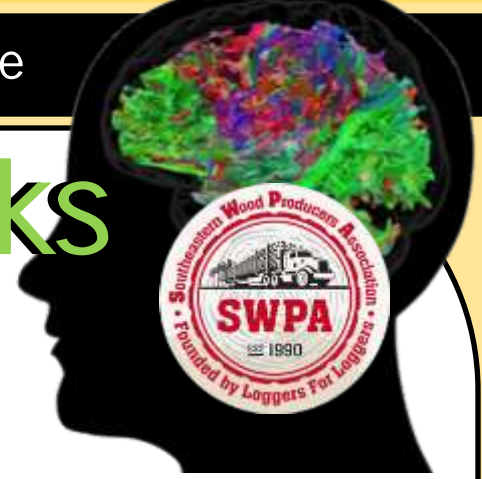


# Common Sense Folks



Safety is often nothing more than common sense! It is generally accepted that around 85% of all accidents are preventable.

***Safety is often simply thinking before doing.***

Taking personal responsibility for your work habits, and recognizing that an accident is most likely preventable, is the first step to a safer workplace. Remember: "If I am the one who has an accident, I am the one who is going to suffer the pain and the potential loss of income."

- 👍 Be alert. Most accidents occur because you or someone around you is not "paying attention."
- 👍 Watch out for the other guy. Note what your fellow employees are doing around you. Ensure that people are not acting irresponsibly or putting you or them in a potentially dangerous situation.
- 👍 Dress for safety. Wear all appropriate personal protective equipment. Never take short cuts and always take the time to wear your safety glasses, hard hats, work boots, safety gloves, fall protection, etc. (no matter how inconvenient it may seem at the time).
- 👍 Read and follow the manufacturer's label directions or MSDS on safe use, handling, and storage of chemicals, pesticides, or cleaning supplies.
- 👍 Do not operate any equipment on which you have not received adequate training.
- 👍 Constantly inspect your work area for hazards.
- 👍 Observe good housekeeping, and keep your area clean and hazard free. Keep walkways, equipment and trucks clear, and never obstruct exits. Watch for and correct any trip hazards, spills, or leaks as they occur to prevent slips and falls. Clean up your work at the end of the day or as needed. Lock-up equipment and secure your work area. Label and guard all hazards.
- 👍 Observe proper lifting techniques. Do not attempt to lift or move objects which are too heavy to safely lift alone or without the aid of equipment.
- 👍 Constantly inspect all of your tools and equipment for defects such as missing or inoperable machine guards. Do not operate unsafe tools or equipment.

**REMEMBER...If you are unsure of the safe way to perform a task or simply need assistance, ask questions. Ask for help. Never be afraid to ask management or fellow employees for assistance.**



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Toolbox Talks are provided as a courtesy to SWPA members. Please remember they are to assist you in developing a safety plan. Keep in mind OSHA, Department of Labor and Insurance requirements may change over time and it is your responsibility to make sure your safety plan is up to date. Reference: OSHA, NIOSH, FRA, Safety Talk Ideas.com



# SAFETY MEETING SIGN-IN SHEET

TOPIC: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ TRAINER: \_\_\_\_\_

[illegible]