

A photograph of three office workers wearing white face masks. A man in a light-colored striped shirt is on the left, holding a white document. A woman in a light-colored top is in the center, looking at a laptop. A woman in a white lab coat is on the right, also looking at a laptop. They are in a modern office with large windows and glass partitions.

Follow these five tips every day to keep you safe and injury free.



## **GOOD HOUSEKEEPING**

Keep your work areas clean and orderly. Aisles and passageways should be clear. Floors should be clean and dry. Sanitize work spaces regularly. Remove or put away any excess items that could create a hazard, such as tools or cords.



## **PROPER PPE**

Wear the proper PPE for the job every time. Items such as earplugs, earmuffs, hard hat, gloves, footwear, safety goggles or full-face mask can dramatically reduce your risk of injury.



## **ERGONOMICS**

Stretch. Center your head over your neck and shoulders. Keep your knees unlocked. Move commonly used items to within reach to avoid twisting. When picking up heavy loads, keep the item close to your body and lift with your legs.



## **HAZARD AWARENESS**

Stay aware of potential hazards and address them with proper PPE, other engineering controls, or by removing the hazard all together.



## **STAY HEALTHY**

Take care of yourself. Get enough rest, eat a balanced diet, exercise. Stay sober. Reduce stress and take appropriate breaks to keep yourself fresh and alert. Stay home if you have a fever or feel ill.