



West Valley Engineering



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## Top 5 Ways to Stay Safe at Work

### 1. Get clear work instructions

Having a good understanding of your duties and responsibilities will not only assist you with performing your job correctly, but it will also help to avoid injuries. If you are unsure of certain aspects of your job, ask your supervisor or manager for clarification. When dealing with hazardous materials, make sure you read and understand the MSDS's. Ensure you have received the proper safety training based on your job responsibilities.

### 2. Maintain a clean work area

This will help any loose ends from getting in the way of your work while also helping to promote a productive work environment. Make sure to secure loose wires that might be around your area or anything that might cause people to slip. Ensure that spills are promptly cleaned up.

### 3. Avoid unnecessary hazards

Hazardous situations may occur in offices that employees believe to be safe. Untidy hallways where high traffic may exist can cause office injuries and tripping hazards. Ensure that pencils and scissors are stored flat or with the pointed side down to avoid poking and cutting. Instead of grasping documents on the side, grasp at their corners to avoid paper cuts.

### 4. Always lift properly

Test the weight of the object by pushing it with your feet or your hands. By having an idea of how heavy something is, you are able to prepare yourself for the lift. Position your feet so that they are shoulder-width apart, bend at the knees and squat until you are level with the object, then use your leg muscles to lift yourself up. If your job requires you to lift heavy objects (anything over 40lbs.), always ask for assistance.

### 5. Work ergonomically

Ergonomic tips can help with preventing injuries. If working in an office environment, ensure that your computer, desk, and chair are arranged so that you are comfortable and will not strain your back, arms or neck. If working in a warehouse or production environment, alternate hard and easy tasks that require using your hands and keep your wrist in a neutral position as much as possible; not twisted or bent.

\* West Valley Staffing Group is committed partnering with our clients to provide employees a safe work environment.



Life is too Short for the wrong job.

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