

Safety Talks!

Safety Rules Protect You

WHAT'S AT STAKE

The safety rules, policies and procedures of your workplace are there to protect you from workplace hazards and to help prevent injuries.

WHAT'S THE DANGER

All of the procedures in the world are not going to help, however, if you don't know or follow them. It's important you know what the safety rules are and where to find them listed in your workplace.

EXAMPLE

For example, fire safety programs are necessary in all workplaces. They are there to protect you and your co-workers from death or injury. They also protect the company's property, which in turn helps ensure you will have a job in the future.

HOW TO PROTECT YOURSELF

Take it upon yourself to go over the workplace manuals and become familiar with procedures. For example, fire safety programs include evacuation plans to provide a way to escape, and equipment and procedures to fight fires. Here is a sampling of fire safety policies, procedures and rules that may be in effect at your facility:

An alarm system, sprinklers and fire doors help confine fire, smoke and heat to their point of origin. Part of this system may include overhead warehouse doors or corridor doors that automatically close in a fire. To ensure this system works as designed when it is needed, never block a fire or exit door. Never store anything where it can interfere with a sprinkler head.

Part of your company's fire policy will likely include an emergency evacuation plan.

Many plans require you to leave the building and assemble at a meeting point to await further instructions. Know and understand your facility's evacuation plan and your part in it. If an alarm is sounded, activate your plan and get out, even if you know the alarm is "just a drill." Practice makes perfect.

Many facilities have implemented no-smoking policies. Usually smokers are given a specified area in which to smoke, although some facilities are completely smoke-free.

Smoking policies have been implemented for many reasons including:

- To reduce risk of fire.
- To reduce exposure to second-hand smoke.
- To reduce damage to sensitive electronic equipment.
- To encourage employees to work and live more healthy lifestyles.

FINAL WORD

Talk to your supervisor about the specific safety requirements for your facility and where to find the procedure manuals. Take responsibility for your safety. After all, it is your life we are talking about. ■

TEST YOUR KNOWLEDGE

1. Safety rules, policies and procedures of the workplace are mainly to protect owners of the business.
☐ True ☐ False
2. Procedures won't help if we don't know or follow them.
☐ True ☐ False
3. A worker has the right to study the workplace safety manuals.
☐ True ☐ False
4. If you think a fire alarm is just a drill, you don't need to activate your plan and get out.
☐ True ☐ False
5. A _____ is the person to ask about safety requirements and where to find procedure manuals.

What Would You Do?

Millie is reluctant to ask her supervisor any questions that Millie thought she should have figured out for herself in the three months she has been on her job. However, she sometimes wonders what she should do in case of an emergency in the workplace. How can she obtain this information?

T1807-02

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FOR THE LEADER

Fire Safety ■ T1807-02

BEFORE THE TALK 7 PREPARATION TIPS

- 1 Bring workplace safety manuals to the meeting.
- 2 Conduct a tour of the facility showing where safety instructions are posted or manuals are kept.
- 3 Schedule a fire drill and have workers participate in planning how to conduct it.
- 4 Ask workers to share experiences of incidents that happened partly because someone had not followed safety procedures. Ask them to use fictitious names rather than embarrass the people involved in the incidents.
- 5 Prepare to talk about the evacuation plan for an emergency other than fire, such as a release of harmful chemical vapors.
- 6 Talk about the need to keep hallways and entrances and exits free of obstacles.
- 7 Invite a representative from the fire department to speak about the importance of following proper procedures in the event of a fire in the workplace.

■ For information on a variety of safety topics, check out Bongarde's online network for safety professionals at <http://www.SafetyXChange.org>

■ If you want the latest in job safety news, tips, photos, health-related articles, fatality reports and audio talks, sign up for Safety Smart! Weekly Briefing at <http://www.SafetySmart.com>

Date: _____

Location: _____

Meeting conducted by: _____

MEETING WAS ATTENDED BY: Each participant is to sign below, for record kept on file.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Answers to T1807-02 Quiz:

1. False 2. True 3. True 4. False 5. supervisor

AFTER THE TALK CHECKLIST

■ Provided extra training to workers who did poorly on quiz
Date: _____

■ Observed workers
Date: _____

■ Refresher training
Date: _____

■ Other (describe)

Date: _____