

empower employees



for a safer
workplace.

The frequency of nonfatal injury and illness at manufacturing sites has declined in recent years¹, but danger is still present — from temperature extremes to electric shock, improper use of equipment, unclean workspaces and more. As an organization, strictly adhering to OSHA guidelines and conducting regularly scheduled safety meetings are some of the best ways to keep your workplace safe. This ensures safety best practices remain top of mind with your team at all times. But, as a manager, there's always more you can do.

Keep these guidelines in mind, and you'll be well on your way to a safer and more productive workplace.

stick to specialities, even when short-staffed

Between aggressive production schedules and absences due to illness or vacation, at some point, you'll likely find operations to be overworked and short on staff. When this happens, resist the urge to recruit remaining employees who volunteer for tasks or duties they don't have the experience, qualifications, certifications or training to carry out. Instead, make sure you have a clear understanding of all your employees' areas of expertise, and develop a contingency plan in advance to account for unplanned absences in highly skilled areas.

encourage staff to speak up

Staying alert throughout the workday can prevent accidents from happening, so it's critical to communicate to your team about the importance of keeping an eye on themselves — and others. New and temporary workers are especially susceptible to the kinds of workplace safety lapses that could result in injury, so it's important to make sure all members of your staff feel comfortable coming forward to report unsafe conditions. Make it a point to emphasize that, according to their rights under OSHA law², no retaliatory actions can be taken against them and that you welcome this kind of feedback for the good of everyone's safety.

staying safe is a team effort

Staying safe is a responsibility shared by everyone, from management on down. The decisions you make and actions you take throughout the day may put members of your team directly at risk, so it's critical that everyone be united around the same message of safety. That's something you can emphasize at your regular safety meetings and reinforce throughout the year. When everyone's looking out for one another, you'll find employees to be more careful, productive and more focused on the task at hand.

¹ U.S. Department of Labor, Bureau of Labor Statistics, "Employer-Reported Workplace Injuries and Illnesses", 2016

² U.S. Department of Labor, "Occupational Safety and Health Administration." <https://www.osha.gov/workers/index.html>

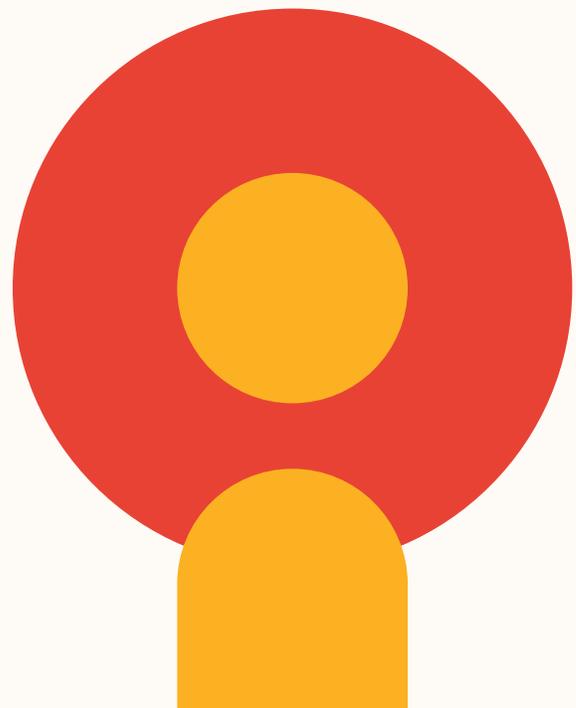
position new hires for first-day success

The first day on the job can be an exciting, yet nerve-racking time for new employees. Unfamiliarity with operations combined with a desire to please can quickly result in employees getting in over their heads. To avoid this, sit down with your new recruits, and emphasize the importance of taking precautions, following safety protocols and using common sense when getting acclimated. Encourage them to ask questions if they're ever unsure about their responsibilities or tasks to avoid a potentially dangerous situation.

By communicating this information to your teams and following these guidelines on a daily basis, you'll be making strides to help improve the overall safety of your workplace. Your next safety meeting would be a great place to start!

Need help on how to host an effective safety meeting? Click here to review and print out a copy of our safety meeting guide before your next assembly to make it as engaging and informative as possible.

© Randstad North America, Inc. 2018



stay-safe cheat sheet

stick to specialities, even when short-staffed

- Don't sacrifice safety just to get the job done.
- Don't utilize employees for tasks or duties they aren't properly qualified or trained to carry out.
- Have a contingency plan in place for times when you need additional resources or skills.

encourage staff to speak up

- Encourage your team members to look out for each other.
- Instruct employees to report any unsafe or hazardous conditions to their managers.
- Foster a safe environment where team members feel comfortable speaking out and providing feedback.

new-hire safety

- Thoroughly train new recruits on their duties and responsibilities.
- Train new recruits on how to safely operate equipment.
- Educate new recruits on proper safety procedures.
- Inform new recruits on how to report workplace hazards or incidents.
- Encourage new recruits to put safety first.

new-hire safety

- Reference our safety meeting guide to help you lead an effective meeting with your team.