

## **Chapter 5**

### **FIVE PRINCIPLES of SAFETY**

#### **5.1 Understanding the Risks Associated with Your Work**

Be it the risk of the repetitive motion of using a keyboard to the proper use of personal protection while handling hazardous materials, know, be aware of and understand the risks you will face in your normal work environment.

#### **5.2 Know What to do in an Emergency**

During the confusion often associated with an emergency, there is no time to learn the ropes. Know the locations of emergency exits, building alarms, phones, emergency numbers and first aid kits in your area.

#### **5.3 Report Hazards and Hazardous Conditions**

When you potentially dangerous conditions, report them. Often it takes an outsider to notice the obvious. Never assume that someone else has already noted and reported accidents waiting to happen.

#### **5.4 General Housekeeping Practices**

Nothing beats good housekeeping habits.

- Keep floors, aisles and doors ways free and clear of debris, boxes, and even temporary storage.
- Keep countertops cleared of unnecessary clutter to prevent spills, protect objects from spills and to facilitate the clearing of spills should they occur.

#### **5.5 Personal Behavior**

Remember you are in a professional environment. Conduct yourself as such. Do not participate in behavior that puts yourself or your co-workers at unnecessary risk.