

# Workplace Safety 101: make it right from the start

## Safe lifting: part employee, part employer

Many lifting-related injuries result from employees' improper lifting techniques. Your employer and you both have opportunities to decrease the risk of lifting injuries.

### Follow proper lifting parameters

Lifting activities should be appropriate for you and your co-workers, including: type, frequency and duration.

Items should:

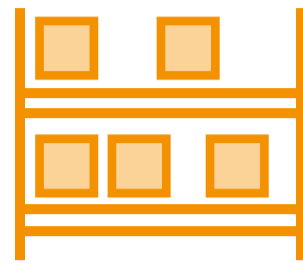
- meet weight requirements
- be of an appropriate size and compactness
- be stable
- include handles when appropriate



### Aim for easiest lifting

Your employer should reduce your need to bend down or reach above your head by assuring:

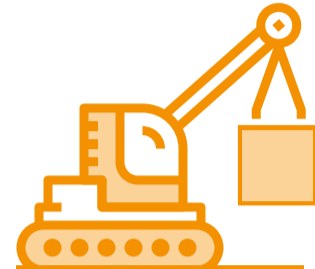
- items meet lifting safety range (between knee and shoulder height)
- pallets or shelves are at the appropriate level
- employees can maintain contact with the lifted item



### Use lifting aids when necessary

They may seem inconvenient at times, but the following lifting aids can help prevent injuries and make your job easier:

- conveyors
- pneumatic lifts
- pallet positioners or rotators
- ergonomic back braces



## Safety lifting basics



1. Get a good, wide stance.



5. Keep your head up and focus eyes upward.



2. Keep your back straight, knees bent.



6. Keep elbows in and point toes in direction of the lift.



3. Test the weight first. Don't overestimate your ability.



7. Lift with your legs, not your back, in a smooth motion. Don't lift with a jerk!



4. If it feels like you can lift it, keep the object close to your body.

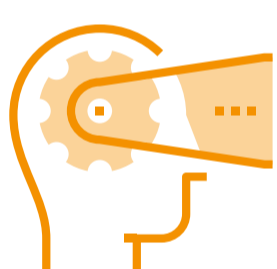


8. Turn with a straight back; don't twist or bend to change direction.

## Avoiding slips, trips and falls

### Incorporate slips, trips and falls into your workplace safety plan.

A proactive safety plan that addresses slips, trips and falls not only enhances your safety but also adds a layer of protection at your workplace. Both you and your employer are responsible for ensuring everyone is safe.



#### Review the environment

Help your employer by maintaining regular housekeeping, ensuring good light and keeping equipment in proper working condition.



#### Engage with your co-workers

Your employer should be holding regularly scheduled safety meetings or "tailgate" talks, ask for and act upon your input regarding safety issues and recognize employees with excellent safety records or who offer good ideas.



#### Record, review, improve

Your employer should make you feel "safe" to report slips, trips and falls or other safety concerns, and should make changes when necessary.



#### Be aware

Constantly review your surroundings for potentially dangerous or unsafe conditions. If you see something, report it to your employer immediately.

25,000  
slips, trips and falls  
every day in the  
U.S.

95  
million  
lost work days

\$20K  
average cost to  
employer per  
incident

## the basics for employees

- Pay attention
- Look where you're going – eyes ahead, not on your cellphone
- Wear nonskid shoes or appropriate footwear
- Wear all personal protective equipment that has been issued
- Wear clothing that won't get caught or that can cause you to trip
- Only carry loads that don't restrict your view
- Use appropriate equipment to reach high items (for example, use a ladder—don't stand on boxes)
- If you see a spill, clean it or report it
- Take off sunglasses in low light areas
- Slow down, walk and avoid taking shortcuts

Bureau of Labor Statistics' data shows:



Randstad data shows:



## Maintaining a safe working environment is everyone's responsibility.

An ongoing safety education program communicates workplace safety techniques and demonstrates the value of lifting safely and avoiding slips, trips and falls.

Randstad believes firmly in the value of a safe workplace for you and your co-workers. Our staffing experts pride themselves on finding safe jobs for workers of all skill levels. Speak with one of our recruiters to find a position that meets your job goals, or log on to our website and search for jobs today: <http://www.randstadusa.com/jobs/search/>

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