



Workplace Safety

Quick Reference Card

Basics of Workplace Safety

These are a few benefits of workplace safety in any organization:



Employee Health & Well-being



Productivity Boost



Employee Morale & Retention



Legal Compliance & Reputation

Recognizing the importance of safety is just the first step. These are the components of creating a safe work environment:

- ✓ Regular Risk Assessments
- ✓ Comprehensive Safety Training
- ✓ Emergency Preparedness
- ✓ Transparent Communication

In the United States, one of the most prominent pieces of legislation governing workplace safety is the Occupational Safety and Health Act (OSHA). These are three fundamental rights that OSHA gives to employees:

1

Right to a Safe and Healthful Workplace

2

Right to Information

3

Right to Voice Concerns

Safety Procedures and Policies

There are 3 essential elements that make a safety policy an effective safety tool:

Relevance

The policy must address actual risks and hazards in the workplace

Understandability

The policy must use clear language, avoid jargon, and use pictures where possible to illustrate points

Accessibility

The policy must be easily accessible to all employees

Hazard Identification

Common workplace hazards include:



Slips, trips, and falls from:

- Wet or oily surfaces
- Loose rugs or mats



Ergonomic hazards such as:

- Poor posture from sitting
- Frequent lifting of heavy Objects



Chemical hazards like:

- Inhalation of harmful fumes
- Absorption of chemicals through skin



Physical hazards, including:

- Exposure to excessive noise
- Extreme temperatures



Psychosocial hazards such as:

- High job demands causing excessive stress
- Workplace bullying creating a hostile work environment

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) refers to wearable devices or clothing, such as gloves, masks, and eye protection, that minimize exposure to injuries or infections.

Proper PPE care includes:

- ✓ Cleaning your PPE as recommended by the manufacturer
- ✓ Inspecting PPE for hidden faults and replacing faulty items
- ✓ Storing PPE in a cool, dry place, away from direct sunlight and extreme temperatures.

Fire Safety

There are 5 different fire classifications. Each requires the use of a fire extinguisher suited for that class.

Class A

Wood
Paper
Cloth
Some plastics

Class B

Gasoline
Kerosene
Grease

Class D

Magnesium
Titanium
Sodium

Class C

Overloaded circuits
Short circuits
Damaged wiring

Class K

Vegetable Oil
Animal Fats

When using a fire extinguisher, remember this acronym:



Pull the pin

Aim low

Squeeze the handle

Sweep side to side

To reduce the risk of workplace fires:

- ✓ Control clutter
- ✓ Dispose of waste
- ✓ Properly store materials
- ✓ Conduct safety inspections
- ✓ Promote Safety

Health and Wellbeing in the Workplace

Employers are responsible for prioritizing health and wellness activities for employees. Here are 2 important priorities:

A Healthy Work Environment

- Lead by example
- Encourage healthy choices
- Promote peer support
- Consider mental health
- Support continuous learning

Stress Management

- Identify stressors
- Adopt coping mechanisms
- Provide resources
- Promote open conversations
- Properly Equip Managers

Incident Response

In case of an incident, here are the steps to take:

- 1 Ensure Your Safety
- 2 Assess the Situation
- 3 Provide First Aid
- 4 Alert Relevant Parties
- 5 Document the Details

Every Incident report should capture the 5 Ws:



Who – Names and Job titles

What – Incident details

When – The exact timing

Where – The precise location

How – Document what unfolded

Workplace Injury Management

A first aid kit is the first line of defense for workplace injuries. At a minimum, it should include:

- Assorted adhesive bandages
- Disposable gloves
- Antiseptic wipes
- Sterile gauze pads
- A resuscitation mask
- A cold pack
- Tweezers
- Eye wash solution
- An emergency blanket

In the case of a workplace injury, employees may qualify for **Workers' Compensation**.

What is it?

A form of insurance that supplies wage replacement and medical benefits to employees who sustain injuries during their employment.

What are the steps to get it?

- 1 The injury occurs
- 2 The injury is reported to the employer
- 3 A claim is filed with the insurance provider
- 4 The insurance provider examines the claim
- 5 The insurance provider makes a decision



Customizable Courses

Make ready-made training yours with 300+ courses



AI Course Builder

Create stunning courses in minutes with AI.



LMS

A friendly learning platform your users will love.



Free Cheat Sheets

Use the [links](#) below to download and distribute with our compliments.

[Learn More >](#)



Business Skills

Accounting
Communication
Professional Development



Career Development

Career
Entrepreneurship
Higher Education
Job Hunting
Personal Branding
US Citizenship



Compliance & Safety

Active Shooter
Discrimination
Drugs & Alcohol
Harassment
Safety
Security



Customer Service

Customer Care
Customer Service Basics



Diversity

Bias
Diversity in HR
Inclusion



Google

Calendar
Chrome
Classroom
Docs
Drive
Forms
Gmail
Sheets
Slides



HR

Hiring
HR
Talent Management



Leadership

Leadership
Management
Project Management



Microsoft

Access
Excel
OneDrive
OneNote
Outlook
PowerPoint
Teams
Windows
Word



Sales & Marketing

Marketing
Sales



Technology

AI
Computer Basics
CRM
Mac
Software



Training

Course Authoring
Instructional Design
Train the Trainer



Wellness

Mental Health
Personal Growth
Relationships
Well-Being
Work/Life Balance

Free for personal & professional use.

Spanish versions also available.



"Customizing the courses saved countless hours of work."



"So impressed with your features and ease of use!"

