

A Guide for Staying Safe at Work



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Institute on Disability

How to Use A Guide for Staying Safe at Work

A Guide for Staying Safe at Work can be printed or used digitally on a computer.

If you print the guide, fill it in with a pen or pencil. If you use it on a computer, click on the text box and type in your answer or click the buttons to answer yes or no.

This version of A Guide for Staying Safe at Work was not designed to be used on a smartphone.

A Guide for Staying Safe at Work was designed to be used in three ways:

1. Documentation Tool

Use this guide to help you learn how to apply what you learned during the Staying Safe at Work training. A Guide for Staying Safe at Work is not meant to take the place of your training.

2. Conversation Starter

Use this guide to start conversations with your support team. If there are questions that don't apply to your workplace, then you can skip them. If this guide sparks more conversation and questions than asked here, then the guide is working!

3. Safety Planner

Use the guide to plan for ways to make your job safer. Revisit your answers with your support team to keep track of your goals. Or reprint this guide in the future to make sure you know how to best be safe at work.



Information About Your Job

What is your name?

Your name.

Where do you work?

Name of your job, workplace, or company.

Your job's address.



Part of being safe at work is having the right people surround you to be successful.

Who helps you be successful at work?

Having a good relationship with your boss is important.

Who is your boss at your job?

How often do you talk with your boss?

It is important to know what your role is at your job.

What is your job title?

What do you do for work at your job?

You should be paid at least minimum wage and a similar amount as your co-workers who are doing the same job.

How much do you get paid to work at your job?

When do you get paid for your work?

It is healthy to have a good work schedule.

What is your weekly schedule?

What is your monthly schedule?

Who is the person in charge at your job during an emergency?

Name

Phone Number

Email



Who is your emergency contact?

Name

Phone Number

Email

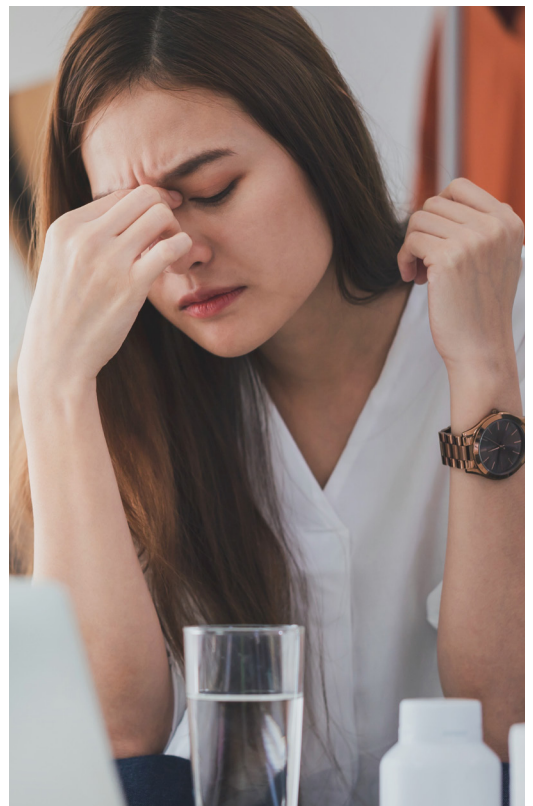
Looking for Hazards at Your Job

Before you go to your job to look for hazards, think about what could hurt you, make you sick, or stress you out.

What could hurt you at your job?



What could make you sick at your job?



What could stress you out at your job?

EVERY JOB HAS HAZARDS. FIND THE HAZARDS AT YOUR JOB.

Chemical Hazards



Are there chemicals at your job?

Yes

No

What chemicals do you work with?

How might these chemicals harm you?

Where are chemicals kept at your job?

Temperature Hazards



Could you get too cold at your job?

Yes

No

Could you get too hot at your job?

Yes

No

Tool Hazards



Do you use any tools at your job that could hurt you?

Yes

No

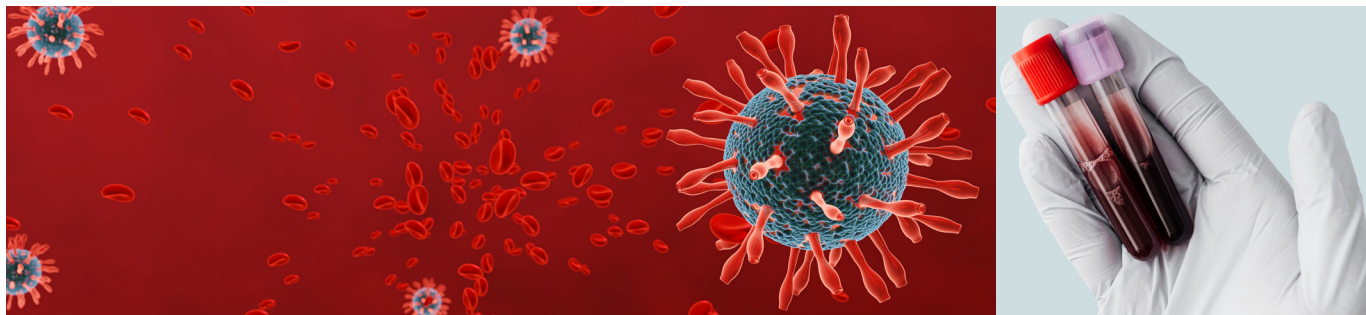
Does someone at your job use tools that could hurt you?

Yes

No

How could you get hurt by tools at your job?

Biological Hazards



Could you get sick from germs at your job?

Yes

No

Could you come in contact with blood at your job?

Yes

No

Machine Hazards



Do you work with machines at your job?

Yes

No

Does someone at your job use a machine near you?

Yes

No

How could you get hurt by machines at your job?

Ergonomic Hazards



When you do your job, do you move your body in the same way over and over?

Yes

No

Do your hands or fingers move in the same way over and over?

Yes

No

When you do your job, do you bend or twist your body?

Yes

No

Do you lift heavy things or put heavy things down at your job?

Yes

No

Do you push or pull things at your job?

Yes

No

When you do your job, does your body stay in the same spot for a long time?

Yes

No

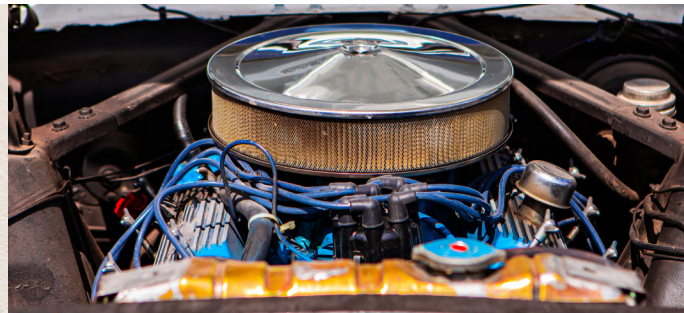
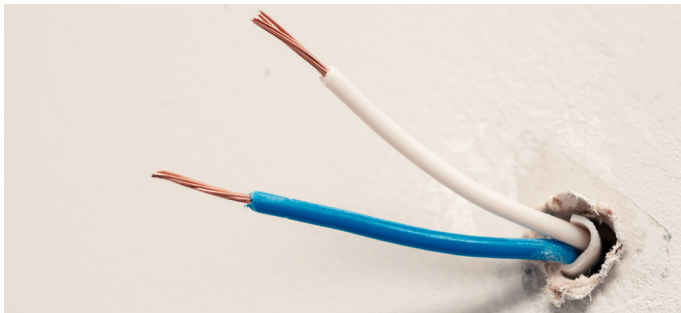
Is your body ever in an awkward position at your job?

Yes

No

Sometimes people do not feel pain until after work. Could this happen to you?

Electrical Hazards



Could you get shocked by electricity at your job?

Yes

No

What could shock you at your job?

Fall Hazards



Could you fall from somewhere high at your job?

Yes

No

Is there something you could trip over at your job?

Yes

No

Can you slip on something at your job?

Yes

No

Are there uneven surfaces at your job?

Yes

No

Stress Hazards



Do you work with other people or work by yourself?

Work with other people

Work by myself

Do you **want** to work with other people or work by yourself?

Work with other people

Work by myself

Are people mean to you at your job?

Yes

No

If you said “yes”, how have people been mean to you at your job?

Are you ever bored at your job?

Yes

No

Do you feel like you are doing too much work at your job?

Yes

No

Do you like how many hours you are working?

Yes

No

Do you know how to do your job well?

Yes

No

Is there something else you want to do at your job?

Yes

No

Vehicle Hazards



Do you use any vehicles at your job?

Yes

No

Does someone at your job use a vehicle?

Yes

No

How could you get hurt by vehicles at your job?

Noise Hazards



Does your job get too loud?

Yes

No

Do you work with something that could hurt your hearing?

Yes

No

Making Your Job Safer

Always be trained to do your job safely.

Do you think you have been trained to do your job safely?

Yes

No

How have you been trained to do your job safely?

Get rid of hazards at your job.

Do you think you could get rid of all the hazards at your job?

Yes

No

Why did you answer this way?

Protect yourself with the right PPE or safety gear for your job.

Do you think you use the right PPE or safety gear for your job?

Yes

No

What PPE or safety gear do you use at your job?

ANSWER THE FOLLOWING SECTIONS AS IT RELATES TO YOUR JOB.

Chemical Safety



Are there chemical hazards at your job?

Yes

No

What training have you had to be safe around chemicals?

Do you need more training to work with chemicals at your job?

Yes

No

Do you know where the safety data sheets (SDSs) are for the chemicals at your job?

Yes

No

What chemical hazards can you get rid of at your job?

What PPE will you use to keep safe when using chemicals?

Do you know where the eye wash station is at your job?

Yes

No

Temperature Safety



Are there temperature hazards at your job?

Yes

No

What training have you had to be safe when it is too hot or too cold at your job?

Do you need more training to be safe when it is too hot or too cold?

Yes

No

What can you wear to keep safe when it is too hot or too cold?

How much water will you drink when it is too hot or too cold?

How many breaks will you take when it is too hot or too cold?

How will you know when your job is too hot or too cold?

Tool Safety



Are there tool hazards at your job?

Yes

No

What training have you had for tool safety at your job?

Do you need more training for tool safety at your job?

Yes

No

What tool hazards can you get rid of?

Do you need to wear closed-toe shoes at your job?

Yes

No

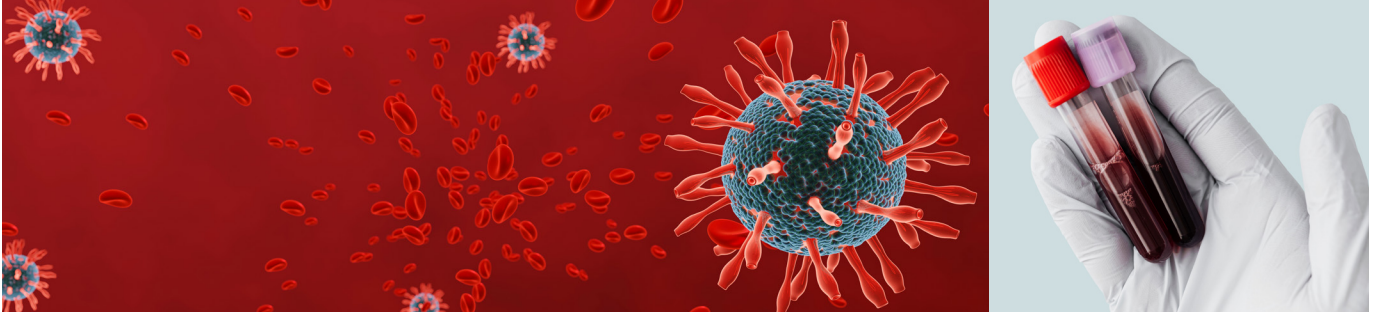
Do you need to use PPE or safety gear for the tools at your job?

Yes

No

What PPE or safety gear will you use to keep safe when using tools?

Biological Safety



Are there biological hazards at your job?

Yes

No

What training have you had to be safe around germs or blood?

Do you need more training to be safe around germs or blood?

Yes

No

When should you wash your hands at your job?

What are things that you should not share at your job?

What PPE will you use to keep safe when near germs or blood?

Machine Safety



Are there machine hazards at your job?

Yes

No

What training have you had in machine safety?

Do you need more training in machine safety?

Yes

No

What machine hazards can you get rid of?

What PPE will you use to keep safe when using machines?

Being distracted when using machines can cause injury. How will you stay on task when using machines?

Ergonomic Safety



Are there ergonomic hazards at your job?

Yes

No

What training have you had in ergonomic safety?

Do you need more training in ergonomic safety?

Yes

No

What ergonomic hazards can you get rid of?

What safety gear could you use to deal with pain at your job?

What goals do you have to improve your body's position when you are at your job?

Electrical Safety



Are there electrical hazards at your job?

Yes

No

What training have you had in electrical safety?

Do you need more training in electrical safety?

Yes

No

Is there ever water near you when you are working with electricity?

Yes

No

Do you ever work under or near power lines?

Yes

No

What electrical hazards can you get rid of?

What PPE will you use to keep safe around electricity?

Fall Safety



Are there fall hazards at your job?

Yes

No

What training have you had in fall safety?

Do you need more training in fall safety?

Yes

No

What fall hazards can you get rid of?

Do you have the right shoes for your job?

Yes

No

Do you feel safe to move about at your job?

Yes

No

How do you know when somewhere is not safe to move about at your job?

Stress Safety



Are there stress hazards at your job?

Yes

No

What training have you had about stress safety?

Do you need more training in stress safety?

Yes

No

What stresses can you get rid of at your job?

How do you know if you are stressed or angry at your job?

What will you do if you get stressed or angry at your job?

Vehicle Safety



Are there vehicle hazards at your job?

Yes

No

What training have you had in vehicle safety?

Do you need more training in vehicle safety?

Yes

No

What vehicle hazards can you get rid of?

What safety gear will you use to keep safe from vehicle hazards?

Being sleepy causes many vehicle injuries. What can you do to be safe when you are sleepy?

Noise Safety



Are there noise hazards at your job?

Yes

No

What training have you had in noise safety?

Do you need more training in noise safety?

Yes

No

What noise hazards can you get rid of?

What PPE will you use to keep safe around noise?

How long should you work if the noise at your job is too loud?

Finding Your Way in an Emergency at Work

Emergencies are unexpected events that could hurt you or others.

What unexpected events could hurt you or others at your job?

Action is needed to keep people safe in emergencies.

What do you think you need to do if there is an emergency at your job?

Plan for how you will need help during an emergency.

Everyone needs help during an emergency. How will you need help?

LEARN THE EMERGENCY ACTION PLANS AT YOUR JOB.

Power Outages

What should you do if the power goes out at your job?

Do you know where a flashlight is at your job?

Yes

No

Where should you go, or stay, if the power goes out at your job?

What help will you need if the power goes out at your job?

Sometimes the power can be out for days or longer. How will you know when it is safe to return to your job?

Fire Emergencies

What should you do if there is a fire at your job?

What path should you take to get out of your workplace during a fire?

Where should you go, or stay, if there is a fire at your job?

What help will you need during a fire?

How will you know when the fire emergency is over?

Medical Emergencies

These are a few examples of medical emergencies that could happen at your job.

Heart Attack	Chest Pain	Vomiting Blood	Fainting
Heavy Bleeding	Sudden Confusion	Swallowing Poison	Choking
Dizziness	Head Injury	Large Wounds	Bad Pain
Breathing Problems	Spine Injury	Bad Stomach Pain	Burns

What medical emergencies could happen at your job?

What should you do if there are medical emergencies at your job?

Where should you go, or stay, if there is a medical emergency at your job?

What help will you need if there is a medical emergency at your job?

Workplace Violence

These are a few examples of workplace violence that can happen at your job, or somewhere else with your co-workers or on social media with your co-workers.

Shaking fists	Kicking	Having a Weapon	Bullying
Throwing Objects	Breaking Things	Using a Weapon	Yelling
Pushing	Insults	Mean Words	Stalking
Hitting	Swearing	Stealing	Touching

How can workplace violence happen at your job?

What should you do if there is workplace violence at your job?

Where should you go, or stay, if there is workplace violence at your job?

What help will you need if there is workplace violence at your job?

Natural Disasters

These are a few examples of natural disasters that could happen anywhere in the world.

Thunderstorm	Hail Storm	Heavy Rain	Flood
Hurricane	High Wind	Blizzard	Extreme Heat
Tornado	Dust Storm	Ice Storm	Wild Fire
Earthquake	Landslide	Volcano	Tsunami

Which natural disasters could happen at your job?

What should you do if there is a natural disaster at your job?

Where should you go, or stay, if there is a natural disaster at your job?

What help will you need if there is a natural disaster at your job?

Spills

These are a few examples of spills that could happen at any job.

Gasoline	Unknown Liquid	Sanitizers	Blood
Oil	Unknown Gas	Machine Fluids	Poison
Grease	Unknown Powder	Chemicals	Vehicle Fluids
Cleaning Products	Soap	Water Leaks	Hot Fluids

What spills could happen at your job?

What should you do if there is a spill at your job?

Where should you go, or stay, if there is a spill at your job?

What help will you need if there is a spill at your job?