WORKPLACE SAFETY......YOUR ROLE

Promoting a safe and healthy workplace environment is essential. Stimulating and maintaining awareness about occupational safety/health is a **joint** responsibility of both employees and management. The prevention of workplace injuries and illness can only occur when we organize and functions in our work environment in a manner that minimizes the potential of work-related injuries and illnesses. Here's a few "DO and DO NOT" that can help in workplace environment.

DO...

- Use a step stool, step ladder or call custodian to assist.
- Pay attention to the act of walking
- Walk... Never run!
- Wear proper shoes and try not to distracted
- Look before you walk...make sure your pathway is clear
- Report spills immediately
- Never leave a mess unattended
- Immediately report all walking surfaces in disrepair
- Size up the load before you lift
- Bend your knees when you lift
- Get security to control or break up fights
- Keep yourself out of harms way.
- Maintain a clean work area to avoid many hazards, falls, cuts and more.

DO NOT...

- Stand on tables, desks, chairs or any other unstable surfaces
- Walk on wet slippery surfaces`

- Move unstable items
- Lift heavy objects

- Break up fights