

8 WORKPLACE SAFETY TIPS FOR EMPLOYEES



REPORT UNSAFE CONDITIONS

Fixing **unsafe conditions** and preventing bad things from happening starts with you.

Staff must report unsafe conditions to their managers as soon as they notice something isn't right.



FOLLOW THE LATEST SAFETY PROCEDURES

Whether your business purchases new equipment or just updates safety procedures. You must know the new **safety procedures** and safety topics for work associated with the change.



TAKE REGULAR BREAKS

When staff are tired, they are more prone to incidents because awareness of their surroundings is **hampered** by exhaustion.

Taking breaks on a regular schedule helps keep staff fresh.



ESTABLISH EMERGENCY PROTOCOLS

Have procedures in place if an emergency should happen and run **practice drills**.



WEAR PERSONAL PROTECTIVE EQUIPMENT

Proper **safety PPE** is a must when it comes to workplace safety, whether you're operating machinery or working with hazardous materials.



FOLLOW ERGONOMICS STANDARDS

Office ergonomics, workspace design, and the work environment help **maintain productivity** and **safe working conditions**.

Ensure your workstation is designed to suit your needs.



MOVE AROUND

Encourage your staff to stand up more (**consider sit-stand desks**) and to walk around.

Take a 5 minute break every hour to just get up and move around can be highly effective.



ESTABLISH YOUR SAFETY TEAM

Consider assembling a “Safety Team” whose task is to review the **company safety Procedures**, plus the building, property and internal protocols that are focused on keeping offices, clients and staff safe.



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