

December 2007 Safety Meeting

General Safety Practices

You are a valuable employee of your company; your safety is the constant concern of your organization. Every precaution has been taken to provide you a safe workplace. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home.

The cooperation of every employee is necessary to make your organization a safe place in which to work. Help yourself and others by immediately reporting unsafe conditions or hazards to your supervisor. Give earnest consideration to the rules of safety presented to you by posters, signs, and discussions with your supervisor, posted rules, and governmental regulations. Always think of safety as you perform your job, or as you learn a new one.

Accident reporting

Any injury at work—no matter how small—must be reported immediately to your supervisor. Serious medical problems can arise from even small injuries if they are not cared for at once.

Safety rules and guidelines

To ensure your safety, and that of your co-workers, observe and obey the rules and guidelines appropriate to your job duties; these rules generally are:

- Observe and practice the safety procedures established for your job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee or volunteer treat his own injury or someone else's like removing foreign particles from someone else's eye.
- Be careful not to move injured employees, keep them quite and warm while awaiting professional response. Make sure they have an unobstructed airway.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another person, as you might cause him or her to be injured. If necessary to get the attention of another person, wait until it can be done safely.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, hearing protection and gloves, etc.
- Keep your work area clean.
- Observe "no smoking" and other safety/operational signs.
- Shut down and lockout/tagout machinery before cleaning, repairing, or leaving it.
- While operating a motor vehicle, do not exceed a speed that is safe for existing conditions.
- Running and horseplay are strictly forbidden.
- Do not block access to fire extinguishers.
- Do not tamper with electric controls or switches.

- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report *any* unsafe condition or acts to your supervisor.
- Help to prevent accidents.
- Use designated passages when moving from one place to another; never take hazardous shortcuts (i.e., between moving equipment or across roadways).
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance or use mechanical lifting aids.
- Do not adjust, clean, or oil moving machinery unless you are trained to do so.
- Keep machine guards in their intended place.
- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.

Safety checklist

If you spot one of the conditions on the following list—or any other possible hazardous situation—report it to your supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as hose links, piping, etc.
- Missing (or inoperative) entrance and exit signs and lighting
- Poorly lighted passages and walkways
- Loose handrails or guard rails
- Dangerously piled supplies or equipment
- Open doors on electrical panels
- Leaks of water, propane, oil, other liquids.
- Blocked aisles
- Blocked fire extinguishers
- Evidence of any equipment running hot or overheating
- Oily rags
- Evidence of smoking in non-smoking
- Safety devices not operating properly or have been deactivated
- Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed

Seat belts

All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

Good housekeeping

Your work location should be kept clean and orderly. Clean up spills, drips, and leaks immediately to avoid slips and falls. Place trash in the proper receptacles. Stock shelves carefully so parts, equipment and merchandise will not fall over.

Class Exercise

Discuss with the class all of the above items and ask the attendees for additional safety issues that are present at your location, especially as those apply to propane. Do a walk around your facility with your employees and have them point out hazards.

Conclusion

Having a safe and productive work place is everyone's responsibility. Encourage all workers to be active in recognizing hazards and correcting them. There's too much at stake if we don't!

December 2007 Test

General Safety Practices

Name: _____

Date: _____

Instructions: Read and answer each of the following questions. When complete, grade the test and review incorrect answers so each employee is “armed” with the correct answers before they leave the training.

1. All accidents, no matter how small, should be reported immediately:
 - a. True
 - b. False

2. A lockout/tagout operation generally applies to:
 - a. Electrically-powered machinery
 - b. Bobtails
 - c. Fire extinguishers
 - d. Transfer hoses

3. Lift objects with your _____.
 - a. arms
 - b. hands
 - c. legs
 - d. forearms

4. Everyone at your place of business has a responsibility to practice good housekeeping.
 - a. True
 - b. False

5. Only drivers must wear their seat belts at all times.
 - a. True
 - b. False

6. Never _____ a fellow employee as they may become injured.

7. Always wear appropriate personal protective equipment when required.
 - a. True
 - b. False

8. All safety signs must be observed at all times.
 - a. True
 - b. False

December 2007
Answer Sheet

1. a.
2. a.
3. c.
4. a.
5. b.
6. distract.
7. a.
8. a.