acts and practicing common sense, your work will go smoother, with less chance for accidents.

Statistically, most accidents are caused by unsafe acts, including:

Being In A Hurry - Sometimes there is more concern for completing a job quickly instead of safely. Take time to do a good job *and* a safe job.

Taking Chances - Daring behavior or blatant disregard for safe work practices can put the whole work team at risk. Follow all company safety rules and watch out for your fellow employees. Horseplay is never appropriate on the job and can lead to disciplinary action.

Distractions-- Daydreaming, drifting off at work, thinking about the weekend and not paying attention to your work can get you seriously hurt or even killed. Focus on the work you are paid to do. If your mind is troubled or not focused, you're at risk for an accident.

Having A Negative Attitude - Being angry or in a bad mood can lead to severe accidents because anger nearly always rules over caution. Flying off the handle at work is potentially dangerous. Keep your bad moods in check, or more than one person may be hurt. Remember to stay cool and in charge of your emotions.

Failing To Look For Hidden Hazards - At many jobsites, work conditions are constantly changing. Sometimes new, unexpected hazards develop. Always be alert for changes in the environment. Hidden hazards include spilled liquids that could cause slips and falls; out-of-place objects that can be tripped over; unmarked floor openings one could step into; low overhead pipes that could mean a head injury; and other workers who don't see you enter their hazardous work area.

Everyone Is Responsible For Safety

February 26

Safety is everyone's responsibility! As an employee, you should:

- a. Learn to work safely and take all rules seriously.
- b. Recognize hazards and avoid them.
- c. Report all accidents, injuries and illness to your supervisor immediately.
- d. Inspect tools before use to avoid injury.
- e. Wear all assigned personal protective equipment.

it is management's responsibility to:

- a. Provide a safe and healthy workplace.
- b. Provide personal protective equipment.
- c. Train employees in safe procedures and in how to identify hazards.

Everyone must be aware of potential hazards on the job:

- a. Poor housekeeping results in slips, trips and falls.
- b. Poor material handling may cause back problems or other injuries.
- c. Tools and equipment can cause injuries if guards or protective devices are disengaged.

Always use the protections that are provided on the job:

- a. Guards on machines and tools keep body parts from contacting moving equipment.
- b. Insulation on electrical equipment prevents burns, shock and fire.
- c. Lockout/tagout assures equipment is de-energized before it is repaired.
- d. Personal protective equipment shields your body from hazards you may face on the job.

In case of emergency:

- a. Understand alarms and evacuation routes.
- b. Know how to notify emergency response personnel.
- c. Implement a procedure for leaving the scene safely so emergency personnel can do their job.
- d. Wipe up spills promptly and correctly.

Safety benefits everyone

Employee Responsibility

February 27

An effective Accident Prevention Program should include the defined responsibilities for management, supervisors, and employees. Management, by law, has responsibility for the safety and health of all employees as well as providing a safe workplace. Supervisors have responsibility for providing a safe work place as well as managing the production issues. Entergy expects employees to be responsible. This starts with getting to work on time, working safely through the day, and addressing concerns to their supervisor.

Suggested Areas of Responsibility

Employees are responsible to:

- Listen and learn from any training. Be an active participant in learning a job skill or safety issue.
- Ask for assistance if the training or instruction is not clear or you don't feel comfortable in performing the task correctly and safely.
- Report unsafe acts and near misses immediately. Especially if the unsafe act is ongoing. This will help keep the workplace safe for everyone.
- Address problems with the supervisor ASAP. BUT always try to give solutions to every problem. (You may understand more than the supervisor about the problem and how to fix it.)
- Re-address issues with the supervisor on un-resolved topics discussed in the past. (The supervisor may have forgotten about those topics.)
- Be an active member in the safety of the workplace. Participate in Safety Committee Meetings, Safety Meetings, and when trained on a safety issue.

Clear and effective communication between management, supervisors and employees is vital. The lack of communication is also one of the largest problems faced today in any workplace. Don't let this happen to you.. Be responsible to see that it doesn't.

The Basics of Safety

February 28

Through several years of investigating accidents and research in the field of accident reconstruction, leaders in the field of occupational accident prevention have concluded that there are specific reasons why accidents occur. They found that safety is dependent on behavior and human factors. They developed ten safety rules and, while some of you may have heard them before, they are worth repeating:

1. **STAY ALERT** - and stay alive. The more awake a worker is, the less likely he or she is to get hurt. If you are unsure how to operate equipment or perform a task, ask your supervisor. Don't guess and muddle through. Make sure you know in advance the correct, safe way to do it.
2. **WEAR THE RIGHT CLOTHES** - work clothes should fit properly. Anything that can catch in machinery or trip you up is hazardous. Wear protective clothing and equipment as required.
3. **USE THE RIGHT TOOLS** - if you need a hammer, get a hammer. It may be handier to use a pair of pliers, wrench, screw driver or even your fist. But you will have only yourself to blame if you break your fingers.
4. **LEARN HOW TO LIFT** - Lifting takes more than muscle; it is an art. Don't try to show how strong you are; you may end up in a hospital. Get help to handle anything that is too heavy or cumbersome for you.
5. **DON'T BE A PRANKSTER** - practical jokes and horseplay can be dangerous around machinery. If you feel the urge to play, resist it..
6. **BE TIDY** - Good housekeeping reduces hazards in the workplace or your home. Always put away tools when they are not in use. Keep the floors clean, pick up scraps, wipe up spills. A slip or trip can be fatal.
7. **REPORTING IS IMPORTANT** - Never fail to report accidents, defective equipment, and unsafe conditions.
8. **GET FIRST AID IMMEDIATELY** - if you're hurt -- even if it is just a scratch. Neglect of the injury may lead to serious infection, weeks of lost time, even permanent injury.
9. **BACK YOUR SAFETY PROGRAM** - If you have an idea you believe will reduce accidents, tell your supervisor about it. Set an example by obeying safety rules. Cooperate with your safety committee.
10. **NEVER TAKE A CHANCE** - Next to sheer carelessness, the short cut is probably the biggest killer of all. To save a minute or two, you may lose a lifetime. Whatever you are doing, if you are not doing it safely, you are not doing it right!!