



Local Government Risk Management Services, Inc.

Safety Theme

A Service Organization of the Association County Commissioners of Georgia and the Georgia Municipal Association



The Safety Theme program is designed to help you get an important safety message across to all employees in a simple-to-use format that can be completed each month.

Monthly Theme Poster

Make copies, and post them wherever you will get the most impact.

Safety Theme Article

The article expands on the poster message for the month. Make copies and hand them out to each meeting participant.

Participant Sign-In Sheet

Use the sign-in sheet to document your safety training.

Suggested Agenda for the Monthly Safety Meeting

- Assemble the participants.
- Hand out copies of the article and pass around the sign-in sheet.
- Read the Safety Theme aloud.
- Discuss aspects of the theme relevant to the department, with examples. Ask for ideas and encourage participation.



Training Calendar

Advanced Workers' Compensation

| | |
|--------------|-----------------------------|
| September 13 | Cartersville, Bartow County |
| September 15 | Gainesville, Hall County |
| October 6 | Macon, Bibb County |
| October 13 | Tifton, Tift County |

Health Promotion Champion

| | |
|--------------|-----------------------------|
| September 21 | Tifton, Tift County |
| September 22 | Statesboro, Bulloch County |
| September 27 | Macon, Bibb County |
| September 28 | Jefferson, Jackson County |
| September 29 | Cartersville, Bartow County |

Local Government Safety Coordinator 1 & 2

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|--------------|---------------------|
| September 21 | Tifton, Tift County |
| October 4 | Macon, Bibb County |

Local Government Safety Coordinator 3

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|--------------|---------------------|
| September 22 | Tifton, Tift County |
| October 5 | Macon, Bibb County |

Law Enforcement Liability

| | |
|------------|-----------------------------|
| November 1 | Tifton, Tift County |
| November 2 | Macon, Bibb County |
| November 3 | Cartersville, Bartow County |



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Advancing Georgia's Counties

GEORGIA
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Safety Bulletin

Take Ten



For Safety

Ten Tips for Workplace Safety

Every workplace has a culture. The culture of workplace safety cannot exist on best practice guidelines and policies alone. A safe working environment is based on how well the people in management, and those who do the work, our employees, adhere to – and communicate about – safety standards.

The best foundation for any successful workplace safety effort is one that encourages employees to identify unsafe behaviors and opportunities for improvement while also making well-informed safety decisions during daily routine tasks. Here are ten general workplace safety tips every employee should know. Are there other tips applicable to the types of jobs your employees do that we could add to these?

1. Be Aware of Your Surroundings

This step requires knowing the particular hazards of your job or workplace. Once you've learned these risks, you are able to keep clear of potentially hazardous areas and potentially hazardous situations. Also, always be alert around machinery. Don't become complacent.

2. Keep Correct Posture to Protect Your Back

If you work at a desk, keep your shoulders in line with your hips to avoid back problems. If you're picking things up, use correct form so your back doesn't get hurt. Avoid stooping and twisting. If possible, always use ergonomically-designed furniture and safety equipment so everything you need is within easy reach. Stand up and walk around periodically.

3. Take Regular Breaks

So many work-related injuries and illnesses occur because a worker is tired, burned out, and not alert to their surroundings. Taking regular breaks helps you stay fresh on the job. One trick to staying alert is to schedule the most difficult tasks when your concentration is best, like first thing in the morning. Get away from your desk or equipment while on break.

4. Use Tools and Machines Properly

Take the proper precautions when using tools, and never take shortcuts. Taking shortcuts is the leading cause of workplace injury. It's a huge safety risk to use scaffolding as a ladder or one tool in place of another for a specific job. Using tools the right way greatly reduces the chance of workplace injury. Don't be afraid to ask how!

5. Keep Emergency Exits Easily Accessible

In case of an emergency, you'll need quick, easy access to the exits. It's also recommended to keep clear access to equipment shutoffs in case you need to quickly stop them from functioning. Those emergency exit stairwells should not be used for storage – not even temporary storage.

6. Report Unsafe Conditions to Your Supervisor

Your supervisor needs to be informed about any workplace safety hazards or risks. They may not know there is a hazard unless you tell them. You might be saving a coworker from serious injury if you report them. It is everyone's job to help make a safe work environment.



7. Use Mechanical Aids Whenever Possible

Instead of attempting to carry or lift something that's really heavy in an attempt to save a sliver of time during your workday, take the extra minute to use a wheelbarrow, conveyor belt, crank, or forklift, or ask for help. Too many injury risks are involved with trying to lift something that weighs too much.

8. Drive Defensively

The public roads are one of the most dangerous workplace environments that our employees deal with routinely. While operating vehicles, avoid distractions such as cell phones. Pay attention to what is on the road with you. Focus on driving, not the next job you're headed to. Slow down and increase following distance. This allows you more reaction time. Remember you may be a great driver, but others may be on their cell phone or otherwise distracted.

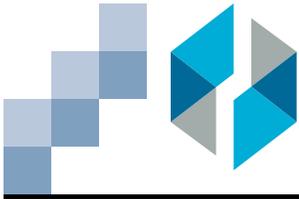
9. Reduce Workplace Stress

Stress can lead to depression and concentration problems. Common causes of workplace stress include long hours, heavy workload, job insecurity and conflicts with coworkers or managers. Take your concerns about workplace stress to your supervisor to see how they might help you address them.

10. Wear the Correct Safety Equipment

If you're not wearing the correct Personal Protective Equipment for a task, you may get injured. Depending on the job, equipment like earplugs, earmuffs, hard hats, safety goggles, gloves or a full-face mask greatly reduce the risk of workplace injury.

It's up to all of us to get employees onboard with workplace safety efforts, encouraging them to become active members in the process. Share with them the workplace injury statistics and the inherent risks their job presents to them on a daily basis. Provide incentives that reward them for exemplifying great workplace safety behavior. These simple initiatives really do make all of the difference.



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Top Safety Tips

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