



NSTAR GLOBAL SERVICES Safety Week 2018

We are committed to providing a safe work environment!

Think Safe. Work Safe. Be Safe.

No one wants to get hurt, but sometimes we neglect best safety practices because it takes extra time and effort. Taking a little extra time is always worth it to avoid an injury. Checking workplace safety throughout the day is an easy way to keep your working environment safe. Always follow the onsite safety protocols, they have you and your coworkers' best interests at heart. We've got 10 good tips for keeping you working safe and out of harms way.

1. Inform Supervisors of Unsafe Conditions

If you see something that could potentially hurt someone, remove the object or clean the area if you can do so safely, otherwise inform your supervisor. Since your supervisor is legally obligated to keep you and your fellow employees' working environment safe, they must take action.

2. Use Equipment, Machines, and Tools Properly

Misusing tools and machines is the most prevalent cause of workplace injuries. When using equipment, make sure that you are using each piece of equipment for its intended purpose and are using it correctly. Furthermore, regularly clean and inspect equipment to ensure that it is safe.

3. Wear Safety Equipment (PPE)

When cleaning up spills or using tools, always wear the appropriate safety equipment. Wearing the correct protective clothing/equipment and checking its condition for damage or wear, prior to use, significantly reduces the risk of being injured.

4. Prevent Slips and Trips

As the second most prevalent cause of nonfatal occupational injuries, it is vital to ensure that aisles are clear and spills are cleaned to prevent employees from tripping or slipping. If you are dealing with a liquid, use drip pans and guards. Clean up any spills immediately to keep conditions safe. Also, check your workplace to make sure there are no holes, loose boards or nails projecting from the floor.





5. Keep Work Areas and Emergency Exits Clear

Make sure to remove any clutter blocking emergency exits, equipment shutoffs and areas where you are working. A cluttered work area reduces the space to use tools or pick up heavy objects. Furthermore, when an exit or aisle is obstructed, it significantly reduces your ability to quickly escape if an emergency occurs. Returning equipment to the correct storage areas helps keep work areas clean and emergency exits clear.

6. Eliminate Fire Hazards

If you are using combustible materials in the work environment only keep the amount you need for the task at hand. When you are not using the flammable material, store the chemical in an assigned safe storage area away from sources of ignition. Also, store combustible waste in metal receptacles ready for disposal daily.

7. Avoid Tracking Hazardous Materials

To ensure that hazardous materials are not accidentally tracked into other areas, make sure that work area mats are maintained and kept clean. Prevent cross-contamination by using different cleaning materials—such as mops—for various spills and change clothes if you spill toxic materials on them. Also, if you work with toxic materials **DO NOT** wear your work clothes home.

8. Prevent Objects from Falling

To keep objects from falling, use protections such as nets, toe boards, and toe rails. In addition, stack boxes straight up and down and place heavy objects on lower shelves. Furthermore, keep stacked objects out of the way of aisles and work areas.

9. Use Correct Posture when Lifting

To avoid injuring your back when you are trying to pick up an item, keep your back straight, use your legs to lift, and pick up the item without stooping or twisting. Whenever possible, use mechanical aids such as a conveyor belt, wheelbarrow or forklift.

10. Take Work Breaks From Time to Time

Many work-related injuries occur when a worker is tired and cannot adequately observe dangers in their surroundings. By taking regular breaks, you are able to stay more alert when working.

It is everyone's responsibility to keep the workplace safe. Make sure to follow these ten tips to keep your workplace safe for yourself and your coworkers. Remember, safety starts with you.