

# SAFETY FIRST

## PRACTICE

Practice proper emergency plans and procedures

## ADOPT

Adopt the GOAL (Go Out And Look!) safety strategy

## ENFORCE

Enforce proper advisory protocol and procedures

## UPDATE

Update safety plans regularly, ideally once a year

## OFFICE OR WORKPLACE SAFETY

### Conduct Building Safety Inspections

- Fire safety and prevention
- Personal protection/first aid
- Hazardous materials
- Electrical hazards

### Analyze Fall Prevention and Protection

- Tripping hazards
- Walkway/walking surfaces safety
- Lighting/visibility
- Outside walkways and stairs

### Incorporate Workstation Ergonomics

- Proper desk chairs
- Keyboard and mouse placement
- Computer monitor brightness

### Considerations for Remote Work

- Home safety check
- Designate dedicated work area
- Up to date homeowners policy
- Cybersecurity protection
- Review business insurance policy

## CONSTRUCTION OR WORKSITE SAFETY

### Enforce Required Safety Apparel

- Steel toed, non-slip shoes
- Goggles
- Helmet
- Harnesses
- Durable clothing

### Establish Training and Policy Manuals

- Proper lifting techniques
- Machine operation
- Protocol reminders

### Maintain Tool/Machine Inspections

- Extension cords/power strips
- Heavy machinery
- Battery charging
- Handheld machinery and tools