

## 21 THINGS TO DO TO FOR A SAFE WORKPLACE

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- Offer employees a *share of insurance premium reductions* which result from a reduced number of accidents.
- Match the applicant carefully to the job. Test their skills and physical abilities.
- Install *alarm systems* for theft, entry and fire purposes.
- Make sure that all threats of *violence* are reported and investigated immediately.
- Maintain a *first aid* cabinet, post first aid information, including *fire, police, and ambulance* numbers, and a poster on how to perform mouth-to-mouth resuscitation.
- Comply with all *Federal and State OSHA IIPP requirements*.
- Comply with all *hazardous materials reporting requirements*, including identification of hazardous substances.
- Clearly *mark and keep clear* all your exits, aisles, and passages. Provide stairs with slip resistant surfaces, handrails and proper lighting.
- Make sure your equipment contains *safety guards, electrical grounding*, readily available and easily identifiable *power shut off switches* and *emergency stop buttons*.
- When appropriate provide your employees with, and require them to wear, *protective clothing* including: safety glasses, gloves, hard hats, steel toed boots, headphones, hearing protective equipment, wrist braces, back support belts, and the like.
- Do not allow *productivity pressures* to compromise safety.
- Make sure the furniture and equipment you use at the work is *ergonomically designed*. This includes chairs, computer keyboards, computer screens, as well as other equipment involving repetitive physical use.
- Address *indoor pollution* problems through proper ventilation and inspection.
- Regularly *inspect your equipment* for functionality and safety purposes.
- Have a safety officer, a safety plan, and conduct safety meetings.
- Make sure to *send ill employees home* before allowing them to work around dangerous machinery.
- Make sure you communicate *emergency response* plans for fire, earthquakes, hurricanes, flooding, etc.
- Drug test new employees and after accidents.
- Clearly set forth *smoking* prohibitions and participate in anti-smoking campaigns.
- Do a criminal reference check for employees in positions of responsibility for elders, infants and others who are dependant on their care.
- Do pre-hire and annual Department of Motor Vehicle (DMV) checks for all employee who drive as part of their job.