



Teaming to Win

Safety Meeting Presentation

teamwork

teamwork

Overview

- More than one million people are injured in the workplace each year.
- Accidents can be prevented with the necessary precautions.
- The following are some potential safety hazards that require your attention.

Electrical Safety

- Don't overload electrical outlets by using improper extension cords.
- Make certain plugs match their outlets.
- Remove or secure wires running across high traffic areas.
- Keep electrical cords away from heat sources and water.

Climbing

- What are we climbing on? Desks, boxes, or an office chair all may look like a quick fix, but can often create a mishap.
- Ladders are a simple type of equipment, but first ensure they are in good working condition and are the proper height and weight limit for the job.

Slips, Trips and Falls

- Walking fast or even running often only leads to an accident.
- Loose or torn carpet, tiles or uneven flooring can cause tripping or falling.
- Slippery surfaces due to spills or bad weather (rain, snow), and newly waxed floors are all a potential danger.
- Allowing computer and telephone cords to be lying unsecured in high-traffic areas is an easy way to cause an accident.

Lifting

- Test items before lifting or moving. If too heavy, look for alternatives (move piece by piece, use a dolly or get help).
- Never extend your arms when lifting or lowering packages.
- Keep your back straight, with feet at shoulder width apart - kneel to grasp object and lift with your legs, not your back.

Good Housekeeping

- It is easy to have boxes, bags, files, or equipment lying around. Aisles, stairwells and hallways must be kept uncluttered. The results are quicker exits of buildings in emergencies and fewer falls, cuts and bruises.

Responsibilities

- Recognize hazards by trusting your instincts.
- Report potential hazards to any board member or co-director.
- Work safely and share ideas for improving safety.
- Work as a team to eliminate the threat of an incident.

Thank You

- Teaming to Win, Inc. looks forward to a safe and rewarding conference. In advance, we appreciate your attention to the suggestions made and communication necessary to implement this plan.