



Welcome. We are glad that you are here!

This is a Safety Bulletin PLEASE READ IT AND PUT IT INTO PRACTICE.

When to ask for help

- You have the right to NOT perform any task that you feel is unsafe. Clearly communicate with your department head.
- Do not perform any work that you are not qualified and authorized to perform.
- Preventable “accidents” are not accidents.
- Always be aware of your surroundings. If you are unable to safely complete a task STOP and ask for help.
- Do not push a box or cart unless you or others on your team can see objects on all sides of the box or cart. Please ask for help if needed.
- If you make a mistake or cannot complete a task please let your department head and coworkers know immediately.
- Push equipment appropriately across transitions in the floor at appropriate speeds. Ask for help if needed.

Safe Movement

- Be physically, mentally, and emotionally prepared for your work shift or please report to your Job Steward.
- If your actions create a safety hazard you may be personally held liable for them.
- Pay attention to finger and foot placement to avoid pinching and crushing. Watch for shifting objects.
- Maintain a safe following distance from the person(s) in front of you and be prepared for sudden stops. If you stop, look behind you and be prepared for oncoming hazards.
- When working above others take extreme precautions so as not to drop items on them.
- If something is falling in your direction, move safely out of it’s way. Do not try to stop it from falling.
- Do not jump from elevated platforms.
- Never sacrifice safety for speed.
- Avoid twisting injuries and neck and shoulder injuries.
- Use handrails while ascending and descending stairs.
- Be aware of ergonomics and repeated motion hazards.
- Jumping in to help can be dangerous to everyone and everything involved. Please proceed with patience and skill.
- Remain vigilant when working around moving objects.

Communicating Safely

- Keep communication job related when work is being performed.
- Communicate clearly with others verbally. Listen for instructions on how and where to move. If instructions are unclear to you, STOP and ask for help!
- If you are pushing equipment behind someone, say, “behind you,” if they do not respond STOP and say it again. Do not proceed until they acknowledge and respond appropriately.
- If you place or remove an object, box, or cable behind someone clearly communicate this to them.
- If you hear “HEADS,” duck and cover from falling objects immediately.

Personal Care & Safety

- Violence, verbal, emotional, and mental abuse in the workplace will not be tolerated.
- Be aware of your personal hygiene as you will be working in close proximity with others.
- Use hearing protection in all appropriate situations.
- Remain hydrated and take all necessary precautions to avoid heat exhaustion and heat stroke.
- Do not take anything from the workplace without the permission of your Job Steward.
- Horseplay on the job is a Nae Nae!
- Do not walk away from your work assignment without approval from your department head.
- Be aware of, and take all precautions against Biological Hazards.
- Act like a professional and you may get treated like one.
- Make your workplace dignified and make it something that you can be proud of.
- Please get along with others; we should all be working toward the same goal.
- Do not leave items in an unsafe condition.

Lifting Safely

- Lift with your head up, use your thigh muscles and not your back. Keep your spine straight and shoulders back. Establish a strong base of support with your feet. Activate your core stability muscles immediately prior to the lift. Exhale while lifting. Do not hold your breath. Keep objects close to your body to avoid strain. Pivot with your feet rather than twisting at the waist. If unsure about this, ask your department head.
- When lifting with other people: Make sure that everyone is in position and ready. Make sure that communication is clear on when to lift, how to maneuver, and when to set objects down. Do not drop items. Teamwork is essential for safety and injury prevention. Take all precautions to avoid back, shoulder, hand, and foot injuries.

Reporting

- Report all safety issues, accidents, and injuries immediately (as soon as safe to do so) to your department head and Job Steward.
- Report suspicious activity to the appropriate authorities as soon as safe to do so.
- Know the location and proper use of fire extinguishers, AED devices, first aid kits, and emergency exits.
- If the equipment that you are working with is damaged or in need of repair, report it to your department head and coworkers immediately.
- Report slip/trip and fall hazards to your department head and coworkers as soon as safe to do so.
- Don't die, don't kill anyone, and, don't fall off of the stage.

Tools and Gear

- Wear a hard hat anytime there is a danger of head injury.
- Wear appropriate footwear for the tasks that you are doing. Avoid and report trip and fall and slip and fall hazards.
- Use ladders in the manner with which they were intended and maintain three points of contact when working on them.
- Use tools in the manner with which they were intended.
- Do not use tools or equipment for which you have not been properly trained or qualified.
- Use a safety harness anytime there is a danger of falling from elevated positions.
- Uncapped and unstrapped compressed gas cylinders must be secured immediately as to avoid a mass casualty event.



Local 115 Safety Training:

For more information and courses on job safety visit: <https://www.iatsetrainingtrust.org/safetyfirst>

To read the most recent UTP Safety Spot newsletter click [here](#).

Download the Red Cross First Aid App: <https://www.redcross.org/get-help/how-to-prepare-for-emergencies/mobile-apps.html>

For information on OSHA C-10 click here: <https://www.iatsetrainingtrust.org/osha>

For help with addiction, call the National Helpline 1-800-662-4357. Call 988 for the suicide prevention hotline.