

TOP 10 WORKPLACE SAFETY TIPS

Want to make your workplace safer, but unsure where to start? Learn how to improve job safety in order to reduce work-related accidents and injuries with our workplace safety tips. Here are our **Top 10 Workplace Safety Tips For Employers** to help create and maintain a safe work environment for all employees- including temps.

1. TRAINING PROGRAM

Employers have a responsibility to provide a safe workplace for employees. You'll need to develop an effective safety training program that meets OSHA standards. Workplace safety training is a process that aims to provide your workforce with knowledge and skills to perform their work in a way that is safe for them and their co-workers. Training doesn't just stop after day one. Continuous and ongoing training is essential for the overall safety of your workforce and injury and illness prevention.

See osha.gov for a full list of employer responsibilities.

3. SAFETY PLAN

An effective workplace safety plan includes instructions identify hazards, report them, and deal with incidents. Do you have an active safety and health program in operation that includes general safety and health program elements as well as the management of hazards specific to your work-site? Checking workplace safety throughout the day is an easy way to keep your working environment safe. If you are a supervisor, it shows your employees that you care about them and their well-being.

5. WEAR PERSONAL PROTECTIVE EQUIPMENT

Some job functions require the use of personal protective equipment (PPE). PPE is designed to protect employees from serious workplace injuries or illnesses resulting from contact with chemical, physical, electrical, mechanical, or other workplace hazards. If the job requires the use of PPE, ensure all employees (yes, even temps) are provided any additional information, including training on how to properly use and maintain it.



EXAMPLES OF PPE INCLUDE:

- Hard hats
- Safety glasses
- Ear plugs or muffs
- Safety shoes or boots
- Gloves

2. RETURN-TO-WORK PROGRAM

Employees are your most valuable asset. Return-to-work policies are designed to return injured workers to the workplace as soon as medically possible. When the treating doctor releases the injured employee to modified (light) duty, the Supervisor should attempt to identify an alternative assignment. Light-duty Programs reduce the number of Fraudulent Workers Compensation claims.

Benefits of implementing a return-to-work/light duty program:

1. Control workers' compensation claim costs and save on salary costs
2. Improve OSHA Log with minimum Lost Time
3. Demonstrate your organization cares about all employees
4. Sets a positive example to co-workers and avoids the domino effect on other workers or fraud predators

4. RISK ASSESSMENTS

Injuries, accidents, and other hazards in the workplace can be extremely costly for your business. This can lead to increases in workers' compensation claims, fines, and penalties. By developing a risk assessment program, you can save your business money and provide a safe and healthy working environment.

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6. CERTIFICATION

Certification provides a means for individuals and employers to verify safety, health, and operations knowledge important for any employees with risky job functions or safety responsibilities.

Workplace safety is enhanced the more employees are required to be knowledgeable of basic safety standards and practices. For specialized positions such as forklift operation, renewing licenses and certifications ensures your operators are working in a safer environment with the latest credentials.

8. EVALUATION

After training is conducted, it is vital to evaluate its effectiveness in accomplishing defined goals. There are three ways to conduct a safety evaluation:

- 1) Ask for employee feedback
- 2) Follow up with supervisors for their observations
- 3) Track and measure data or trends of incident or near miss rates

10. DIRECT SUPERVISION

If you are a direct supervisor, it's important to show your employees that you care about their well-being and safety. Being safety-oriented helps to improve employees' morale, productivity, and even make a good impression on visitors and clients. Since Supervisors are obligated to keep employees' working environment safe, you must take action and lead by example. With that said, if you see something that could potentially cause an injury, remove the object or clean the area if you can do so safely. Make sure all employees are directly supervised on all shifts and have a designated manager to report to- yes, even temp workers must be supervised directly by you, the client, at all times.

7. INJURY INVESTIGATION

Conduct Thorough Injury and Incident Investigations

1. Thoroughly identify the causes of the accident and why it happened.
2. Report findings in a written report and prepare a step-by-step timeline accounting for the accident
3. Develop a plan for corrective action to prevent the accident from happening again

9. HOUSEKEEPING

Maintain a clean and orderly workspace to reduce the possibility of a workplace injury. Remember that you and your employees are responsible for following all housekeeping policies.

- Keep your work area clean.
- Never leave trash or debris around your work area.
- Clean up any spills immediately to eliminate any hazard of slip or fall injuries.
- Keep aisles clear and free of any trip hazards.