

# THE ESSENTIAL 7 WORK PRACTICES

Truck drivers, mechanics, and office workers were asked to identify the skills they felt were most effective in preventing workplace injuries. They agreed on the Essential 7 Work Practices. Read the information below and ask yourself how you can improve your work habits to protect yourself from injury.

## BE ATTENTIVE TO SURROUNDINGS

Not paying attention to what you are doing or where you are going is a common cause of injuries at work and home.

**BEST PRACTICES:** While working or walking in hazardous areas, avoid distractions like using a mobile device or carrying on conversations that divert your attention from the task at hand.

## COMMUNICATE HAZARDS IMMEDIATELY

If you notice a hazard, communicate it immediately to others in the area so it can be avoided, and tell management so it can be removed.

**BEST PRACTICES:** If you can remove a hazard on your own, do so. If not, use signs or enlist the aid of others to isolate the area until the hazard can be corrected. NEVER leave a hazard unattended.

## UTILIZE PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE ranges from gloves and boots to helmets and respirators. Each garment is designed to protect the body from hazards like heat, chemicals, electricity, etc.

**BEST PRACTICES:** Always use the required PPE. Ensure PPE is properly maintained, cleaned, sized, and is effective against the hazards present.

## FOLLOW ESTABLISHED SAFETY PROCEDURES

Do not deviate from safety procedures or work practices, especially if you are in a hurry.

**BEST PRACTICES:** Follow documented procedures. If you identify a hazard not covered, report the hazard so the procedure can be amended.

## USE PROPER MATERIAL HANDLING TECHNIQUES

For manual lifting, size up a load first. If it is too heavy, ask for help or use material handling equipment.

**BEST PRACTICES:** Always use proper lifting techniques. Wear gloves to protect your hands and a back support harness to reduce the risk of a back injury.

## OBEY HAZARD WARNING SIGNS

Injuries often occur despite the use of caution signs, like a wet floor sign, warning people of a hazard.

**BEST PRACTICES:** Always obey warning signs, even if you do not see a hazard present. Find a safer route around the hazard.

## PRACTICE GOOD HOUSEKEEPING

Whether it is in the office, shop, or inside the truck, keep your work areas clean and walkways free of slip, trip, and fall hazards.

**BEST PRACTICES:** Pick up any trash, boxes, computer cables, extension cords, tools, or other objects that might cause you or others injury.