

## Workplace Safety

Accidents and emergency situations can happen in any environment, in any industry, at any time. While our workplaces are often protected by devoted police and security officers and efficient alarm systems, each individual must also take an active role in maintaining a safe work environment. Staying consciously aware of your surroundings and recognizing potential hazards will significantly reduce risks. Even the smallest daily tasks, such as cleaning up minor spills and washing your hands, can make a huge difference.

## Safety Plan

- Develop and communicate a safety and health policy to all employees.
- Conduct regular safety and health meetings involving employees from all levels.
- Recognize employees for safe and healthful work practices.

## Health and Safety

- Have cleaning agents available to everyone to routinely clean and disinfect common areas.
- Wash your hands thoroughly and often—for at least 10-20 seconds—to help prevent the spread of illness.
- If you come across a chemical spill and cannot identify the substance, do not touch or move it. Barricade the area, and report the spill.
- Keep an adequate stock of supplies such as batteries, a First Aid kit and flashlights, on hand in case of an emergency.

## Remember

- Become familiar with the people in your immediate work area to easily identify an individual who may not belong there.
- Lock all the doors and shut down all electrical devices when leaving your work space.
- Never take a hazardous chemical out of its original container and store it elsewhere.
- Follow manufacturers' safety guidelines on all equipment.
- Keep a list of emergency contacts and information for employees and clients, and police, fire and paramedic departments.
- Keep combustibles, such as wood, paper and trash, away from all heat sources.
- Report to a supervisor or security official if you observe a stranger or coworker display suspicious or potentially threatening behavior.
- Keep access-control codes or keys private.
- Establish and communicate a company emergency/disaster plan to all employees and make sure everyone, including new employees, is educated on the plan.
- Keep all working and walking surfaces free of spills and debris.
- Stay calm and contact help, if necessary, if an incident does occur.



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