



## THE BASICS OF SAFETY

- **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.
- **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.
- **USE THE RIGHT TOOLS** - if you need a hammer, get a hammer. It may be handier to use a pair of pliers, wrench, screwdriver or even your fist. But you will have only yourself to blame if you break your fingers.
- **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.
- **DON'T BE A PRANKSTER** - practical jokes and horseplay can be dangerous around machinery. If you feel the urge to play, resist it until after work.
- **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.
- **REPORTING IS IMPORTANT** - Never fail to report accidents, defective equipment, and unsafe conditions.
- **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.
- **BACK YOUR SAFETY PROGRAM** - If you have an idea you believe will reduce accidents, tell your supervisor or safety rep about it. Set an example by obeying safety rules.
- **NEVER TAKE A CHANCE** - Next to sheer carelessness, the shortcut 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!!

