



# USAG – FS/HAAF Safety Gram

Sustaining, Supporting, and Defending Safety Excellence



SG #15-06

January's Top Workplace Safety Tips

05 Jan 15

1. Maintain a clean work area. Not only will you remove many hazards from a work area by keeping it clean, but you will also provide a more productive work environment.
2. Use guards and engineering solutions wherever possible instead of relying on PPE – personal protective equipment. PPE is uncomfortable to wear. Find a way to prevent the exposure in the first place. You will be much more productive if they are comfortable.
3. Get clear work instructions. Make sure you know the right way to do what is expected of you. Read all safety instructions and procedures.
4. Don't dwell on worst-case scenarios but focus on what is most likely to occur. Start by focusing your energy in preventing your most common incidents.
5. If a machine is becoming unsafe, shut it down before someone gets hurt.
6. Maintain the machinery in good working order. Many times employees get into dangerous situations by having to compensate for a machine defect or wear. In the case of wear, it may have occurred so gradually that they think it is normal. A strong preventive maintenance program makes for a strong safety program.
7. Avoid unnecessary hazards. Look for new materials or equipment that can eliminate the hazards your workers are exposed to.
8. Maintain a clean work area. See workplace safety tip number one above. Potential exposures to hazardous material and conditions can be dramatically reduced simply by keeping the work area clean. And the benefit in employee productivity and morale is worth the effort even without the safety incentive.
9. Give Space Heaters Space - **KEEP ALL COMBUSTIBLE** materials away from portable and space heaters. Place all space heaters at least three feet (one Meter) away from furniture, walls, or any anything else that burns. Turn off space heaters when you leave your work area.
10. Electric Heaters – **INSPECT ELECTRIC HEATER** cords or other damage and have an electrician replace frayed, cracked, or damage cords. If the cord overheats while the units is in use, don't use that heater any more.

*Manage The Risk – Protect The Force For additional information contact:*

*Your Unit Addition Duty Safety Officer (ADSO) or Collateral Duty Safety Person (CDSP), or*

*USAG Installation Safety Office: Fort Stewart Office @ 912-767-6541; Hunter Army Airfield Office @ 912-345-4901.*