



# Preventing Accidents

You might think that accidents happen to everyone and there is nothing you can do to stop them. After all, accidents happen by chance.

While it's true that accidents can happen to anyone, there are ways you can prevent them. In this training, we will outline seven ways you can prevent accidents

## ***Seven Ways to Prevent Accidents***

### **Make accident prevention a part of your daily routine.**

Every day make it a habit to check your workplace for any safety hazards. Remember to do the following:

- Make sure your tools are in good working condition.
- Always wear the appropriate personal protective equipment.
- Never begin a job if you think the work area is unsafe.

### **Always report unsafe conditions.**

Working in an unsafe environment increases the risk of accidents. If you notice any workplace hazards, report them to your supervisor immediately. Your supervisor may not be aware of the hazards.

### **Make suggestions.**

Just as you would report any safety hazards, remember to also make suggestions about safe work practices. While working, you may find a safer way to perform a task. If so, let your supervisor know. Any suggestions to make the workplace safer are always welcome.

### **Always use equipment for its intended purpose.**

Many of us work with equipment or machines that can present safety hazards if they are not used as the manufacturer intended. Even if you don't work with equipment, remember that accidents can happen anywhere. Always follow safe work practices.

### **Follow instructions.**

This may seem obvious, but not performing a task exactly as it was described can lead to accidents. Avoid taking shortcuts. If you work with equipment, remember to follow the operation and safety guidelines listed in the operator's manual.

### **Practice good housekeeping.**

No matter where you work, a messy work area can lead to many safety hazards. To ensure your safety and the safety of others follow these guidelines:

- Place all waste in the proper containers.
- Make sure you have unobstructed access to items such as fire extinguishers and emergency exits.
- Clear your work area of any tripping hazards.
- Clean up spills immediately.

### **Dress for the job.**

Some jobs require you to wear personal protective equipment (or PPE). If your job requires PPE make sure you wear it. Even if you don't normally wear PPE, you might find yourself in a situation where it's

required. For this reason, make sure you know the area you are working in and dress appropriately. Also, keep in mind that items such as jewelry and watches can get caught in machinery.

### ***Things to Remember***

To prevent accidents, remember to follow the guidelines outlined here. Remember to:

- Make accident prevention a part of your daily routine.
- Always report unsafe conditions.
- Make suggestions.
- Always use equipment for its intended purpose.
- Follow instructions.
- Practice good housekeeping.
- Dress for the job.

If you have any questions about safety and preventing accidents, contact the Risk Manager at (702) 368-6793. Accidents may happen by chance, but they are less likely to happen if we all take the necessary steps to prevent them.