

## 100 Workplace Safety Tips from 100SimpleBooks.com

1. Pay attention to what you are doing.
2. Safe work practices should be taught during job training.
3. Follow proper procedures, don't cut corners.
4. You are responsible for your own safety in the workplace.
5. Read all safety signs posted at your workplace.
6. Make sure to follow all safety tags on equipment.
7. Your work station should always be kept clean and orderly.
8. Always wear suitable clothing and footwear on the job.
9. Maintain your tools and equipment.
10. If your job involves lifting, wear a back brace.
11. Be alert to what is happening around you.
12. Follow safety instructions.
13. Do not lift using your back, always lift with your legs.
14. Workplace safety is everyone's job.
15. Make sure you are aware of the location of all fire extinguishers and first aid kits.
16. Use equipment as it was intended to be used.
17. Use the correct tool for the job.
18. Protect your hands when using sharp knives with metal mesh gloves.
19. Stay awake while working.
20. Your bodily safety should never be put on the line.
21. If you're not sure about the safest way to perform a duty, ask your supervisor for training.
22. Clean up after yourself. Don't rely on the cleaning crew to maintain your work station for you.
23. Safety devices are there for a reason, do not remove or tamper with them.
24. Do your part to keep your workplace tidy.
25. Use both hands when lifting heavy objects.
26. Have emergency equipment shutoffs.
27. Safety should not be an afterthought.
28. Protective equipment should be worn at all times while on hazardous job.
29. Don't create hazards by being thoughtless.
30. Notify co-workers of dangers in your surroundings.
31. The team with the safest players wins.
32. Every crew should be well informed of safety procedures before the job begins.
33. Falling objects are a real threat if you are not wearing a hard hat.
34. Communication between employees is important to maintain job safety.
35. Stop working if you feel faint, dizzy or short of breath.
36. Keep clear of all moving parts failure to use appropriate caution could result in serious injury.
37. Only use machinery as intended and directed by instructions.
38. Do not modify machinery.
39. Read and understand warning labels.
40. Inspect machinery before use to identify any possible issues.
41. Do not remove safety labels and replace damaged labels if torn or illegible.
42. Have clear paths to emergency exits.
43. Be alert to hazards that could affect you and your fellow employees.
44. Wear a respirator or mask if you are working in an area that contains hazardous fumes or chemicals.
45. Do not approach machinery in use from the operators blind side.
46. Have proper ventilation in areas where there are hazardous fumes or toxic chemicals.
47. Do not carry tools in your pockets. It can cause painful injuries.
48. Wear safety vests, hats, steel-toed boots, gloves and other required protective equipment at all times.
49. Don't leave tools sitting around where they can be stepped on or fall and hit someone.
50. Communicate with your fellow employees, so they know where you are, what you are doing and what your next move will be.
51. Keep your fingers away from moving machinery.
52. Do not walk in front of a forklift carrying a load, the operator may not see you passing.
53. Adhere to safe work practices.
54. A safe working environment reduces lost work time, illness and injuries.
55. Loose clothing or jewelry should not be worn when operating machinery in which is can become entangled.
56. Wear ear plugs to protect your ears from loud noises.
57. Make sure machines are completely shut down from the power source before attempting to remove any obstructions.
58. An easy to use acronym for SAFETY is: Safe Accident Free Environment Takes You
59. Keep hydrated when working in hot weather.
60. Accidents ARE preventable if you follow instructions.
61. Think carefully before taking action.
62. It is better to be safe than sorry.
63. Don't take short cuts.
64. Sit with correct posture in an upright position when using a computer.
65. Use a wrist rest to reduce the strain on your wrist when using a computer mouse or keyboard.
66. Sit with your feet flat on the floor when at a desk or computer terminal.
67. Don't cut corners.
68. Take short breaks during long periods of repetitive motion.
69. Wear protective safety gloves when handling objects with sharp edges.
70. Never use a ladder that isn't secure.
71. Always act with caution when using a ladder.
72. Avoid sitting or standing in awkward body positions.
73. Report all serious injuries immediately so that proper first aid can be administered.
74. Damaged electrical cords are a fire hazard, replace cords, do not patch.
75. Keep electrical cords away from moving machinery.
76. Do not string electrical cords across walking paths.
77. Stay focused when working in high places.
78. Do not walk in front of moving vehicles.
79. Have a clear line on sight around you.
80. Only use machinery that you are authorized and trained to use.
81. Always be aware of the hazards associated with the task you are performing.
82. Do not twist your body when carrying heavy objects. Turn with your feet. Twisting at the waist can cause back injury.
83. Forklift operators should be on the lookout for pedestrians, overhangs and obstacles.
84. When carrying heavy objects, anchor is with your body and keep it close to you to avoid addition strain from the weight.
85. If you are unfit for work or have impaired judgement, do not perform dangerous workplace tasks.
86. Do not go to work under the influence.
87. Test the weight of the load before lifting something heavy.
88. Grasp heavy objects firmly.
89. Wear a dust mask to prevent breathing in particles floating through the air in a dirty environment.
90. Lift objects slowly with a fluid motion.
91. Prevent ergonomic disorders by keeping wrists in a neutral position and do not bend backwards.
92. Do not ignore established safety rules, they are there to protect you.
93. Place safety markers to identify hazards that cannot be removed.
94. Identify floors that may be slippery due to moisture.
95. Keep outdoor walkways clear of ice and snow during the winter.
96. Never leave machinery running unattended.
97. Never remove safety guards that are there to protect you.
98. Keep food and beverages in designated break areas.
99. Do not cut toward yourself when using a blade or scissors.
100. Create a safety checklist for each job duty to review during job training.