

Best Practices for Safe Attitudes

(Source: This information was developed by the Michigan Department of Labor, Bureau of Safety and Regulations, Safety Education and Training Divisions.)

There's a start and a finish to just about everything, including your daily job activities. Getting off on the right foot in your job each day is important not only to your personal success but to your health and safety, as well. When you come to work in the morning, there should be more to starting your job than just routinely turning on a machine or beginning a particular operation. The same goes for the end of the day. A good ending is a key part of the overall safety picture. First, take a safety survey:

- ☐ What shape is the area in? Are there slippery spots on the floor or any tripping hazards around?
- ☐ How about machines? Were guards left off machinery? Check for potential hazards. It takes just a minute to survey your machine or work area, and it's time well invested. A minor adjustment at the start may prevent a major problem later on.
- ☐ Conditions change quickly and from the time you left the scene the day before, there may have been another shift working in the area, or maintenance or cleaning crews may have altered the conditions you're used to.
- ☐ When it's quitting time, you still play an important part in the safety cycle. The condition in which you leave your area or equipment will have a bearing on the safety of the people who follow you on the next shift and on your own safety when you report the next day.
- ☐ Just don't quit abruptly for the day. This is as poor a practice as starting your job before a brief survey of the situation.
- ☐ First of all, make sure your job is really finished – all machines turned off and tools and other items off the floor and in their proper places.
- ☐ Always pick up all trash, scrap, and other waste and deposit it in the proper receptacles. Take time to eliminate any slipping hazards by wiping up grease or water, and make sure you communicate to your replacement on the next shift, or to the foreman, any unusual condition that could be hazardous.
- ☐ If you're on construction, don't leave nails or sharp objects protruding and put up the guardrails.

Quitting time is time to take the safety of others into consideration, especially the safety of those who will be in the area before you return again. The area where you work and the equipment you use are very important factors in your livelihood. Take care of them and pass them on to the next person in a condition that will contribute to the safety and wellbeing of both of you.

Of course, there's a lot more to job safety than beginnings and endings. There's that important period in-between, too. Nevertheless, a bad start or finish can ruin a whole day.

- ☐ Try to maintain a cool, steady pace.
- ☐ Prepare yourself mentally when you arrive at work in the morning and be cautious toward the end of the day when fatigue may take over.

Remember: safety doesn't punch a time clock. It has to be on the job 24 hours each day.

Stay Alert! Stay Alive!

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