

# 1996 Labor Day CheckList

## *Protect Your Health and Safety at Work*

<b>Action Areas</b>	<b>Employers</b>	<b>Employees</b>
<b>Lifestyle</b>	<ul style="list-style-type: none"> <li>▪ Ban alcohol, cigarette, and illicit drug use in the workplace</li> <li>▪ Encourage physical fitness; consider health club discounts</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quit smoking</li> <li>▪ Maintain a desirable weight by eating a low-fat diet</li> <li>▪ Exercise most days (moderately intense for at least 30 minutes)</li> <li>▪ Limit intake of alcohol</li> </ul>
<b>Prevention</b>	<ul style="list-style-type: none"> <li>▪ Offer health insurance encouraging preventive care</li> <li>▪ Sponsor health promotion/prevention programs at work</li> <li>▪ Get employees' input on job improvement and hazard prevention; they often are the most knowledgeable</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participate in health promotion and medical screening programs</li> <li>▪ Understand personal health risks (breast, lung, skin, or prostate cancer; heart disease; HIV; noise-induced hearing loss; stress)</li> <li>▪ Seek recommended immunizations; consider flu vaccines</li> </ul>
<b>Workplace</b>	<ul style="list-style-type: none"> <li>▪ Provide written safety responsibilities and job training, and fit jobs to workers</li> <li>▪ Inspect and maintain equipment, tools, machinery; provide machine guards</li> <li>▪ Create and clearly post a disaster plan for immediate evacuation;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow workplace safety guidelines and job procedures</li> <li>▪ Report unsafe conditions to supervisor immediately</li> <li>▪ Locate your nearest exit; walk the route you would take in emergencies</li> <li>▪ Know your limitations</li> </ul>

	<p>conduct drills and organize a first aid team</p> <ul style="list-style-type: none"> <li>Clearly mark exits with unobstructed lighted signs and clear facility of slip- and fall-causing materials</li> </ul>	<p>if ill or on medications with side effects (impaired driving, delayed reaction time, drowsiness)</p>
<b>Exposures</b>	<ul style="list-style-type: none"> <li>Inform employees of job risks</li> <li>Maintain and update MSDSs</li> <li>Properly label, store, dispose of hazardous chemicals</li> <li>Provide and maintain personal protective equipment; train staff in proper use</li> <li>Decrease potential hazards with engineering, less hazardous materials, job rotation, breaks</li> <li>Label confined spaces and provide written entry program and rescue equipment</li> </ul>	<ul style="list-style-type: none"> <li>Recognize potential hazards in your workplace and note past exposures</li> <li>Wear personal protective equipment, such as respirators, earplugs</li> <li>Report accidental exposures to supervisor immediately</li> <li>Seek medical attention promptly for work-related illnesses, injuries, exposures</li> <li>Avoid eating or smoking at work sites; always wash hands before eating</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>Develop relationships with local community and environmental health and safety professionals</li> <li>Protect the environment; follow all appropriate regulations</li> </ul>	<ul style="list-style-type: none"> <li>Report spills or accidental releases immediately</li> <li>Discard hazardous waste properly</li> </ul>
<p>Source: The American College of Occupational and Environmental Medicine 9624checklist</p>		