

# **SAFETY**

The Least You Need to Know

- OSHA stands for Occupational Safety and Health Administration

- HAZMAT stands for Hazardous Material

- Employees have the right to a safe work place at all times.

- Lock-out / Tag-out is a method of labeling unsafe electrical devices.

- OSHA is part of the Department of Labor.

- PPE stands for Personal Protective Equipment.

- A Confined Space is one in which there is limited or restricted means for entry or exit, and it is not designed for continuous employee occupancy.

- Who is responsible to see to it that employees are properly trained in the safe operation of equipment?
- The employer.

- A Hazard Communication Program (HazCom) must include:
    - A. the hazardous chemicals in each work area.
    - B. how the employer will inform employees of the hazards of non-routine tasks
    - C. hazards associated with chemicals in unlabeled pipes.
    - D. how the employer will inform other employers at a multi-employer worksite of the hazards to which their employees may be exposed.
- (All of the above).**

- Item(s) which may be considered to be Personal Protective Equipment:
  - Hard Hat
  - Dust Mask
  - Knee Pads
  - Ear Plugs
  - Safety Glasses
  - Safety Harness
  - Gloves
  - Safety Boots
  - Respirator

- Employers must inform you of the existence, location and availability of your medical and exposure records when you first begin employment and at least annually thereafter.
- Employers also must provide these records to you or your designated representatives within 15 working days of your request.

- MSDS stands for Material Safety Data Sheet.

- File a complaint with OSHA if you believe that there are either violations of OSHA standards or serious workplace hazards.
- But first, follow your chain of command.

- The most common causes of injuries at work come from slips, trips, and falls.

- Everyone is responsible for safety.

- Half the employees injured on the job are new employees.

- Don't distract others who are working.

- People are the most important resource in the workplace.

- Safety glasses, gloves, and ear plugs are types of PPE.

- Always cut away from yourself when using sharply edged tools.

- Ensure that your footwear has the correct type of sole.

- Keep areas clear.
- Remove rubbish and do not allow garbage and clutter to build up.

- Place equipment to avoid cables crossing pedestrian routes.
- Use cable covers to securely fix to surfaces, and restrict access to prevent contact.

- Clean up spills immediately.
- If a liquid is greasy, use a proper cleaning agent.

- After cleaning, the floor may be wet for some time.
- Use appropriate signs to tell people the floor is still wet and arrange access to prevent contact.

- Take care not to create additional slip, trip, or hazards cleaning and maintenance work is being done.

- Make sure you are trained in the correct use of any safety and cleaning equipment provided.

- Footwear can play an important part in preventing slips and trips.

- Lighting should enable people to see obstructions or potential slippery areas so they can work safely.

- *Everyone* is responsible for safety.

# OSHA

- Occupational Safety and Health Administration.

# PPE

- Personal Protective Equipment.

# HazMat

- Hazardous Material.

# MSDS

- Material Safety Data Sheet.

# HazCom

- Hazardous Communication Program

# Assistant Secretary of Labor

- Thomas Galassi

# NIOSH

- National Institute for Occupational Safety and Health.

# PEL

- Permissible Exposure Limits.

# PSM

- Process Safety Management.

# BBP

- Blood Borne Pathogens

# FALSE

- You only need to report a mishap if you think you're seriously injured.

# TRUE

- One third of all workers compensation cases are related to back pain.

# TRUE

- At a computer station (or any work station), the height of a monitor in relation to the position of the keyboard can have a substantial effect on the potential for back strain.

# TRUE

- To prevent back strain, the proper method for lifting is to bend at the knees, not the waist, using the thigh muscles.

# TRUE

- Nine-tenths of all American adults will one day have back strain.

# TRUE

- The most common causes of injuries at work come from slips, trips, and falls.

# TRUE

- Footwear can play an important part in preventing slips and trips.

# TRUE

- Everyone is responsible for safety.

# TRUE

- You should never put sharp objects in your pockets.

# TRUE

- The employer is responsible for medical care when employees are injured on the job.

- What is the color for safety?
- Green