GUIDEONE® INSURANCE + SafeChurch®

Worker Safety Tips

Air Quality

- Ensure all work areas are well ventilated;
- Keep chemicals locked up in a ventilated area away from work areas;
- Test air if ongoing concerns are presented;
- Look for evidence of mold; and
- If mold persists after cleaning, have it analyzed.

Foot Protection

- Use steel-toed shoes when doing jobs involving power tools, heavy loads or mowing; and
- Wear safe, work-appropriate shoes at all times.

Hand Tools

- Check all hand tools to ensure they are safe and in working order;
- Use the correct tools for the job you are performing;
- When using knives, cut away from your body;
- Pull wrenches instead of pushing them;
- Use screwdrivers with non-conductive handles;
- Use files with handles; and
- Use torches carefully so they do not ignite wiring and other objects.

Hearing and Eye Protection

- Use approved ear protection when doing jobs that are loud or prolonged.
- Use approved eyewear when grinding, sanding, using power tools, mowing, conducting general maintenance and repair, applying chemicals and fertilizer, and completing auto repair.

Ladders

- Use only approved ladders and stepstools to reach high places (do not use chairs, buckets, shelves, etc.);

- Inspect to ensure ladders are not cracked, warped, or in poor condition;
- Do not use slide ladders that are over 30’ in height;
- The width between side rails should be no less than 11.5 inches for ladders up to 12 feet and then ¼ inch for every additional foot in length;
- Secure top rung if using against a tree, pole, or uneven surface;
- Always keep one hand on the ladder;
- Always face the ladder;
- Don’t leave ladders unattended;
- Don’t lean too far away from the ladder;
- Use ladders with safety feet (to adhere to the appropriate surface);
- Keep ladders at a safe angle (1/4 of the total length of the ladder between the ladder and the object);
- Use a rope to raise and lower materials and tools; and
- Use a spotter.

Lifting/Back Problems

- Inspect all loads to be lifted for weight and size;
- Always bend at the knees and lift with your legs;
- Always have a firm grip;
- Keep feet planted when lifting;
- Don’t twist while lifting; and
- Ask for help.

Power Tools

- Check all power tools to ensure they are safe and in working order;
- Place all objects in vices, sawhorses, or on a safe surface prior to cutting;
- Use protective gear when operating all power tools; and
- Make sure there is no standing water in the area.

Repetitive Motion

- Complete a workplace evaluation;
- Reduce task frequency;
- Alternate tasks;
- Rotate workers; Take breaks; and
- Report early symptoms of repetitive stress.

Signs

- Post work signs and posters in work areas promoting safety.

Slips, Trips, and Falls

- Use no-skid surfaces on floors;
- Use safety pads in front of workbenches; and
- Post hazard cones or signs next to hazardous conditions.

Stress

- Plan workload;
- Pace your work;
- Switch roles;
- Encourage worker participation in decisions;
- Encourage relaxation techniques, exercise, good nutrition and adequate sleep; and
- Offer counseling.

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