

# USFK Safety Gram



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## Are You Using a Personal Checklist?

Operators of machinery or vehicles are expected to check them over to make sure they are in safe running order before going to work. The operators use a checklist to inspect the important components of their equipment, one at a time. In the same way, you should go through a personal checklist to make sure you are properly prepared for the task at hand.



**The following checklist applies, in one way or another, to workers in just about every field:**

- ◆ Have you received proper safety training for the job you do? Do you ask questions if you are in doubt?
- ◆ Do you inspect your work area, machinery, and tools before you start work?
- ◆ Do you wear the correct personal protective equipment (PPE) for each aspect of your job? Have you been trained in the correct way to select, fit, use, maintain, and inspect your PPE?
- ◆ Do you avoid the hazards of electricity by understanding its dangers and by treating it with respect?
- ◆ Do you know how to safely use compressed shop air and/or compressed gases (nitrogen, oxygen) and treat them with respect?
- ◆ Do you know more than one way to escape from your work area in case of fire, and could you find these exits right now if you had to do so in the dark or in smoke?
- ◆ Do you know how to report a fire in your work area and where nearby portable fire extinguishers are located?
- ◆ Do you make correct use of guards on machinery and tools? Do you understand the consequences of tampering with them or removing them?
- ◆ Do you practice good housekeeping by keeping your work area clean and orderly, free of scrap, spills, and other hazards? Do you clean your tools and put them away after each use?
- ◆ Are you aware of hazardous chemicals and gases that you work with or that you may encounter in your work situation? Do you know how to protect yourself against them? Do you know how and where to properly dispose of chemicals?
- ◆ Do you know how to find and use safety showers and eyewash stations?
- ◆ Do you know how to avoid repetitive stress injuries?
- ◆ Do you know how to lift safely and how to protect your back in your particular job?
- ◆ Do you avoid slips and falls by eliminating hazards and wearing safe footwear?
- ◆ Do you drive defensively and always wear your seatbelt?
- ◆ Do you understand the consequences of drug or alcohol use before or during work?
- ◆ Do you keep yourself physically and mentally fit - and healthy - so that you will be able to work safely?



**Hopefully, you answered "yes" to all of the questions. If you answered "no" to any of the questions, then seek out ways to make a change.**