

Planning for a Safe Workplace

Falls and fires are dangerous and common in the workplace, but that's just the beginning. There are many possible safety issues that can occur at your workplace. Sometimes the best workplace safety arises out of simple good planning and smart thinking.

Every single workplace should have a safety committee and safety plan in place. If you don't have safety committees at your workplace then propose one. If you [work at home](#), guess what; you are the safety committee. Working at home or for a very small business isn't a reason to get out of safety planning.

If you don't have a safety plan in place yet, follow these steps when you recognize a workplace safety issue.

When a potential hazard is discovered...

1. Make sure that everyone else in your workplace is aware of the problem.
2. Notify your supervisor. Unless you are the supervisor; then get going on that safety committee plan.
3. File any reports or documents about the problem.
4. Follow up. Telling someone there's a problem is not a guarantee that the problem will be resolved satisfactorily. Report it and later follow up to make sure the problem was addressed.

Free Workplace Safety Tips for Common Problems

Slips, trips, and falls: Falls are the number one leading cause of injury in the workplace. A major cause of falls in the workplace is the use of improper lifting techniques. You may work with patients who need help getting around or at a factory where you're lifting boxes on a continual basis. No matter who or what you may be lifting there are some key points to consider.

- Proper Lifting Tips
 - Assess the situation and plan the lift.
 - Make sure you have nonskid shoes and firm footing.
 - Bend your knees, tighten your stomach, and keep your back straight.
 - Make sure you have a good grip on the item or person you're lifting (this isn't a good time for hand [lotion](#)).
 - Lift smoothly. A smooth lift means that you avoid twisting your body, point your feet in the direction you want to go, and push if possible rather than pull.