



## General Health and Safety

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It's a brand new year and our resolution is to help keep you safe. To start the year off right, we will be talking about a broad range of safety topics including:

- Housekeeping
- Avoiding Tripping Hazards
- Spills

Stay tuned as we discuss safety in more detail throughout the year.

### ***Housekeeping***

Housekeeping means more than just keeping your work area clean. Most of us work around large pieces of equipment, which can cause many safety hazards. Even if you don't work around equipment, you need to be aware of the many potential safety hazards found in the workplace.

First, it's important that all waste is placed in the proper containers. Combustible waste, such as oily rags, must be placed in metal containers. This will prevent fires from starting accidentally.

Next, it's important to have unobstructed access to the following items:

- Electrical panels
- Safety disconnect switches
- Fire extinguishers
- Emergency exits

In case of emergencies, you must be able to access these items at all times.

If you feel access to these areas is obstructed or that an unclean area is making your workplace unsafe, contact your supervisor immediately.

### ***Avoiding Tripping Hazards***

Keeping your work area clean helps minimize tripping hazards. In addition, pay close attention to the areas surrounding ladders, ramps, stairs, and equipment. These areas contain greater potential risks for tripping hazards. For this reason, remember to keep these areas free of obstructions and debris.

The tools you use on the job have the potential to cause accidents. Remember to store tools properly when they are not being used, and do not leave them in places where they could cause someone to trip. In addition, do not store tools in any areas where they may fall and injure you or your fellow employees.

Always keep extension cords, wires, and any other types of cables in areas where they do not present tripping hazards. You can cover extension cords with a rubber strip to prevent tripping hazards.

Remember to inspect your work area for any holes, obstructions, or other tripping hazards. If you feel that your work area is not safe, contact your supervisor immediately.

## Spills

Spills are another potential source of accidents. Not only can spills cause slipping accidents, but some spills may release toxic substances which can cause major health problems. To avoid spills, make sure all liquids are kept in the appropriate containers. This includes oil, gas, paint, and any other liquids you use throughout your work day. Remember that containers must also be in good condition. They should not contain any dents, rust, or cracks.

Make sure spills are cleaned up immediately. Carefully follow all the guidelines outlined on Material Safety Data Sheets for the spilled liquid. These sheets come with every chemical you use and outline how to handle spills or any other emergencies.

Immediately notify your supervisor about all spills. If you feel that your work area contains potential spill hazards, contact your supervisor immediately.

To stay safe, remember to follow the guidelines we've outlined here.

- Keep your work area clean.
- Put waste in the proper containers.
- Make sure you have unobstructed access to emergency exits and devices.
- Clean up spills immediately.

Always contact your supervisor if you feel your work area is unsafe. If you have additional questions about workplace safety, call the Risk Manager at (702) 368-6793. Here's to the beginning of a safe and happy new year.

## Revision History

Rev.	Date	Change Description & Section	Approver/Contributor/Writer
001	Jan 8, 2008	Initial Release.	Rene Casas/Jill Konst/Abby Rotstein