General Workplace Safety Tips & Guidelines

**Lifting:**

- Avoid sudden, jerky movements such as twisting your neck.
- Take the time to plan your actions…move cautiously and carefully.
- Avoid twisting your torso. Move your whole body when you turn, with your feet and hips facing your destination.
- Turn towards things you need instead of reaching off to the side or pulling things toward you.
- Place commonly used objects close to your workstation to prevent repetitive reaching.
- To pick up objects that have fallen to the floor, slide to the edge of your chair and place a hand on your knee or your desk to support your back. Keep one foot in front for additional support.
- Take a few minutes every hour of static work to do some gentle stretches to relieve muscle tension. Hold stretches for 5 to 20 seconds.

**General Safety:**

**Workplace:**

- Keep your work area clean.
- **Tell your supervisor about any hazards you are aware of.**
- Ask for help – many accidents are caused when employees do too much too fast.
- Know what to do in an emergency.
Equipment:

✓ Use the right personal protective equipment. E.g. gloves, masks, eye protection etc.
✓ Inspect your tools/equipment before you use them. If they are broken or defective in any way, tell your supervisor.

Machinery:

✓ Operate a machine only after your employer trains you. Know how to turn it off quickly, in case of emergency.
✓ Before you turn on a machine, make sure all guards and safety devices are in place.

Chemicals:

✓ Learn the facts and know how to use the information on hazardous chemicals using the Workplace Hazardous Materials Information System (WHMIS).
✓ Learn how to handle, use and store hazardous materials.