

## Boost Safety ... Manage Stress

You may be surprised to learn that many on-the-job injuries are rooted in the mind rather than the body. *STRESS* ... it's recognized as being generally bad for your health, but did you know that it can also have a negative impact on your safety?

When you're stressed-out, you're more likely to lose concentration, which can lead to a mistake that may cause injury to you or someone else — especially if you're not getting enough sleep.

**The bottom line:** Managing stress is one of the best safety precautions you can take.

**DID YOU KNOW?** *You are more likely to be hurt on or off the job if you:*

- are preoccupied, stressed or tired
- are not fit for a physically demanding job
- fail to use safety gear



## Take Stress Out of Your Day

- **Don't rush.** Leave time in your schedule for unexpected situations. When possible, take time at the end of your day or shift to organize the next day's to-do list and straighten your work area.
- **Keep your work area clean.** A clutter-free work zone can help keep your mind and your body on track by minimizing disruptions and safety hazards. Store items in their proper places.
- **Avoid distractions.** When a job requires complete concentration for safety's sake, make your co-workers aware. Check messages at set times, or close your door so you can finish a project.
- **Maintain a manageable workload.** Don't take on more work than you can handle. Talk with your supervisor if you get in over your head.

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## Don't Take Chances

### 1. Report hazards

### 2. Think before you act

### 3. Concentrate on what you're doing

## Safety Top 10

- 1 **Slow down and watch what you're doing.** Being busy, distracted or short-staffed is no excuse for errors that can lead to injury.
- 2 **Remove tripping hazards** such as electrical cords, boxes and other objects from traffic areas, doorways and stairwells.
- 3 **Report or correct hazards** — such as mopping up spills — rather than ignoring them. Think about the safety of your co-workers and customers.
- 4 Know how to **properly operate equipment.** Don't attempt repairs unless you are trained to do so.
- 5 **Never turn your back on danger**, such as heavy equipment at a construction site.
- 6 Move loads properly — **lift safely** and get help with oversized loads.
- 7 **Never** drive or operate machinery under the influence of **alcohol or drugs** that impair concentration and reduce reaction time.
- 8 Wear your **seat belt** when driving.
- 9 Wear **protective gear** as the job requires.
- 10 **Observe** company safety requirements.

**Remember ...**  
You are the person most responsible for your safety.



*What can you do to prevent injury?  
Think safety first.*