



SAFETY MATTERS

RISK MANAGEMENT NEWSLETTER

IN THIS ISSUE

JAN. 27, 2023

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6 WORKPLACE SAFETY TIPS EVERY EMPLOYEE SHOULD KNOW IN 2023

OBJECTIVE Workplace safety is one of the biggest concerns for any business, and rightfully so. Plus, the COVID-19 crisis continues to force employers and managers all over the world to get creative and adapt to these new workplace safety challenges. Here are six workplace safety tips every employee should know in 2023.

1. Report Unsafe Work Conditions Immediately

Fixing unsafe conditions and preventing bad things from happening starts with YOU. Employees must report unsafe conditions to their managers as soon as they notice something isn't right.

Managers are legally obligated to create a safe working environment so if you report something as unsafe, they have to correct it as soon as possible. From wet floors to a ladder that is slightly bent and more, make sure you speak up so you can create a safe workplace for yourself and your colleagues.





2. Follow the Latest Safety Procedures

Whether your organization purchases new equipment or just updates safety procedures, you must know the new safety procedures and safety topics for work associated with the change. Employers should review these updates with employees.

3. Don't Take Shortcuts

Workplace safety and handling procedures exist to keep your employees safe, especially those involving heavy machinery. It is essential to use each tool and machine according to instruction. Shortcuts will only cause injury and aren't worth the few minutes you may save. So, be sure you're using the right tool, the correct way.

As an employer or employee manager, it is your moral and legal obligation to make sure the conditions at the workplace are safe, and every employee is well aware and trained properly before they start the actual work. That's why investing the time and money in a thorough workplace safety training program can save you a lot of money and time in the long run.

Research shows that workers who had been at a job for a month or less had three times the risk of suffering a lost-time injury compared to those who had been at a job for over a year.

Additionally, a lack of experience can lead to a new worker not fully understanding or evaluating risks while on the clock, thus putting other employees and those around them at additional risk.

4. Take Regular Breaks

Taking regular breaks is not just required by Cal/OSHA, it's common sense too. When workers are tired, they're more prone to incidents because awareness of their surroundings is hampered by exhaustion. Taking breaks on a regular schedule helps keep employees fresh and alert.

WORKPLACE SAFETY FACTS

- In 2021 alone, 5,190 work-related fatalities were reported to Cal/OSHA (California Department of Industrial Relations).
- Around 2.6 million nonfatal workplace injuries and illnesses were reported to Cal/OSHA.
- Due to COVID-19, organizations faced substantial shifts throughout their workplace. In just a few short months, companies had to switch from optimizing customer relationships to rebuilding their entire employee management structure. In such conditions, issues like returning to work safely and overall workforce readiness became a major concern.





5. Set & Follow Emergency Protocols

Emergencies don't often announce themselves — like fire, floods, or tornadoes for example. So you must be prepared for everything in your region that can disrupt safety to your organization, your employees, and your stakeholders.

- Anticipate natural disasters and similar emergencies by checking social media alerts and the Weather Channel.
- Identify risks to your organization.
- Identify crucial points to your organization and how to effectively prepare.
- Create an emergency management plan.
- Make sure your employees complete Emergency Response and Evacuation Training. At minimum, your safety plans should include the following:
 1. Safety hazard observation
 2. Incident report
 3. Vehicle accident report
 4. Safety inspection form (for supervisors)
 5. Work order ticket(s)
 6. Safety inspection checklist

6. Reduce Workplace Stress

The **American Psychological Association** has linked job stress to health problems, burnout, workplace accidents, and more. Employers must take steps to prevent stress from interfering with an employee's productivity and well-being. An EAP (Employee Assistance Program) can be highly beneficial.

RESOURCES

[Connecteam.com](https://connecteam.com)

REFERENCES

Cal/OSHA (California Department of Industrial Relations)

Employer-Reported Workplace Injuries and Illnesses — 2021

National Census of Fatal Occupational Injuries in 2021

This California Schools JPA fact sheet is not intended to be exhaustive. The discussion and best practices suggested herein should not be regarded as legal advice. Readers should pursue legal counsel or contact their insurance providers to gain more exhaustive advice.





SIGN-IN SHEET

6 WORKPLACE SAFETY TIPS EVERY EMPLOYEE SHOULD KNOW IN 2023

Trainer: _____ Trainer's Signature: _____

Date: _____ Organization: _____ Department: _____

Class Participants:

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