

# Security SpotLight



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## An Informational Guide for Security Clients

### Keys to Workplace Safety

**Maintaining an attitude of safety is a critical part of staying safe on the job. There are six keys to a good safety attitude that can help develop safer work habits.**

- **AWARENESS** Pay attention. Stay alert to the potential hazards in the work environment so that steps can be taken to correct or guard against them.
- **FOCUS** Concentrate on the task(s) at hand. Distractions, boredom or fatigue can lead to inattention and accidents or other safety hazards.
- **STRENGTH** Persevere and do the right thing, even when it's easier not to. Follow safety procedures, every time.



## Maintaining a Safe Work Environment

According to OSHA statistics, slips, trips and falls (STF) are responsible for the majority of nonfatal occupational injuries nationwide. More than half of these injuries result from falls on level surfaces. Keeping an eye out for potential hazards can help create a safe work environment.

### Watch Your Step

Falls are among the most preventable types of accidents. Preventing slips, trips and falls begins by paying attention to where you step. Avoid multitasking while walking. Watch for obstacles indoors such as clutter, debris, cords, wires crossing the floor, and open file

cabinet drawers. Other potential hazards include unexpected changes in the floor level, such as a step up, loose tiles, protrusions from the floor, buckled or torn carpeting and wet flooring or oily surfaces. Obstacles to watch out for while outdoors include curbs, potholes, cracks in the pavement, dips in terrain, stones or debris, as well as weather-related hazards such as muddy areas, snow-covered obstacles, standing water or ice.

If a slippery or uneven surface is unavoidable, walk slowly using short shuffling steps. When coming indoors from inclement weather, remember that your boots or shoes are likely to be slippery and floors

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- **PATIENCE** Take the time to do things correctly every time—like always buckling your seatbelt, even on quick trips. There are no shortcuts to safety.
- **RESPONSIBILITY** Accept responsibility for maintaining a safe work environment that benefits everyone. Immediately notify maintenance or management of any observed unsafe conditions or safety concerns, so that they can be addressed, and other employees can be alerted and advised of precautions that should be taken to avoid injury.
- **THINK** Stop and think twice before acting. Accidents are not always the result of bad luck. They occur when someone decides—consciously or not—to take a chance. Be smart and avoid taking unnecessary risks and always “Think Safety First.”

might have wet spots, a wet carpet or wet door mats. Always wear shoes with slip resistant soles.

Maintain a clear field of vision. Avoid carrying a load that blocks your view and walk in well-lit areas. Turn on the lights before entering a room or dark section of a building. Only run if there is an emergency and use available handrails when going up or down stairs, ramps or inclined surfaces. Do not attempt to take more than one step at a time. Walk around hazards, not over them, or take a different route.

### **Building a Culture of Safety**

Safety in the workplace extends beyond preventing falls. Maintaining a safe work environment is the responsibility of every employer and employee. The most successful workplace safety programs require a commitment from the entire company.

Everyone is affected when a person has an accident or is injured on the job. The pain and suffering, work disruptions, lost time injuries, and costs from such incidents can also impact families, co-workers and the company, as well as the injured party.

This is why it is important to maintain a culture of safety. Always adhering to safe work habits, and never avoiding or ignoring established safety procedures, is part of everyone’s job. The key to staying safe at work is remembering that safety is no accident. “Think Safety First” before starting any task, no matter how familiar it is. If you see someone acting in an unsafe manner, stop and help them consider the potential consequences of their actions. Assist them by explaining a safer way of performing the task.



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