

## Safety On and Off the Job

While safety is important at the worksite, safety principles should be applied wherever you and your employees are. In fact, nine out of ten deaths and two thirds of disabling injuries suffered by workers occurred off the job in 2004, according to the National Safety Council, costing employers valuable lost production time.

These basic tips can help keep the workplace and home hazard-free and prevent injuries.

- Level or mark areas with uneven ground
- Use salt or sand on icy sidewalks, stairs, or porches.
- Store power tools inside a cabinet, or make sure that they are secured and unable to fall off of a shelf or work area.
- Remove the drill bit from drills after every use. Unplug power tools after every use. Never remove safety guards.
- Keep flammable materials in appropriate containers.
- Test smoke and carbon monoxide detectors and change batteries regularly.
- Have a fire escape plan for your home and worksite. Be sure that all people know where and how to safely evacuate the premises.
- Put non-skid padding under rigs.
- Replace frayed wires. Make sure that outlets are not overloaded or have loose plugs.
- Keep cleaning supplies in a designated safe area that is not accessible by children.
- Have a fully stocked first aid kit and fire extinguisher.
- Have important local phone numbers easily accessible for emergencies. These should include police and fire departments, poison control, and your doctor/hospital/clinic.
  - The universal rule of thumb is to call 911 for emergencies.
  - You can also reach the poison control center at 1-800-222-1222 to get in touch with the center in your state.

Source: [www.nsc.org](http://www.nsc.org)



TAKE SAFETY  
PERSONALLY.

MAKE IT PART OF  
YOUR DAILY  
ROUTINE.

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