# Sharpen Your Safety Awareness Meeting Kit

## WHAT'S AT STAKE

Safety awareness is the habit of thinking about the chance that someone can get hurt or property damage before a task is started. Having policies and procedures is not enough.  You need to make sure that everyone is aware of them and that they think about safety in everything they do.

## WHAT'S THE DANGER

**COMMON WORKPLACE HAZARDS**

**1. Safety hazards**

- Anything that can cause spills or trips, such as cords running across the floor or ice
- Anything that can cause falls, such as working from heights, including ladders, scaffolds, roofs, or any elevated work area.
- Unguarded and moving machinery parts that a worker can accidentally touch.
- Electrical hazards like frayed cords, missing ground pins, and improper wiring
- Confined spaces.

**2. Biological hazards**

- Blood and other body fluids
- Fungi/mold
- Bacteria and viruses
- Plants
- Insect bites
- Animal/bird droppings

**3. Physical hazards.** Can be any factors in the environment that

harms without touching.

- Radiation: including ionizing and non-ionizing (EMF's, microwaves, radio waves, etc.) materials
- High exposure to sunlight/ultraviolet rays
- Gases under pressure
- Temperature extremes – hot and cold
- Constant loud noise

**4. Ergonomic hazards.** These hazards occur when this type of work put a strain on a body.

- Improperly adjusted workstations and chairs
- Frequent lifting
- Poor posture
- Awkward movements
- Having to use too much force.
- Excessive vibration

**5. Chemical hazards.** When workers are exposed to any chemical preparation or any form.

- Liquids like cleaning products, paints, acids, solvents – particularly if hazardous products are in an unlabeled container.
- Vapors and fumes that come from welding or exposure to solvents.
- Gases like acetylene, propane, carbon monoxide, helium, h2s gas.
- Hazardous products and flammable materials like gasoline, solvents, and explosive chemicals/pesticides.

**6. Work organization hazards.** Workplace issues such as workload, lack of control and/or respect, etc.

- Workload demands.
- Workplace violence
- High intensity and/or pace
- Respect (or lack thereof)
- Flexibility
- Control or say about things.

- Social support or relations
- Sexual harassment

**7. Environmental hazards.** Constantly changing with increasingly unpredictable – and extreme – weather and climate.

- Extreme heat and cold
- Extreme precipitation
- Dangerous levels of radiation
- Pollution (air and chemical)
- Biological hazards
- Violent members of the public

# HOW TO PROTECT YOURSELF

**TACTICS IN THE PROMOTION OF WORKPLACE SAFETY AWARENESS**

1. **Markings and Signage.** Clear markings and signage on equipment, walkways, storage areas, and more are among the most important tactics for promoting safety awareness.
2. **Create Posters that Display Safety Policies.** Posters can be a great way to remind employees of important safety protocols. Only put up posters relevant your operations and employees.
3. **Schedule Regular Safety Talks.** Safety should be a part of regular discussions in the workplace. Safety discussions are an important way to set clear expectations for safety.
4. **Provide Appropriate Personal Protective Equipment (PPE) Regularly.** Having to put on safety gear before performing a task heightens the level and awareness of safety in the workplace.
5. **Involve Employees in the Development and Implementation of Safety Protocol.** Employees are the people on the front lines of the job, and they may be able to point out problem areas much easier than someone looking from the outside in.
6. **Use Creative Measures to Introduce Safety.** Introducing safety protocols in a typical presentation style can get boring and repetitive for employers and employees. Create a safety scavenger hunt where employees are split up into

teams and have to read clues to piece together a safety policy. Rewarding the employees for following safe work practices is an engaging way in encouraging safety awareness.

**BEST WAYS TO IMPROVE SAFETY AWARENESS FOR EMPLOYEES**

1. Inspect the Workplace. Thoroughly inspect the workplace for any potential hazards.
2. Include Safety Awareness Training. One of the best ways to ensure that employees are more aware of the safety goals of an organization is to provide safety awareness training to them.
3. Encourage Effective Communication. Regularly consulting with employees and encouraging them to share their reviews will certainly help in improving safety awareness.
4. Demonstrate Leadership in the Workplace. If there is no leadership in the workplace, there are fewer chances of delivering safety messages.

# FINAL WORD

Workplaces without safety awareness training are exposed to several hazards that stunt productivity. Recognizing and adhering to a safety awareness program in the workplace guarantees increased output.