



Staying Safe at Work



As an individual, there are many steps you can take to protect your personal safety and reduce your risk of injury and harm while at work and stay healthy.

Know your employer's emergency plan

and location of the nearest emergency exits.
Always attend fire drills at work.

Use safety measures. Squat to better utilize your leg muscles when you pick heavier things up, and wear the recommended hard hat, goggles and other protective gear.

Find out where first aid kits are stored and learn how to use your company's AED *automated external defibrillator device*. It can send an electric shock to the heart to restore a normal rhythm in the case of a sudden cardiac arrest.

Tell your boss or HR about unsafe conditions. Report extreme temperatures, toxic fumes, broken glass, or obstacles blocking pathways.

Stash a personal emergency kit in your desk.

Stock it with a flashlight, water bottle, and nonperishable food.

When working after hours, create a buddy system or ask a security guard to escort you to parking lots or public transportation. Always, park in well-lit, high-traffic areas, and have your keys in your hand as you approach your car.

Take rest breaks and get plenty of sleep.

Many mistakes, injuries and even life threatening accidents at work are caused by exhaustion.

If a coworker shows signs of potential violence, report this to your supervisor, HR or the appropriate person.

Safeguard your spine while sitting. Sit with your shoulders and hips aligned to reduce pressure on your spine. Prolonged sitting is one of the biggest health risks for office workers.

Immediately report any incidents of harassment. This includes sexual and nonsexual threats of any kind via in person, emails, calls or texts from coworkers, customers, family members, acquaintances or strangers.



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