

11-21

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## Tips for Making Your Section Safe

When was the last time you took the time and effort to really inspect your facility with an eye trained on safety? Unsafe conditions and unsafe acts are both contributing factors in most accidents. Checking on unsafe conditions and unsafe acts should be routine for every supervisor. Check your routine.

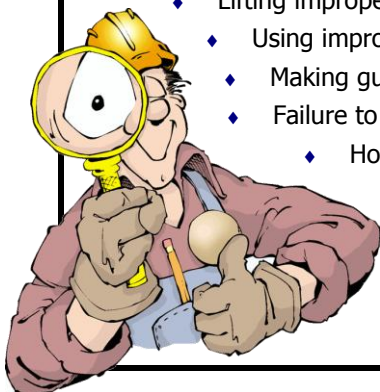


### Check the following for unsafe conditions:

- ◆ **Floors and floor openings.** Are floors in good condition, free of loose boards, protruding nails, splinters and irregularities? Are floor openings properly protected? Check floors to see if they are slippery. This is a major cause of falls.
- ◆ **Aisles and passageways.** Are aisles and passageways kept clear? Are they free of tripping hazards?
- ◆ **Machines.** Are belts, pulleys, gears, chains and sprockets guarded? Are effective point-of-operation guards in use? Is additional guarding needed?
- ◆ **Hand tools.** Are the right tools for the job used? Are tools in good condition? Are cutting edges sharp? Watch for mushroomed heads, split handles, and other defects.
- ◆ **Housekeeping.** Is the department clean and orderly?
- ◆ **Storage of materials.** Are materials and supplies properly piled — within recommended heights? Are flammable materials properly handled and stored?
- ◆ **Electrical installations.** Is electrical equipment, wiring and fusing up to standard? Are portable electrical tools grounded?
- ◆ **Lighting.** Is lighting in work and storage areas, passageways and stairways satisfactory? Check for burned out bulbs. Check light shades.
- ◆ **Ventilation.** Is there good general ventilation? Is there adequate local ventilation to control possible health hazards?
- ◆ **Ladders.** Are portable ladders of standard construction and in good condition? Are fixed ladders of standard construction and securely fastened?
- ◆ **Fire extinguishers.** Are enough fire extinguishers of the right type available and easily accessible?
- ◆ **Exit.** Are emergency exits adequate in number and location, and properly identified?

### Watch for the following unsafe acts among employees:

- ◆ Using equipment without authority
- ◆ Insecure or disorderly piling or arranging of material
- ◆ Operating equipment at unsafe speed
- ◆ Using defective tools or equipment
  - ◆ Lifting improperly, or handling loads that are too heavy
  - ◆ Using improper tools or using tools improperly
  - ◆ Making guards or safety devices inoperative
  - ◆ Failure to use personal protective equipment
    - ◆ Horseplay



***It's your job to know safety conditions in your area. Keeping check on unsafe conditions and unsafe actions help in eliminating hazards before an accident occurs.***