

Emergency Action Plan Checklist

Most workplaces are required to establish and implement an Emergency Action Plan. Use this Checklist to determine if your EAP includes all required elements – or to help create a new EAP.

Workplan: Emergency Planning and Response

Fire, natural disaster, and other emergencies can strike your workplace without warning at any time. While you can't predict them, you can prepare for them and preparedness save lives, prevent injuries and limits property damage. If that's not motivation enough, being prepared for workplace emergencies may save your business thousands and even hundreds of thousands in safety fines avoided.

Tool: Questionnaire – How Prepared Are You for an Emergency?

Knowing what to do in an emergency (fire, chemical spill, natural disaster, etc.) helps evacuation move quickly and safely, allows for the quick contact of emergency services, prevent further destruction, and save lives. Use this Questionnaire to quiz workers on how they would respond in an emergency. Their answers and feedback will help you identify holes in your emergency

planning programs and your training. You can edit it to fit the specific needs of your organization.

Imperial Chicken Plant Fire

Imagine being at work when suddenly the lights go out and someone starts yelling, “There’s a fire! We need to get out of here! This place is on fire!” Imagine fumbling your way in the dark and the smoke to an exit...only to find it was locked...from the outside. This is exactly what happened to Lilly Davis and 80 other workers on September 3, 1991 at the Imperial Foods chicken processing plant.

Know Your Enemies: Workplace Hazard

If you and your friends were facing a dangerous, deceptive enemy, you’d want to find out all you could about the enemy and share any information you come up with. The fact is you do have such a treacherous enemy—the workplace hazard. And this enemy threatens you and your co-workers daily.

Hydraulic Hazards

The power of fluids is amazing. Hydraulic power is a form of stored energy that, when under control, does good work. When

released unexpectedly, hydraulic power can damage you for life or even kill you.

Health and Safety Committees

Most workplaces in Canada and the U.S. are required or voluntarily have safety committees, or Joint Health and Safety Committees (JHSC). A safety committee or JHSC is made up of worker and management representatives that meet on a regular basis to discuss and deal with health and safety issues.

Parking Lot Security

When you are going to or leaving from a parking lot, garage, or other parking area how often do you check over your shoulder to see who is behind or near you; pay attention to your surroundings – really pay attention instead of walking and looking at your phone or daydreaming; look in and around your vehicle for anything suspicious or out of the ordinary?

Darkness Descends on the Road to Work

Driving at night has unique challenges that aren't found (or aren't found as often) while driving during the day, which include

the obvious that the sunlight is not available. In the winter months the days are shorter and many of us drive to work and back home in the dark.

Fatigue at Work Can Kill You

You're an accident waiting to happen if you are not alert at work. This applies to most high-risk jobs, trucking and transport jobs, repetitive jobs, such as sorting logs in a lumber mill, and a host of other jobs – regardless of the inherent risk level.

Illnesses, Remedies and Impairment

A befuddled state of mind is not conducive to performing tasks whether personal or work-related. It is a breeding ground for accidents. This groggy and foggy state may be the result of a cold, flu or other illness and often mixed with over-the-counter or prescription meds. You can be impaired by both over-the-counter and prescription meds. Alcohol, marijuana or other drugs aren't the only drugs that cause impairment.

Forklift Travel Safety Tool

Once they're on the move, forklifts and other powered industrial

trucks become dangerous and subject to specific travel safety rules. This form helps prevent these related injuries and incidents from happening, along with consequential safety violations and citations.

Forklift Loading Safety Tool

Loading and unloading of forklifts and other trucks are subject to specific safety requirements that are designed to ensure stability of loads and prevent harm to operators and others nearby.

This form helps prevent these related injuries and incidents from happening, along with consequential safety violations and citations

Tool: The Three Rules of Running a Meeting

A well-run meeting should stick the allotted time, have a clear purpose and plan, and at least one call to action at the end. Read more about running a meeting in this article by Adam Bryant at the New York Times. How can you apply these three principles to your next safety meeting or training?

Caught and Crushed by Pinch Points

Caught and between. These two mild words describe a type of injury which is anything but mild.

Instead, they refer to being caught between two moving objects or a moving object and a stationary object. The result is compression and crushing injuries which can be fatal.

The places where these incidents occur are called “pinch points.”

Driving in Winter

Winter driving is hazardous at the best of times, but slippery roads and reduced traction can make it deadly. Prepare for winter driving before winter storms head your way.

Chocking and Blocking Safety

Chocking is the act of using a wedge to immobilize the wheels of a vehicle or equipment to keep it from accidentally moving. Chocking the wheels of a vehicle, such as a truck or trailer, physically stops the movement of wheels to prevent runaways that can injure workers and destroy property.

Distractions Derail Safety

The ever-increasing use of smartphones finds most of with our heads down staring into the glow of text messages, games, tweets, twitters, selfies and more. One of the downsides to this obsession is that people mistakenly think they can perform their jobs safely while they use these devices.

Forklift Safety Checklists

Like any other piece of mechanical equipment, forklifts pose dangers not just to operators but to others in the vicinity. This tool will significantly help prevent these incidents as well as consequential safety violations and citations.

HOW TO USE THE TOOL

Here are two checklists you can adapt and use to ensure forklifts/powered industrial trucks meet equipment and maintenance standards.

Focus On: 8 Ideas to Revitalize Your Team's Morale and Productivity

People or profits? Results or relationships? Safety or Savings? As supervisors we often feel an enormous amount of pressure (spoken or unspoken) to make these types of difficult decisions. We also feel a great deal of conflict as well over the choices we make.

Effective leaders focus on both results and relationships.

Industrial Ergonomics Hazards Assessment Checklist

Adapt and use this Hazards Assessment to determine areas of potential and existing ergonomic and materials handling concerns.

Tool: Employee MSD Symptoms Survey

Adapt and use this survey to better understand the ergonomic issues, including early stages of MSD discomfort and disorders.

Ergonomic Injury Record Review

To root out ergonomic injuries you must be proactive. The first step is to do a record review and create a “snapshot” of worker injuries, so you can analyze causes and identify trends. Here’s a form you can adapt and use at your workplace to perform an effective records review.

Tool: Ergonomic Injuries Data Summary and Corrective Actions

Once you gather ergonomic injury records and analyze the data, you must translate your findings into corrective actions. Fill out a separate version of this form for each type of ergonomically-related injury suffered by your workers. Using this form will enable you to organize your injury data, determine appropriate corrective action, and establish priorities.

Office Safety

Most offices have few hazardous chemicals and no heavy or moving machinery. If the worst that can happen is a paper cut, why do we need to talk about safety training? Because a paper cut isn't the worst that can happen.

Office employees still need to know what to do in case of an emergency, and accidents are surprisingly common. Also, people who sit down and use computers most of the day need to watch out for ergonomic issues.