

# Mission Safe: Safety in the Workplace



## Safety in the Workplace – Why?

- It allows sustained mission fulfillment by protecting human and fiscal resources
- It promotes the facility's core values of caring, honesty, respect, and responsibility
- It is required by law

## Safety in the Workplace – Who?

- Statement of commitment by upper management
- Communication and enforcement of commitment by supervisors
- Practice of safety by all employees – all day, every day

## Safety in the Workplace – How?

- By creating/sustaining a safety culture regarding employee as well as patron safety
- By using **Employee Safety Responsibilities** – requires employee buy-in and participation
- Begin each day by coming to work with safety in mind
- At work – think safety- demonstrate “caring” by preventing workplace injuries
- Know, understand, and follow all established safety protocols – Don't take unnecessary risks

## How – basic protocols

- Report to work drug and alcohol free
- Haste is the cause of many injuries – Walk, don't run – pay attention to where you place your feet
- Wear footwear appropriate for the task or activity being done
- When working with children the first duty is to supervise and engage – any play must not compromise that first duty

## How – basic protocols (2)

- Identify and report hazards in the workplace – participate in subsequent corrective action
- Keep aisles, walkways, and work areas clear of slip/trip hazards – drawers closed, no clutter
- Know evacuation procedures and location of fire and safety exits
- Keep exits, stairs, and emergency equipment clear of obstacles
- Observe all **HAZARD**, **WARNING**, and **NO SMOKING** signs

## How – basic protocols (3)

- No horseplay, fighting, or other activity that may distract or injure other staff
- Lift properly – get help with heavy or awkward items – use lifting/carrying aids
- Operate only equipment for which you are trained and authorized – observe all safety protocols
- Support all YMCA safe workplace programs
- Report any job-related injury immediately

## How – preventing same- level slips, trips, and falls

- Don't multi-task when walking – pay attention to the walking surface and surrounding activities
- Don't take shortcuts – stay on designated walking surfaces
- Keep one hand free for balance when on slippery or icy surfaces – make multiple trips if necessary
- Immediately clean up oil, wax, water, or any other material that might cause someone to slip
- Mark any spills that you can not immediately clean up with cones and report them to your supervisor



### **How – preventing falls from elevation**

- When using steps or stairs, don't run, jump, or skip steps – pay attention to what you are doing
- Don't carry loads on stairs or steps that block your vision of where you are putting your feet
- Don't work above grade unless you are in good condition without history or propensity for falls or dizziness
- Always use a ladder for above grade work – never use a substitute

### **How – safe lifting**

- Always get help for large, awkward, or heavy items – use lifting devices when possible
- Face load with feet slightly apart, squat, bring load to your chest using both hands, tuck chin, and stand slowly keeping back straight
- Turn by moving your feet, not by twisting your torso
- Set the load down by keeping it tight to your body and bending your legs, not your back

### **How – safe movement of materials from one place to another**

- Use a cart or dolly to move material whenever possible – carry nothing awkward, large, or over 25 pounds
- Use two or more individuals for large or awkward items – plan your movements before beginning
- Never carry something up or down stairs that blocks your view of the steps
- Do not try to carry squirming, wiggling children

### **How – general ladder safety**

- Get help moving heavy or awkward ladders (e.g., over 8' tall or 50 pounds)
- Never use a broken ladder, or one whose components are taped, wired, or paint covered
- Always face a ladder when climbing or using it
- Always keep your naval between the vertical rails when using or climbing a ladder
- Always step off the ladder's lowest rung when getting off – never jump or skip rungs

### **How – straight and extension ladder safety**

- Don't use an unsecured straight or extension ladder – have it anchored or held
- Keep the ladder at approximately 75° to the wall – 1' horizontally for every 4' vertically
- Keep one hand and one foot on the ladder at all times when climbing; two feet when working
- Don't use a ladder to transport materials to an elevated level – use a hoist, pulley, or other means

### **How – step ladder safety**

- Make sure all four feet are on a firm level surface and the ladder is stable before using
- Always lock the leg-spreader before using the ladder – if possible, have someone stabilize the ladder
- Don't use a step ladder as a straight ladder
- Don't stand on the top step of a step ladder – no matter how short the ladder

### **How – safely using hazardous materials**

- Read the labels on any potentially hazardous material to verify its identity, specific hazards, and protocols
- Read and understand the Material Safety Data Sheets (MSDS) before working with any hazardous material
- Know, understand, and carefully follow all safety protocols relating to any hazardous material
- Utilize all personal protective equipment (PPE) required by MSDS or safety protocols
- Be very familiar with the correct procedures relating to hazardous material emergency situations before working with the material



### **How – safely using machinery and equipment**

- Use only machinery or equipment for which you have been fully trained and authorized
- Only use machinery and equipment for the purpose and in the manner intended
- Use machinery and equipment only with all guards in place and while wearing all required PPE
- Keep hair, jewelry, loose clothing, etc. away from moving parts that could entangle them
- Use machinery and equipment only when its use does not endanger others

### **How – understand workplace ergonomics**

- Make certain your workstation is ergonomically friendly – monitor/keyboard/chair or other workplace tools
- Use your workstation as designed – sit properly (straight-backed, feet on floor, etc.) and use ergonomic aids
- Take rest breaks and arrange activity to break up repetition as much as possible
- Report any pain, tingling, stiffness, weakness, numbness, or swelling arising from work to your supervisor

### **How – what to do in emergency situations**

- Know the location and sound of all emergency alarms – fire, aquatic, etc.
- Know the location of all fire extinguishers and how to use them
- Know the location of AEDs and first aid kits and be qualified to use them – know when and how to call 911
- Know primary and secondary evacuation routes from all locations in your facility, including outdoor assembly locations
- Know where your Emergency Procedures Manual is located and be familiar with all of its protocols

### **Infectious Diseases and Bloodborne Pathogens**

- Understand the difference between non-infectious and potentially infectious body fluids – saliva, vomit, urine, feces, sweat, snot, tears / blood, semen, vaginal secretions are most common
- Understand universal precautions – PPE, washing frequently
- Treat all liquid blood as contaminated
- Clean up thoroughly (bleach solution only if required by JHA)

### **How – what to do after an incident or emergency**

- Understand and follow your role after an incident...
  - ✓ Initiate appropriate EAP as needed
  - ✓ Care for the injured
  - ✓ Secure the area and any involved equipment, etc.
  - ✓ Complete the employee report, supervisor's follow-up report, or supervisor's investigation as applicable

### **Workplace Violence**

- Take all threats seriously
- Remain calm
- Initiate appropriate EAP
- Alert proper supervisors and Executive Director