

Machine Guard Inspection Checklist

One of your key responsibilities in preventing machine injuries is to conduct regular inspections to ensure that appropriate machine guards are in place and working the way they're supposed to. Here's a Checklist you can use to conduct these inspections listing the basic items to check. This is a general, technology-neutral Checklist. So, while you shouldn't subtract anything, you may want to add items to check based on the specific kinds of machines and methods of guarding you actually use at your workplace

Building _____ **Room** _____

Supervisor _____ **Date** _____

Inspection Performed by _____

GENERAL REQUIREMENTS				
REQUIREMENT	YES	NO	NA	COMMENTS
Do guards meet minimum OHS/OSHA criteria?				
Do guards prevent hands, arms and other body parts from making contact with dangerous moving parts?				
Are guards firmly secured and hard to remove?				
Do guards ensure that no object falls into moving parts?				
Do guards allow for safe, comfortable and relatively easy operation of machine?				
Can machine be oiled without removing guard?				

Is there a system for shutting down machinery before guards are removed?				
Are guards provided for all hazardous moving parts of machine including auxiliary parts?				
POINT OF OPERATION REQUIREMENTS				
REQUIREMENT	YES	NO	NA	COMMENTS
Is a point-of-operation guard provided for machine?				
If so, does it keep operator's hands, fingers, body out of danger area?				
Is there evidence that guard has been removed or tampered with?				
Are more effective, practical guards possible?				
Is it possible to change machine in a practicable way that would eliminate point-of-operation dangers completely?				
POWER TRANSMISSION APPARATUS REQUIREMENTS				
REQUIREMENT	YES	NO	NA	COMMENTS
Are there any unguarded gears, sprockets, pulleys or flywheels on apparatus?				
Are there any exposed belts or chain drives?				
Are there any exposed set screws, key ways, collars, etc.?				
Are start and stop controls within easy reach of operator?				
If there's more than one operator, are separate controls provided?				

Safety Checklist for Machinery

If you work around or on moving machinery, take a minute to review these tips for safety:

- ☐ Operate machinery only if you are authorized and trained to do so. Study the manufacturer's operating manual.
- ☐ Know how to stop the machinery before you start it.
- ☐ Make sure all machine guards are fitted correctly and securely and are maintained in good working order.
- ☐ Never attempt to start a machine which has a lockout tag on it.
- ☐ Determine if the machine is working properly. Inform your supervisor if you discover any problems.
- ☐ Check to see if the area around the machine is tidy and free of obstruction.
- ☐ Wear the required Personal Protective Equipment (PPE) such as safety footwear and eyewear.
- ☐ Do not wear loose items including gloves, dangling chains, rings or unrestrained long hair. These could get caught in the moving parts and pull you in.

Stop and think before operating machinery. Use a checklist to ensure safe working conditions.

Manual Material Handling Checklist

Supervisors can use this checklist as a tool to identify problem jobs that could lead to ergonomic injuries.

This checklist from the National Institute for Occupational Safety and Health (NIOSH), is not designed to be a comprehensive risk assessment, but rather a tool to help supervisors quickly identify potential problem jobs.

Additional risk factors may exist that are not accounted for in this checklist. It is common practice to follow up checklist observations with more precise techniques to confirm problem risk factors.

“No” responses indicate potential problem areas that should be investigated further.

GENERAL	YES	NO	N/A	COMMENTS
Has all material handling equipment been inspected and the inspection documented?				
Is there sufficient room for pedestrians to walk around the equipment? Typically, 24-36 in/60-91 cm or more, depending on building codes and regulations.				
Are pedestrian walkways permanently marked and kept clear of materials and equipment?				

In areas of limited height, are clearance level signs posted?				
STORAGE	YES	NO	N/A	COMMENTS
Is the housekeeping in the area generally neat?				
Are floors, aisles and work areas free of slip/trip hazards or other obstructions?				
Are piles limited in height to maintain their stability and secured against sliding?				
Have all hazardous or toxic materials been handled, stored and transported in safe manner?				
Are all flammable materials stored in approved flammables warehouse or flammable cabinets?				
Have all compressed gas cylinders been transported and stored in upright position; properly secured; racked or chained?				
Are all tools, equipment and materials properly stored when not in use?				
Are waste containers provided and are they being used?				
GUARDING	YES	NO	N/A	COMMENTS
Are materials stored above ground level secured on the pallet by wrapping or strapping?				

Are all flammable materials stored in approved flammables warehouse or flammable cabinets?				
Are there de-railers or bumper blocks on railroad spur tracks to prevent moving stock from hitting fixed cars or other structures?				

My Safety and Health Checklist

This checklist from the Ontario Workplace Safety and Insurance Board, with modifications from Safe Work Manitoba, should be completed by all your new and young workers to ensure they have received safety training and know their legal rights with regard to safety protections.

- ☐ I received information on the hazards specific to my job and how to protect myself from injury and illness.
- ☐ I know my legal workplace safety and health rights including the Right to Refuse Dangerous Work.
- ☐ I know my legal roles and responsibilities as a worker.
- ☐ I have been made aware of and understand the workplace safety and health policies and rules at my workplace.
- ☐ My workplace has a joint safety and health committee or a safety and health representative. I know who the committee members are or who the representative is.
- ☐ I received a safety and health orientation when I was first hired.
- ☐ I received training on how to do my job safely and understand

the specific safe work procedures for the tools, equipment, and materials I use in my job.

☐ I received training on the personal protective equipment I need to wear and how to use it properly.

☐ I received training on emergency procedures including where the exits and first aid stations are located.

☐ I work with a WHMIS controlled substance and received WHMIS training.

☐ I know where to find the SDSs (Safety Data Sheets) and review them before handling a WHMIS controlled substance.

☐ I will look out for hazards and know how to report an unsafe condition or act.

New Worker Checklist

Are you new here? Use this checklist to make sure you know what you need to know to work here safely:

- ☐ How should you report an emergency?
- ☐ What are your escape routes and duties during an evacuation?
- ☐ Where are the fire extinguishers?
- ☐ Where are the safety showers and eyewash stations?
- ☐ Who is the contact for first aid and where are the supplies?
- ☐ To whom should you report an injury or near-miss incident?
- ☐ What personal protective equipment is needed for your work?
- ☐ What dangerous chemicals are present in the work area?

What other hazards are present, such as heat, laser equipment, moving machinery or radiation?

You should be able to answer all of these questions. If not, talk to your supervisor to get more information.

Office Environment Checklist

The office environment has relatively few hazardous chemicals and no heavy or moving machinery. However, like their production counterparts, office employees should know what to do in case of an emergency, be provided with a safe and efficient work station, and have periodic safety training.

To recognize potential problems and implement solutions, consider the following suggestions:

Practice Good Housekeeping

A key aspect of office safety is proper handling and storage of materials and supplies. This includes trash removal and recycling, destruction of discarded, sensitive company information, and maintenance of the premises, including removal of ice and snow. Supplies and stationery should be kept where they are easily accessible, with proper step-stools and ladders provided for hard-to-reach areas.

Control Hazardous Materials

Each employee should be made aware of all hazardous materials they might contact in their work area. Safety Data Sheets (SDS) should be provided for each hazardous substance used, along with instructions for safe handling, use and disposal.

Prevent Back Injury

Train employees how to lift safely. Remind them, safe lifting includes knowing their limitations, getting help if an item is too heavy, lifting with the legs instead of the back, keeping items

close, and not twisting when lifting and lowering.

Prevent Slips, Trips and Falls

Arrange or cover wiring (electrical, telephone, computers etc.) to eliminate the possibility of trips and falls. This includes wiring under desks. Traffic areas should be clear of boxes, cartons and other materials. Make sure floors are kept from becoming slippery and spills are cleaned up quickly. Throw rugs should have a non-slip backing.

Keep File Cabinets Orderly

Drawers from file cabinets should not open into high-traffic areas. Distribute cabinet contents evenly to prevent tipping. Drawers should be closed immediately to prevent strike injuries and tip-overs.

Be Prepared for Fire

Ensure fire alarms and smoke detectors are available and in good working order. Extinguishers must be easy to locate, and employees should know how to use them.

Keep from Getting Zapped

Proper use of electrical outlets and cords will greatly reduce the possibility of fire or shock. Make sure you have approved surge protectors and a sufficient number of electrical outlets in your work area. Plug power strips directly into wall outlets and not into other power strips or extension cords. Always unplug the equipment before attempting adjustments or repairs.

Maintain Environmental Quality

Air that is too hot or cold, or fouled by cigarette smoke and other pollutants, can place physical and psychological stress, thus reducing an employee's efficiency. Quality problems can arise in newer, energy-efficient buildings as well as older ones.

Be Ergonomically Correct

Work stations should be designed to minimize or remove stress placed on the body, particularly through use of personal computers. Measures can be taken to reduce eye strain and the amount of reaching, bending, and routine hand-wrist movements that

lead to fatigue and musculoskeletal discomfort.

Be Ready with First Aid

Every workplace should have at least the basic first aid supplies and equipment required for an operation of its size and the types of hazards to which its employees might be exposed. Adequate training should be provided for designated first aid personnel, and all employees should know how, where, and from whom they will get attention.

Have an Emergency Action Plan

Your company should have a plan in place to control events and minimize the effects of an emergency. Such a plan can include: evacuation routes, meeting areas and employee accounting procedure; notification of emergency services; personal injury and property damage response; and protection of company information, both hard copy and electronic media.

There’s a right way and a wrong way to do just about everything. Make sure you’re doing everything to ensure yours is the right way.

Older Worker Safety Checklist

Use this checklist from OHS Insider to see if your workplace is taking adequate steps to protect the health and safety of your older workers.

	YES	NO	COMMENTS
Do you have a policy/plan on how you’re going to retain and support older workers?			
Are line managers trained in how to support and develop older workers?			

Are risk assessments done that take into account individual needs and abilities?			
Is the JHSC/safety committee/health and safety representative consulted on these risk assessments?			
Do risk assessments involve older workers?			
Have these assessments identified possible risks more likely to affect older workers?			
If so, have these risks been properly managed?			
Is training offered to all workers, regardless of age?			
Is training flexible enough to ensure it's appropriate for all age groups?			
Are older workers allowed time off for – and encouraged to get – regular health and eye checks?			
Do workers have access to services such as employee assistance and wellness programs, that are appropriate to all ages and genders?			

Additional _____

Completed by: _____

Date: _____

Protection That Matters – A PPE Checklist

In many occupations personal protective equipment (PPE) is needed as a barrier against injuries. You need the right safety gear for the tasks you perform, and you need PPE that's in good shape, so it performs as it should and protects you against hazards. Share this checklist with workers and train them on what PPE to wear and how to take care of it.

Eye Protection

- ☐ Maintain your eye protection by frequently inspecting it for dirt and scratches.
- ☐ Check protective eyewear is clean before use and clean it during the day.
- ☐ If scratched, make sure that you replace your eyewear with a clean, unscratched pair.

Face Protection

- ☐ Face protection should be inspected for dirt and scratches on a regular basis.
- ☐ If face protection becomes dirty or scratched, it should be cleaned or replaced.

Head Protection

- ☐ Hard hats must be properly adjusted to ensure the suspension system will distribute the impact evenly over the entire head.
- ☐ The hard hat should fit securely on the head to prevent it from slipping or falling off.

- ☐ Wear your hard hat directly on top of your head, with the brim facing forward.
- ☐ Hard hats must be inspected regularly and replaced if the shell or suspension is damaged or they have sustained a hit/impact.
- ☐ Hard hats will last longer if they are not stored in sunlight or heat.

Hearing Protection

- ☐ Wear your hearing protection in posted areas.
- ☐ Wash your hands thoroughly before inserting hearing protection and make sure the earplugs are clean.

Hand Protection

- ☐ Inspect gloves prior to use and replace them if they are torn, cracked, worn thin or have holes.
- ☐ Check the safety data sheet (SDS) or speak with your supervisor before handling hazardous materials.
- ☐ Wear the right type of glove for the task.

Foot Protection

- ☐ Inspect the soles of safety shoes often to ensure they are providing good traction and check the rest of the boot or shoe meets safety standards.
 - ☐ Replace them when the steel toe insert becomes exposed, the treads are worn or any part of the boot is cracked or worn thin.
-

Construction Worker Falls to His Death

A worker was instructed to mechanically trowel a concrete floor slab on the 30th floor of a building under construction. Instead, he went for a nap on the 29th floor. After his nap, he tried

Protect Your Hearing and Avoid Hearing Loss

What's at Stake?

As the saying goes, "better the devil you know than the devil you don't." Our sly, unknown devil here is noise because it causes a host of health problems, with painless symptoms that progress unnoticed until it is too late. Even more disturbing is that the ears become accustomed to noise and the brain accepts it as normal, after a short while. Do not be fooled though, noise-induced hearing loss cannot be reversed!

What's the Danger?

Damage from long-term exposure to excessive noise includes deafness, tinnitus (ringing in the ears), anxiety, depression, stress, and headaches. Loss of hearing from high noise makes it hard to hear warnings and directions and this can lead to accidents. Though most employers make great effort to protect workers from noise hazards, sometimes, the problem is not what is done but how it is done.

Some workplaces might not understand what level of noise is

harmful and this creates room for error while implementing controls. But safety regulations require employers to protect workers from excessive noise; this means, having a program that regulates noise exposure through noise level assessments, hearing protection, employee training and hearing tests. Without this program and its annual reviews, control measures are useless and may even become hazardous.

How to Protect Yourself

The best way to prevent hearing damage is by avoiding exposure to excessive noise. Noisy jobs should be identified, and control measures put in place.

Control measures might include:

- Installing sound-dampening or sound-proofing materials.
- Enclosing a noisy process or equipment.
- Regular maintenance.
- Job rotation – to lessen exposure time.
- Putting up signage to warn workers hearing protection is required.

Workers can prevent hearing loss by:

- Staying informed and watching for warning signs, such as ringing or humming in your ears and temporary loss of hearing when you leave work.
- Wearing and maintaining all hearing protection provided by your employer.
- Using the right hearing protection for the job, task, or area.
- Participating in your employer's audiometric program and understanding the results of your hearing tests.
- Asking questions about noise levels, hearing protection, and other noise and hearing related issues, as soon as you have a concern.

Final Word

Hearing loss is permanent. Once your hearing is gone the damage can't be reversed. Prevention is your only option; protect your hearing while you still have it.

Utility Workers – Pre-Job Briefings

What's at Stake?

Failure to identify job hazards is a major concern for utility workers. If an employee doesn't know the dangers involved in their job, they won't be able to protect against them.

Employee failure to identify and grasp jobsite hazards has led to numerous electrical utility accidents. Before ever stepping foot on a work site, employees need to know what hazards exist and what steps to take to reduce the risk of accident and injury.

Job briefings help you plan your work and ensure employee safety, protect equipment, and protect the public from whatever could go wrong. They are delivered by a senior person on the site such as a supervisor, project manager or site foreman.

What's the Danger?

Even the most experienced utility workers need regular reminders of what hazards are around them. The best way to keep them aware of hazards is to start EVERY day with a pre-job briefing. Many regulatory agencies require at least one briefing before each work day or shift. Additional briefings are needed if any “significant changes” that might affect employees’ safety occur.

An employee who is working alone is not normally required to conduct a job briefing. Even so, an employer must make sure tasks are planned out, just “as if” a briefing had been required. A supervisor should brief the employee on hazards, work procedures, and safety measures.

How to Protect Yourself

Start by knowing what to expect from a pre-job briefing:

1. Discussion of hazards associated with the job

- Be reminded where hazard management plans are kept on the site.
- Supervisor completes a briefing checklist.
- Be told the Minimum Approach Distances (MAD) for unprotected parts of the body.
- Discuss “Extended Reach”.
- The presence of any hazardous substances highlighted, especially in power generation facilities.

- Other dangers, such as:
 - high air pressure;
 - high water pressure;
 - pressurized chemical injection systems;
 - steam pressure;
 - heat.

2. Review of hazard management plans

- What is to be done and in what sequence.
- How it is to be done and by whom.
- Possible hazards and how they are to be addressed.
- The status of energy sources.
- Personal protective equipment requirements.
- All changes in procedure and scope of the work.

3. How to deal with significant changes

- Different kinds of tasks on the same shift.
- New personnel or spectators.
- Changing weather.
- Significant delays (e.g., interrupting work for a trouble call, then resuming).
- Changing scope of work.
- Unexpected complications, hazards, malfunctions, or distractions.

4. To be brief or not to be

- Short briefings are needed for:
 - daily updates;
 - routine work;
 - employees' training and experience are adequate to recognize and avoid hazards.
- Extensive briefings are needed for:
 - complicated or hazardous work;
 - employees who might not have the experience to recognize and avoid hazards.

5. Remember these meetings are for you and your safety

- Get involved in the briefing, don't just listen.
- Make suggestions about how to stay safe.
- Raise health and safety concerns.

Final Word

Pre-job briefings are an essential way to keep utility workers safe. It is vital that you pay close attention, no matter how experienced you are or how often you have attended such meetings.

What is an Assured Grounding Program?

An 18-year-old worker at a construction site was electrocuted when he touched a light fixture while descending from a scaffold for his afternoon break. The source of the electricity was apparently a short in a receptacle, but examination revealed that the

electrical equipment used by the contractor was in such poor condition that it was impossible to make a certain determination of the source of the short.

Why Accidents Happen and How to Avoid Them

What's at Stake?

Accidents may seem like a word used only in safety briefings until one occurs. When it does happen, it comes along with reeling effects: injuries, death, court prosecutions, loss of property, damage to company reputation and the environment. The resultant slowdown in business and work activities further drives down income. However, the immediate and remote causes of workplace accidents can almost always be traced to unsafe acts and unsafe conditions.

What's the Danger?

Unsafe acts are human-related actions that threaten the health and safety of workers. Examples of unsafe acts:

- Taking shortcuts which involve by-passing safety instructions and procedures that are meant to protect workers from harm. These include carrying out a job without performing a job safety analysis (JSA), engaging in high-risk work without a work permit. Aside from granting work permission, permits also contain important information, such as emergency response, appropriate PPE, hazards and precautions, the name of responsible personnel.
- Inadequate training. Imagine driving a car on a freeway, after a few informal lessons, without learning the traffic

laws and undergoing a driving test. Wouldn't your inability to understand traffic laws and your lack of driver training increase the chances of an accident occurring? Lack of training makes it much more likely you will be in an accident at work too!

- Using damaged or faulty work tools and equipment is an unsafe act and a big safety hazard.
- Engaging in horseplay during work activities reduces your concentration and makes it harder to observe safety rules. It also makes it difficult to get a full description of an accident and might affect your right to a compensation or health insurance.
- Abusing drugs or working under the influence of drugs and alcohol limits mental focus, slows your reaction time, affects balance and coordination. These factors make you a hazard to yourself and your co-workers.

Unsafe conditions are hazardous, managerial, physical and environmental conditions that exist in the workplace; they play a crucial role in triggering accidents.

- Environmental hazards: example, extreme weather conditions, fires, oil spill, gas leakage.
- Equipment failure.
- Inadequate communication: example, no safety meetings, toolbox talks, safety signage, safety policies, or safe work procedures.
- Poor safety culture: no reporting systems, recordkeeping.
- Poor housekeeping.

How to Protect Yourself

- Obey all safety rules (including the use of PPE); they are for your protection.
- Only carry out tasks you are trained for; especially tasks requiring special skills.
- Never mix work with play, it is harmful in more ways than one.
- Always inspect your work tools/equipment in order to detect

damages and report them.

- Do not abuse drugs and never work under the influence of drugs or alcohol.
- Take a permitted break from work whenever you are mentally stressed out.
- Maintain good housekeeping before, during and after work.
- Ensure proper understanding by asking questions and repeating during communication.
- Always inspect the work environment for strange changes before any activity.

Final Word

Accidents are caused by our actions and inactions; the most important step towards avoiding them is identifying and addressing their causes. Report unsafe acts and conditions as soon as you see them and don't engage in unsafe acts.

Flood Preparedness and Response Checklist

Statistically, businesses are more likely to be flooded than to burn down. Although floods cannot be predicted, you can prepare for them by using the checklist below. (Source: OHS Insider, with information compiled from the US Small Business Administration and Federal Emergency Management Agency (FEMA.)

Planning for a Flood

- ☐ Find out if your facility is in a flood plain
- ☐ Learn the history of flooding in your area
- ☐ Find out about the elevation of your facility in relation to streams, rivers and dams
- ☐ Review your community's emergency plan and evacuation routes and where to find higher ground
- ☐ Establish warning procedures for your facility
- ☐ Establish emergency communication procedures, e.g., alert notification system, phone tree, etc.
- ☐ Establish and practice evacuation procedures for your facility
- ☐ Inspect the parts of your facility that are subject to flooding
- ☐ Identify records and equipment that can be moved to a higher location

- ☐ Make plans to move records and equipment if a flood occurs
- ☐ Purchase a radio that picks up Environment Canada's Weather radio broadcasts (NOAA Weather Radio in the US) and use it to listen for flood watches and warnings
- ☐ Talk to your insurance agent about your policy and coverage

Before the Flood

- ☐ Review your Emergency Plan with your response team and key employees
- ☐ Take all necessary steps to prevent the release of dangerous chemicals stored on your property
- ☐ Locate main gas and electrical shut-offs
- ☐ Anchor all fuel tanks
- ☐ Postpone scheduled deliveries of goods
- ☐ Identify meeting place and time for all key employees on your Crisis Management Team
- ☐ Create voicemail for evacuation or out of office
- ☐ Update disaster recovery kits
- ☐ Activate crisis back-up procedures
- ☐ Maintain accurate inventory of product on site
- ☐ Use plugs to prevent floodwater from backing up into sewer drains, or install flood vents or flood proof barriers

- ☐ Stay tuned to local media community messaging

During the Flood

- ☐ Remember that life and safety take precedence over everything else
- ☐ Implement next phase of your business continuity plan
- ☐ Send non-critical staff home
- ☐ Raise elevators to the second level and turn off power
- ☐ Stay tuned to local media and evacuate as instructed or when circumstances require
- ☐ Take cell phones, charger, critical hardware and emergency kits with you
- ☐ Unplug electrical items before leaving
- ☐ Consider redirecting business phones to your cell phones or an answering service
- ☐ Have a central point of contact for all employees so you can find out where they're located during and after the flood

After the Flood

- ☐ Listen to news reports to verify the community water supply is safe to drink
- ☐ Avoid floodwaters, which may be contaminated or electrically charged

- ☐ Be aware of areas where floodwaters have receded, roads may have weakened and could collapse under the weight of your car
 - ☐ Clean and disinfect everything that got wet
 - ☐ Implement Disaster Recovery Plan
 - ☐ Assess damage
 - ☐ Notify key people of next steps on basis of damage assessment
 - ☐ Contact employees via determined communication method and discuss next steps
 - ☐ Contact your insurance agent
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Halloween Safety Checklist

Sure, it's fun. But Halloween is also a safety nightmare. So, here's a monster checklist—pardon the pun—to review with the family. Review this monster checklist with the family before sending the kids out on Halloween. And find out how to keep your yard safe for the small trick-or-treaters coming to your door.

Costume Safety

- Choose bright costumes or add strips of reflective tape for visibility
- Avoid costumes that are long and flowing to prevent trips and entanglements
- Avoid masks, scarves and hats that restrict vision; instead use non-toxic makeup or face paint

- Look for “flame resistant” or “flame retardant” labels on costumes and accessories
- Avoid high-heeled shoes and instead choose sturdy, well-fitting footwear

Trick-or-Treating Safety

- Young trick-or-treaters should be accompanied by an adult
- Older kids who are going it alone should plan their route with you
- The route should be restricted to a neighborhood you know well
- Older kids going it alone should be clear about the time you expect them home

Rules for Trick-or-Treaters(all ages)

- Stay in groups of three or more
- Cross at crosswalks
- Use the sidewalk
- Carry a flashlight and batteries and a cell phone, if you have one
- Try to keep one hand free at all times (for holding handrails or catching yourself if you trip)
- Trick-or-treat only at homes that are well-lit
- Don't enter homes or apartments; the front door is as far as you need to go
- Don't use short-cuts through alleys, yards or parks
- Walk, don't run. Unseen objects on lawns or uneven terrain are tripping hazards
- Don't eat any treats until you've inspected them

Safety At Home

Inside

- Don't let small children carve the pumpkin. Let them draw a face instead
- Use battery-powered jack o'lantern candles instead of real candles

- Keep flammable decorations, such as dried flowers and cornstalks, well away from heat sources and open flames, including candles, light bulbs and portable heaters
- Be sure that decorations don't block exits from your home
- Examine all the candy your kids bring home, throwing out anything that's been opened, not in its original wrapping and homemade (if you don't know the source)
- Watch also for any treats that might pose a choking hazard to children three years old and younger

Outside

- Turn on your porch light
- Remove obstacles from your yard that could trip trick-or-treaters
- Sweep leaves off your sidewalk and steps
- Place lighted pumpkins on a sturdy surface, far from the reach (and costumes) of small trick-or-treaters

Conclusion

A final suggestion: ask the experts. Talk to your children about how to make Halloween safer and healthier. After all, they're the ones going out there. You might be surprised at what they notice. And the more you talk about safety with your family, the more they'll start to think about it themselves, too. Happy Halloween, everyone.

Hazardous Weather Safety Checklist

No matter what time of year it is, the weather can have a big effect on your safety both on and off-the-job. Even if you don't actually work outside, just getting to and from work in bad weather can be hazardous.

Driving when the weather is bad can be very dangerous. During a rain or snowstorm for example, visibility is reduced for all drivers including you, pedestrians are harder to spot, and your tires are more likely to skid on the slippery road surface. Using caution when driving in bad weather is your best defense. The following safety measures may help:

- Slow down, below the speed limit, and keep a safety buffer between your car and the others on the road.
- Make yourself familiar with the dashboard controls. Then if you need to dim your lights, adjust the speed of the wipers, or de-mist the windows if you can do it without looking away from the road.
- Avoid hard braking. Steer by using a light touch.
- Also avoid driving through deep puddles or flooded areas. If you must, drive very slowly and carefully. Water can do several things to your car. Puddles can cause your tires to “hydroplane” or lose contact with the road surface. Deeper water can wet the brakes and prevent them from functioning when needed. And if splashed up into the engine compartment, the water can stall your car – stranding you in the flooded area.

Walking in bad weather can be difficult as well. As we mentioned earlier, rain makes you harder to see, so take extra care around vehicles.

- Make sure drivers see you. Wear light colored or reflective clothing when walking in bad weather, or after dark.
- Wear proper footwear to help you keep your footing. Snow, ice and even rain can send you sprawling unexpectedly on a sidewalk, at a crosswalk or at a bus stop.

If you must work outside during bad weather, be aware of other hazards as well:

- High winds can knock you off ladders or scaffolding, while rain, ice or snow may cause you to slip and fall. Avoid working in these hazardous conditions.
- Beware of lightning that may result in electrical shock or

electrocution.

- In heavy rain storms, stay away from possible sources of flooding, such as rivers, underpasses and large storm sewers.
- In some areas, a hail or thunderstorm can be the first sign of an approaching tornado. Listen to a radio for weather warnings. Do exactly what you are instructed to do on the radio. But, make sure you find cover inside a solid building or storm shelter. Vehicles or mobile homes are not safe because they can be lifted and destroyed by the winds.
- Excessive heat can be a hazard to your safety as well as your health. In hot weather, slow down, dress for the conditions and drink plenty of non-alcoholic fluids. The added heat can make you feel irritable and distracted so take your time and pay close attention to your work.
- Severe weather conditions can also be a safety risk when you are enjoying your favorite sport such as golf, baseball or even sailing.
- When you see lightning, or think a thunderstorm is on the way, get off the baseball diamond, leave the golf course and get to shore if you are swimming or boating.
- Get rid of metal baseball bats and golf clubs. Move away from tall metal masts on your sailboat. They are all good conductors of electricity.
- If you can't get inside a building quickly enough, find a low spot and crouch down. Never take shelter under a tall tree.

Whether you are working outside, commuting to work or relaxing on your days off, keep an eye on the weather. It can be a welcome friend but also a dangerous adversary.

Heat Stress Hazard Assessment and Control Measures Checklist

Heat Stress Hazard Assessment and Control Measures Checklist

Use this heat stress hazard assessment checklist to evaluate the risk of heat stress and outline measures to take to control each risk.

ABC COMPANY HEAT STRESS HAZARD ASSESSMENT & CONTROL MEASURES CHECKLIST

Risk Factor	Yes	No	Control Measures Taken to Control Risk
TEMPERATURE			
Is workplace outdoors?			
Is workplace directly affected by temperature of outdoor environment?			
Does workplace temperature generally exceed 85° F?			
Does air in the workplace feel hot?			
HUMIDITY			
Is workplace directly affected by humidity of outdoor environment?			
Does relative humidity of workplace generally exceed 85%?			
Is steam produced by equipment or other sources?			
Is workers' skin wet?			
HEAT RADIATION			

Do workers work in direct sunlight?			
Are there any heat sources/heat generating facilities, e.g., fire welding, hot surfaces, in close proximity to workers?			
AIR MOVEMENT			
Is air in the workplace stagnant when the environment gets hot?			
Is there any warm or hot air blowing on workers?			
WORKLOAD			
Is the workload heavy, e.g., carrying of heavy objects long distances?			
Do workers perform intensive physical work at a fast pace?			
CLOTHING			
Do workers wear thick or vapor impermeable clothing?			
Do workers wear heavy equipment?			
ACCLIMATIZATION			
Do workers lack acclimatization to the hot work environment?			

Seven Statistics on Spiders and

Snakes

Outdoor workers are at risk for encountering venomous spiders and snakes while performing their jobs. Here are seven statistics relating to potential interactions with these critters.

1. There are two species of black widow spiders found in Canada—the Western Black Widow found in BC, Alberta, Saskatchewan and Manitoba, and the Northern Black Widow found in Ontario. Only female black widow spiders bite humans—and they do so only when they feel threatened. Bites can cause severe pain, but are generally not considered life-threatening. (Nature Conservancy Canada)
2. In the United States there are three types of venomous spiders: the black widow, the brown recluse and the hobo spider.
3. To avoid spider bites, outdoor workers should do these seven things: inspect and shake out clothing, shoes, towels and equipment before use; wear long-sleeved shirts, long pants, hats, glasses and boots when handling stacked or undisturbed piles of material; minimize empty spaces between stacked materials; remove and reduce debris and rubbish from outdoor work areas; trim or eliminate tall grass in outdoor work areas; store apparel and outdoor equipment in tightly closed plastic bags; and update their tetanus booster shots every 10 years, as spider bites can become infected with tetanus spores. (US Centers for Disease Control and Prevention)
4. There are four types of venomous snakes found in the United States: rattlesnakes, copperheads, cottonmouths/water moccasins and coral snakes. Rattlesnakes are the only venomous snakes found in southern Canada.
5. Six tips workers should observe to avoid snake bites include: never handling any snake you see; staying out of tall grass and piles of leaves whenever possible; avoiding climbing on rocks or piles of wood; being aware that snakes tend to be active at night and in warm weather; wearing boots and long pants when working outdoors; and wearing heavy leather gloves when handling brush and debris. (US

Centers for Disease Control and Prevention)

6. If a worker is bitten by a snake, he or she should take these five steps: inform a supervisor without delay; seek medical attention as soon as possible; keep still and calm; try to remember the shape, color and markings on the snake that bit you to help ensure appropriate treatment in hospital; and if you can't get to a hospital immediately, get help from a co-worker trained in first aid. First aid measures include having the bite victim sit or lie down with the bite site kept below heart level; wash the bite with soap and water; and cover the bite area with a clean, dry dressing. (US Centers for Disease Control and Prevention)
7. When outdoor workers need to remove debris, two tools that can help keep them safe are a rake or a hoe. These tools can be used to lift objects under which snakes or venomous spiders could be lurking. When picking up a flat piece of debris, pick it up from its far side, so that if there is a snake underneath, the object will serve as a safety barrier. (National Safety Council)

Outdoor workers, especially during warmer months, probably can't imagine toiling in an office or cubicle for hours at a time, shift after shift. Sunshine, fresh air and freedom to move around are among the perks of outdoor work, but there are some additional hazards associated with sharing one's workplace with nature—including unexpected encounters with venomous spiders and snakes. Here are seven statistics relating to potential contact between workers and spiders and snakes:

Seven Statistics on Sudden Cardiac Arrest

Sudden cardiac arrest (SCA) is a condition whereby the heart suddenly stops beating and the victim will certainly die unless

specific medical measures are undertaken immediately. Here are seven statistics on SCA.

1. In the US each year, approximately 326,200 people experience sudden cardiac arrest and 90 percent of those people die. (Sudden Cardiac Arrest Foundation)
2. One major difference between a heart attack and sudden cardiac arrest is that a heart attack is caused by a reduction or blockage in the heart's blood supply— during which the person is conscious—whereas with sudden cardiac arrest, the victim always loses consciousness.
3. SCA victims can survive if they quickly receive these two things: cardiopulmonary resuscitation (CPR) and treatment with an automated external defibrillator (AED), which provides an electrical shock to the heart to restore a heartbeat. It is estimated that up to 38 percent of SCA victims will survive if they receive immediate CPR and AED treatment. (Sudden Cardiac Arrest Foundation)
4. An automated external defibrillator costs between \$1,500 and \$2,000, according to the American Heart Foundation. The cost of an AED in Canada starts at about \$1,300.
5. For every minute without CPR and defibrillation, a person's chances of surviving a sudden cardiac arrest drop by seven to 10 percent. (cardiacscience.com)
6. In Canada about 40,000 people die each year from sudden cardiac arrest. (Heart and Stroke Foundation)
7. Only 32 percent of SCA victims receive CPR from bystanders and only two percent receive AED treatment by bystanders. (Sudden Cardiac Arrest Foundation)

Sudden cardiac arrest (SCA) is a condition where the heart stops beating and the victim will certainly die unless specific medical measures are undertaken immediately. SCA is usually caused by an abnormality in the heart's electrical system. Here are seven statistics relating to sudden cardiac arrest:

Seven Statistics on Wind Hazards

From the annoyance of sending dirt into your eyes to the far more serious possibilities of suffering hypothermia or being blown over a roof edge, wind can have serious implications on workplace safety. Here are seven statistics relating to wind hazards:

1. Wind can make workers feel cold because of these two effects: It removes the thin layer of warmth next to your skin—known as the boundary layer—and it evaporates moisture from skin or damp clothing.
2. In Canada, wind chill is included in weather forecasts when the temperature dips to -25 degrees Celsius (-13 degrees Fahrenheit), because of the risk of frostbite.
3. Three hazards of wind gusts at construction sites are: unsecured objects flying around and possibly injuring workers and others; the risk of walls and scaffolding collapsing; and fall hazards, such as workers being blown off rooftops.
4. Six things workers should do to help ensure their safety when working in windy conditions are: wear eye protection to prevent dust and debris from entering their eyes; bring along extra layers of clothing that can be added when the wind makes temperatures feel colder; restrain materials so they will not blow away; stand well away from stacks of material and structures that could blow over; always wear fall protection gear when working at heights; and be careful when carrying objects such as plywood sheets that could turn into “sails” and take workers with them when caught by heavy wind gusts.
5. Aerial work platforms should never be used in winds exceeding 28 miles per hour (45 kilometers per hour). Ladders can also blow over in strong winds.
6. One proactive thing supervisors should do on outdoor construction sites is to check weather forecasts for wind hazards before allowing workers to perform certain tasks.

7. Three deaths relating to wind gusts are as follows: A young construction worker fell to his death after a wind gust sent him over a 14th floor roof in Toronto; another worker in Pulaski, NY, who was installing metal sheeting on a car dealership roof flew off a roof, along with a large piece of metal, and died; and a three-year-old girl in Calgary, AB, died after being struck by a large sheet of corrugated metal that blew off a building under construction.
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Seven Statistics on Winter Tiredness

If you find it harder to get out of bed in February than June, you probably aren't imagining things. Here are seven statistics related to winter tiredness.

Here are seven statistics related to fatigue during the winter months:

1. Daily exposure to 30 to 90 minutes of blue or short wavelength light during dark winter mornings is as effective as taking antidepressant drugs in treating seasonal affective disorder, a form of depression that affects some people during the winter. (Daniel Kripke, Journal of Affective Disorders)
2. Exposure to sunlight increases your body's production of serotonin, thereby brightening your mood. One way of getting more sun exposure is to park your vehicle as far as possible from work, stores, or other places, so that you are forced to walk in sunlight for a few minutes.
3. Here is one cause of insomnia that you may not have considered: Waking up at night and turning on a bright light, even for a short time, can make it difficult to return to sleep quickly. (Adam Fletcher, organizational

psychologist and expert on fatigue and sleep loss)

4. Exercising after work has two benefits: It can reduce early evening tiredness during the winter months and it can also improve sleep quality. (National Health Service, UK)
5. Increasing consumption of these two things in your diet during the winter months will leave you feeling more alert and energetic: fruits and vegetables. (National Health Service, UK)
6. In the winter, when daylight hours are short, your body produces more melatonin, a hormone that makes people sleepy.
7. If you are feeling fatigued at the end of your work shift and need to drive home in cold weather, here is one thing you should know: Blasting the heat in your vehicle could lull you into an unintended sleep while you are behind the wheel.

If you find it harder to get out of bed at 6 a.m. in February than in June, you probably aren't imagining things. Dr. Michael Terman, a sleep disorder specialist at Columbia University Medical Center, says about 50 percent of North Americans feel foggy and dragged out for the first few hours after awakening in winter darkness. He says workers are more prone to making errors and suffering injuries while they are in this state of grogginess.

Seven Statistics on Workplace Hand Injuries

Considering how often we use our hands and the number of tasks we perform, it is amazing that we can go days, weeks or months without injuring our hands or fingers. However, a serious and potentially debilitating injury can occur in a heartbeat. Here are seven statistics relating to hand injuries and their prevention.

1. About **10 percent** of hand injuries result from the improper

use of hand tools, while 40 percent are caused during the handling of materials. (Workplace Safety North, Ontario)

2. **Four** major causes of hand injuries are: failure to follow procedures; using the wrong tool for a task; inattention; and failure to use personal protective equipment.
3. Workers can avoid hand injuries by following these **six** safety tips: consider all potential hazards involved in a job before starting it; never take shortcuts; concentrate on the task being performed; always wear appropriate hand PPE; follow safety rules and safe working procedures; and practice good housekeeping.
4. There are several types of workplace hazards that can cause serious hand and finger injuries, including these **four**: mechanical hazards, such as pinch points or cutting surfaces; personal hazards, such as jewelry, loose-fitting clothing or improper PPE; contact hazards such as chemicals, electricity or hot/cold surfaces; and housekeeping hazards, including improper storage of equipment and slippery conditions.
5. Every year in Canada, an estimated **500,000** work-related hand injuries occur. (Government of Canada Labour Program)
6. An Occupational Safety and Health Administration (OSHA) study found that **70 percent** of the workers suffering hand injuries in manufacturing operations were not wearing safety gloves at the time of injury.
7. **Five** types of hand injuries are: lacerations (cuts), accounting for 63 percent of the total; crush (13 percent); avulsion (tearing of skin or soft tissue), accounting for eight percent; puncture (six percent); and fracture (five percent), according to the National Safety Council.

Considering how often we use our hands and the number of tasks we perform, it is amazing that we can go days, weeks or even months without injuring a hand or finger. But, as anyone who has ever suffered a burn, severe cut, or broken finger knows, injuries can occur in a heartbeat, yet have lasting disabling effects. Here are seven statistics relating to hand injuries and their prevention.

Seven Statistics on Workplace Safety Culture

Safety culture is the term used to describe a workplace's attitudes, beliefs, perceptions and values surrounding health and safety. Here are seven statistics relating to this important topic.

1. Four factors present in a good workplace safety culture are senior management commitment toward safety; realistic and flexible customs and practices for handling both well-defined and ill-defined hazards; continuous organizational learning through practices such as feedback systems, monitoring and analysis; and care and concern for hazards shared across the workforce. (Pidgeon and O'Leary—Man-made disasters: Why technologies and organizations sometimes fail)
2. One vital element of a solid workplace safety culture is the identification of areas in which safety improvements are necessary before a serious incident occurs.
3. There are two widely divergent answers to the question: Do your workers feel comfortable coming to you if they have a safety issue? If the answer is no, for fear of being ignored or punished, your workplace has a poor safety culture. If the answer is yes, your safety culture is likely good.
4. Five benefits of a strong workplace safety culture are: few at-risk behaviors; low incident rates; low worker turnover; low absenteeism; and high productivity. (US Department of Labor)
5. The term "safety culture" first appeared in 1987, the year after the deadly Chernobyl nuclear power plant disaster. (Organization for Co-operation and Development, Paris, France)
6. Three challenges to every workplace are: determining the

level at which its safety culture currently functions; deciding where it wishes to take the safety culture; and navigating the path from here to there. (Center for Chemical Process Safety)

7. Here are three key symptoms of a poor safety culture: widespread and routine procedural violations; failure to comply with your company or organization's safety management system; and management decisions that appear consistently to put production or cost before safety. (UK Health and Safety Executive)
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Seven Statistics on Workstation Ergonomics

Sitting at a workstation for hours at a time isn't good for a worker's body, and slouching makes matters worse. Here are seven statistics relating to office workstations and musculoskeletal disorders.

1. Extended computer work without periodic breaks can lead to muscular fatigue and discomfort in these 4 parts of the body: the back, arms, shoulders and neck. (Ontario Ministry of Labour).
2. The number 1 source of muscular fatigue and discomfort is poor posture due to the layout of the workstation and the furniture provided. (Ontario Ministry of Labour)
3. When working at a computer keyboard, a worker's elbows should be bent at an angle of about 90 degrees when the fingers are in the typing position.
4. Two other problems associated with extensive computer operation are eye strain and headaches.
5. Avoid sitting at a workstation for long periods without moving. Get up and stretch and try to move your back, neck

and shoulders at least every 10 minutes. (Alberta Workers' Compensation Board)

6. In adjusting the height of your desk chair, remember these 2 things: Your thighs should be horizontal and your knees should be at right angles with your feet flat on the floor.
7. The healthy body can only tolerate staying in one position for about 20 minutes. After that time, most workers will experience discomfort. (spinehealth.com)

Sitting at a workstation for hours at a time isn't good for a worker's body—and slouching is even worse. Is it any wonder that workers feel stiff, sore and fatigued at the end of a shift? Here are seven statistics relating to office workstations and musculoskeletal injuries.

Seven Safety Tips for Working in Winter

When discussing winter hazards in the workplace, driving in treacherous conditions is often the first thing mentioned. But there are several other winter workplace hazards that supervisors need to watch out for and guard against.

1. **Cold stress:** workers are at risk for hypothermia and frostbite while working outside in cold weather. They need to be given periodic warm-up breaks and be encouraged to dress in layers that can be added as required. Workers should be wearing gloves, hats and warm footwear with good tread.
2. **Carbon monoxide hazards:** When workers are chilled to the bone after working outdoors, the only thing they may think of is getting warm. But if they are operating fuel-powered heaters indoors without ventilation, they could suffer fatal carbon monoxide poisoning. Proper ventilation is also vital

when any fuel-powered vehicles such as forklifts are being operated indoors. There are stories every winter about workers in buildings suffering carbon monoxide poisoning because bay doors have been shut to keep heat in.

3. **Slips and falls:** Nearly everyone has had the jarring feeling of landing hard on his or her back as a result of slipping on ice. So it's obvious that walking surfaces such as sidewalks need to be kept shoveled and sprinkled with salt or de-icing solutions. But workers are at even greater danger when working at heights on roofs, ladders or walkways. Remind your workers to always check ladders for ice on rungs before using them. And workers need to wear appropriate footwear. Anti-slip mats should be installed at building entrances to help prevent slips on wet floors from snow tracked inside.
4. **Potential roof collapses:** If snow on a roof accumulates to more than one foot (30 centimeters), there is the potential for a roof collapse – particularly so if the snow is wet and heavy. Therefore, excessive accumulations of snow must be removed. It is safest to not be on a roof while removing snow from it. Use of an aerial lift for this task is recommended. Warning signs of an unstable roof include the appearance of cracks on interior walls or ceilings, interior doors that jam, or building noises such as creaks or groans. If these warning signs become apparent, the building should be evacuated immediately and checked by an engineer before re-entry is permitted.
5. **Icicles and snow-laden branches:** Workers walking under roof eaves or near trees on company property are at risk for being struck by falling icicles or branches that snap under a snow load. Icicles should be removed from roof edges and workers should be warned to stay clear of snow-laden trees
6. **Wind hazards:** In addition to increasing a worker's risk for developing hypothermia, wind also poses a hazard to people who are working at heights, especially if surfaces are slippery. Workers carrying heavy objects such as sheets of plywood, or working near the edge of a roof without proper fall protection, are at risk for being blown over a roof's

edge.

7. **Fire hazards:** Ensure that workers keep heaters and torches well away from combustible materials, and that portable heaters are not left on when workers leave for the day.

When discussing workplace hazards that can crop up during the winter months, driving in treacherous conditions is often the first thing people mention. We covered that topic in the November 2015 editions of Safe Supervisor and Safety Smart, but there are several other winter hazards that supervisors need to address with their workers. Here are seven things to consider.