

Safety 101 for Employees

LENGTH: 12 MINUTES

Production Year: 2024

PROGRAM SYNOPSIS:

Safety. It's a key part of everyone's job, no matter which industry you work in. We all have the right to a safe and healthful workplace, and we all have a responsibility to ensure that safety remains our top priority. In this program, we will discuss the importance of workplace safety, along with the roles and responsibilities that you have as an employee regarding your own safety as well as the safety of your co-workers and others. This program discusses OSHA's role in safety, how to identify and control hazards, the importance of following regulations, and how PPE protects us.

PROGRAM OBJECTIVES:

After watching the program, the participant should be able to explain the following:

- How OSHA helps keep us safe;
- Ways to identify and control hazards;
- The need for PPE;
- Types of workplace training;
- What to do if a workplace injury occurs.

PROGRAM OUTLINE:

INTRODUCTION

- Safety. It's a key part of everyone's job, no matter which industry you work in. We all have the right to a safe and healthful workplace, and we all have a responsibility to ensure that safety remains our top priority.
- In this program, we will discuss the importance of workplace safety, along with the roles and responsibilities that you have as an employee regarding your own safety as well as the safety of your co-workers and others.
- First, we'll give you a brief background on the Occupational Safety and Health Administration.
- Then, we'll discuss how to identify and control hazards, various safety programs, personal protective equipment, training, and finally – reporting concerns and injuries.

OSHA

- The Occupational Safety and Health Administration, OSHA, regulates and enforces workplace safety for most private sector businesses and their employees.
- The Occupational Safety and Health Act was passed into federal law in 1970. The goal was to assure safe and healthful conditions for the working men and women of this country.
- Since its establishment, the number of workplace deaths and injuries has been dramatically reduced. To put things into perspective, OSHA estimates that in 1970 an average of 14,000 workers were killed on the job every year – about 38 people per day.
- Statistics from 2016 show that these numbers have fallen to about 5,000 workers killed per year, or about 14 per day. And during that same timeframe, U.S. employment has more than doubled.
- While we can still do better, we can all agree that recent efforts in workplace safety have made a significant difference.
- So how does OSHA keep us safe? First of all, OSHA mandates that all workers have a right to a safe and healthful workplace. They enforce this mandate through a clause in their regulations known as the General Duty Clause.
- The General Duty Clause states that “each employer shall furnish a place of employment that is free from recognized hazards that are likely to cause death or serious physical harm to their employees.”
- The employer is also responsible for complying with occupational safety and health standards set forth by OSHA.
- But what about employees? What are YOUR responsibilities when it comes to safety?
- The General Duty Clause also states that “each employee shall comply with occupational safety and health standards, and all rules, regulations, and orders issued by OSHA.”

- So, as you can see, we all have a responsibility for safety. It doesn't matter if you're a brand-new employee or if you're the most experienced worker on the job. We all play a role in ensuring a safe and healthful work environment. And it starts with identifying and controlling hazards.

IDENTIFYING AND CONTROLLING HAZARDS

- By identifying and controlling hazards, we can reduce or even eliminate workplace injuries.
- There are several ways to identify hazards. But perhaps most relevant to you, the employee, is simply paying attention to your surroundings and making observations about your work environment.
- If you see something that looks unsafe or presents a clear hazard, be prepared to stop what you're doing and control the hazard.
- Sometimes you'll be able to do this yourself as soon as it's identified. For example, if you notice a trip hazard in the middle of a walkway, take the time to pick it up and put it away.
- Other times when hazards are identified, you may not be able to control them right away.
- Your supervisor or the company's safety manager should be notified of anything that could cause a workplace injury.
- For instance, let's say you notice that a piece of machinery is missing a guard. You can, and should, report this hazard right away.
- If there is a spilled chemical or wet, slippery surface that could cause someone to fall, follow your company's spill cleanup procedures.
- Identifying and controlling hazards is one important aspect of workplace safety that you will be expected to follow on a regular basis.
- Proactive methods involve completing a job hazard analysis or JSA, which involves reviewing the tasks of the job and determining if there are any safety issues or concerns that need to be addressed. If you identify a hazard while conducting a JSA, you and your supervisor can come up with a plan to avoid or eliminate the hazard altogether.
- If that's not a feasible option, alternative control measures such as providing personal protective equipment can be implemented instead.

RULES, PROCEDURES AND SAFETY PROGRAMS

- Another important aspect of workplace safety is following the rules and procedures for various safety programs that your company has in place. Some of the common workplace safety programs that your employer may have include:
 - Fall Protection: a program that is designed to protect employees who are working from height.
 - Lockout/Tagout: a program that establishes the safe procedures for performing maintenance on hazardous or energized machinery and equipment.
 - Confined Space: a space in which employees must perform work that could contain atmospheric hazards or the potential to trap entrants inside.
 - Respiratory Protection: a program that defines your company's procedures for wearing respirators and preventing respiratory health issues.
 - Chemical Safety or Hazard Communications is the program that your employer has in place about safely working with chemicals.
 - Emergency Preparedness: the program that addresses how to handle emergency situations such as fires, severe weather, and power outages.
- These are just a few examples of safety programs that your company may have. Depending on your job duties, you might have to learn more about each one of them. Your employer will provide you with additional information.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Personal protective equipment, or PPE, is specialized safety equipment worn by employees who may be exposed to workplace hazards. There are many different kinds of PPE.
- Common examples found in most industrial workplaces include safety glasses, hardhats, hearing protection, respirators, gloves, steel-toed boots, and various types of protective clothing, such as lab coats or fire-resistant clothing.
- Your employer will provide you with the required PPE at no cost to you.
- If your PPE is damaged or worn, it should be replaced as soon as possible.
- It's your responsibility as an employee to comply with the rules and regulations about wearing the appropriate PPE.
- Remember, PPE is designed to protect you and keep you safe from injuries – so put it on. It might just save your life.

TRAINING

- Your employer is responsible for providing you with on-the-job training. What that looks like can vary for each employee.
- Everyone should receive basic training upon hire. This video is an example of something that everyone at your company might go through. Other training you may receive will depend on your job duties.
- For example, if you are expected to operate mobile equipment or powered industrial trucks, you will receive additional training specifically designed to prepare you for that type of work.
- In fact, OSHA prohibits you from performing any job or operating any piece of equipment that you haven't been trained to use.
- Never attempt to operate a piece of equipment or machinery without the proper knowledge, training, and experience necessary to do so safely.
- Once you've gone through training, employees are responsible for following the safe work practices and procedures for each aspect of their job.
- You can always ask for additional training if you don't feel confident enough to do the job safely, or if you simply need a refresher on something you haven't done in a while.
- It's better to ask for help and be prepared than to make a mistake and risk injuring yourself or others.

INJURY REPORTING AND SAFETY CONCERNS

- If you do experience an injury at work, it's important for you to report it to your supervisor or the company safety manager.
- In situations where you need first aid or medical attention, your employer will assist in getting you the care you need.
- It's important to remember that all injuries must be reported. Even if it's something that is seemingly minor. Reporting it and correcting the hazard right away can prevent someone else from getting hurt.

CONCLUSION

- All employees have a right to a safe and healthful workplace, and you have a responsibility to help make it so.
- By following the safety and health policies and procedures of your employer, and reporting or correcting any unsafe conditions, you help ensure the safety of yourself, and your co-workers.

SAFETY 101 FOR EMPLOYEES

ANSWERS TO THE REVIEW QUIZ

1. a

2. a

3. b

4. a

5. a

6. b

7. a

8. a

9. a

SAFETY 101 FOR EMPLOYEES

REVIEW QUIZ

Name _____ Date _____

The following questions are provided to determine how well you understand the information presented in this program.

1. OSHA enforces that all workers have a right to a safe and healthful workplace through a clause in their regulations known as the General Duty Clause.
 - a. True
 - b. False

2. The General Duty Clause also states that “each employee shall comply with occupational safety and health standards, and all rules, regulations, and orders issued by OSHA.”
 - a. True
 - b. False

3. If you see something that looks unsafe or presents a clear hazard, leave it alone, because someone else will probably handle it.
 - a. True
 - b. False

4. A job hazard analysis, or JSA, involves reviewing the tasks of the job and determining if there are any safety issues or concerns that need to be addressed.
 - a. True
 - b. False

5. The Respiratory Protection Program defines your company’s procedures for wearing respirators and preventing respiratory health issues.
 - a. True
 - b. False

6. Your employer will provide you with the required PPE but will charge you each month for its use.
 - a. True
 - b. False

7. OSHA prohibits you from performing any job or operating any piece of equipment that you haven’t been trained to use.
 - a. True
 - b. False

8. All injuries must be reported, even if it’s something that is seemingly minor.
 - a. True
 - b. False

9. Reporting injuries is not only important for getting you the care you need, but it also helps prevent similar incidents from affecting other workers.
 - a. True
 - b. False