



The Safety Zone

The Newsletter of the AHA Workers' Compensation Self-Insured Trust

10 Essential Practices to Stay Safe on the Job

Julia Copeland, CEO of workplace safety leader Arbill, has identified 10 workplace safety tips every employee should know:

- 1. Be aware of your surroundings.** This step requires knowing the particular hazards of your job or workplace. After you've learned these risks, you can stay clear of potentially hazardous areas and situations. You should also take care to stay alert of machinery at all times.
- 2. Protect your back by using correct posture.** If you work at a desk, your shoulders should be in line with your hips. When picking things up, avoid stooping and twisting. If possible, always use ergonomically designed furniture and safety equipment so everything you need is within easy reach.
- 3. Take regular breaks.** Many work-related injuries and illnesses occur because workers are tired, burned out and not alert to their surroundings. Regular breaks will help you stay fresh on the job. It's also wise to schedule the most difficult tasks for the time of day when your concentration is stronger, like first thing in the morning.
- 4. Use tools and machines properly.** Take the proper precautions when using tools, and never take shortcuts. Shortcuts are one of the leading causes of workplace injury. For example, using scaffolding as a ladder or one tool in place of another for a specific job is extremely risky. Using tools the right way greatly reduces your chances of suffering workplace injury.
- 5. Keep emergency exits readily accessible.** When an emergency occurs, you need quick, easy access to the exits. You also should keep clear access to equipment shutoffs in case you need to quickly activate them.



"You've reported your coworkers for unsafe climbing, open flames and throwing sharp objects. You do realize you work for a circus, right?"

- 6. Report unsafe conditions to your supervisor immediately.** Your supervisor needs to know about any workplace safety hazards or risks. Supervisors are legally obligated to ensure employees have a safe working environment and will address unsafe conditions to protect you and your coworkers

Continued

news & notes

HOW NEW EMPLOYEES CAN HIT THE GROUND RUNNING

Recruiting firm Experis has some valuable advice on how , as new employees, people can succeed.

Suggestions include:

- Be a dependable employee. This shows your supervisor your job is important to you.
- Master your tasks and do more than is expected. Avoid "it's not my job" thinking.
- Keep the lines of communication open. Let your supervisor know how you're progressing, and ask for regular performance feedback.
- If any assignments are unclear, ask for clarification. Don't proceed in the wrong direction because you fear looking foolish.
- Enjoy your coworkers. Get to know and be known by your colleagues.
- Avoid "office politics." Maintain confidentiality and resist gossip.
- Learn the art of tact when working on a team. That includes being receptive to others' input and knowing when to compromise.
- Be assertive, self-confident, and visible. Think of the three "E's" including enthusiasm, energy and excellence.
- Use the employee assistance programs as needed. Your employer is your partner in finding balance between the world of work and your personal and family life.

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10 Essential Practices to Stay Safe on the Job, continued

7. Use mechanical aids whenever feasible. Rather than trying to carry or lift something that's cumbersome or heavy in an attempt to save a few seconds, take the extra time to use available assistance. Too many injury risks are associated with trying to lift something difficult to maneuver manually.

8. Stay sober. Around three percent of workplace fatalities occur due to alcohol and drugs. When a worker's ability to exercise judgment, coordination, motor control, concentration or alertness is compromised, it creates any number of risks for workplace injury and fatalities.

9. Reduce workplace stress. You probably know that stress can lead to depression and concentration issues. Take your concerns about workplace stress to your supervisor to see how he or she might be able to help you address them.

10. Wear the correct safety equipment. Depending on the job, equipment like earplugs, earmuffs, hard hats, safety goggles, gloves or a full-face mask can significantly reduce your risk of workplace injury.

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Got News?

Do you have news that needs to be circulated or have a subject you would like for us to address? Let us know by emailing the newsletter editor at tcreel@arkhospitals.org.

AHA Workers' Compensation Self-Insured Trust Program is administered by Risk Management Resources (RMR), a division of BancorpSouth Insurance Services, Inc. www.bxsi.com. In March 2003 the AHA Workers' Compensation Self-Insured Trust was established. The program provides workers' compensation coverage to AHA members.

Risk Management Resources, the administrator for the program, assists members in the areas of claims management, safety and loss control. Tina Creel, President of AHA Services, Inc., is the Group Manager of the Trust and provides oversight of the day-to-day operation of the Trust.

The Board of Trustees provides oversight of the overall operation of the Group Trust.