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IIF DATA SOLUTIONS



WORKPLACE SAFETY BRIEFING



IIF Safety Objective

IIF Data Solutions, Inc. is committed to providing a safe and productive work environment for all of its employees. In order to achieve this goal, it is important for each employee to understand how to promote workplace safety and prevent accidents and injuries.

This briefing will explain how to identify and report hazards and risks that could result in an accident or injury. It also details the important steps to take in the event of an on the job incident.



#1 Safety Tip

**Be PROACTIVE,
not REACTIVE.**

Preventative Behaviors:

- Stay alert and think ahead
- Pay attention to your surroundings
- Identify possible hazards
- Report possible to hazards

Identifying & Reporting Hazards

Watch out for:

Torn carpet ▪ Loose tiles ▪ Raised floorboards

Wet or slippery surfaces ▪ Broken furniture ▪ Defective equipment

Exposed wires and cables ▪ Sharp Objects

When a hazard is identified, ask yourself...

“Who Needs to Know?”

Facility/Maintenance Personnel ▪ Building/Property Manager

Supervisor ▪ Program Manager ▪ HR Department



Accidents & High Risk Activities Most Common in the Workplace

- Slips, Trips and Falls
- Moving, Lifting and Carrying
- Cuts, Burns and Bruises



Slips, Trips & Falls

#1 Cause of Workplace Injuries

Tips for Injury Prevention:

- Practice Good Housekeeping
 - Keep your work area and office CLEAN!
 - Immediately wipe-up spills and pick-up debris.
 - Remove obstructions from walkways and exits.
- Avoid Reckless Behavior
 - Do not stand on office furniture.
 - Do not lean back in chairs.
 - Take your time and don't rush!
- Be aware of your Surroundings
 - Never obstruct your view.
 - Pay attention to unsafe weather conditions.
 - Be aware of changes in floor surfaces.



Moving, Lifting & Carrying

Tips for Injury Prevention:

- If it's too heavy, don't move it!
 - Seek assistance or tell your supervisor.
 - Use a handcart.
- Use proper lifting techniques.
 - Squat to lift and lower objects.
 - Use your leg muscles and not your back muscles.
 - Keep the weight as close to you as possible.
 - Have a strong stance, upright posture and good grip.
- Do not stack objects too high.
- Do not obstruct your view.



Cuts, Burns & Bruises

Tips for Injury Prevention

- Use caution in the kitchen.
 - Be careful using knives and other sharp utensils.
 - Put everything away when finished.
 - Avoid skin contact with hot containers and liquids.
- Use caution with equipment and supplies.
 - Do not operate unfamiliar equipment without proper instructions.
 - Do not remove safeguards.
 - Avoid loose clothing, jewelry, hair, etc. near equipment and machinery.
 - Inspect and turn off space heaters and fans.
 - Be careful using sharp objects.
- Use caution with building and office furniture.
 - Do not move office furniture.
 - Close filing cabinets and drawers.
 - Secure windows and doors.



Ergonomics

Definition:

(n.) The applied science of equipment design, as for the workplace, intended to maximize productivity by reducing operator fatigue and discomfort.

How to set up your workstation to promote comfort and neutral posture:

- Monitor should be slightly below eye level.
- Lower back should be supported by chair.
- Feet should be flat on the floor.
- Wrists should not rest while typing.
- Place frequently used items within arms reach.

Other Tips:

- Avoid working in one position for long periods of time.
- Avoid repetitive movements.
- Take a break when needed.
- Stretch!
- Adjust monitor resolution to reduce eye strain.



Reporting Accidents & Injuries

When an accident and/or injury occurs, it is important to take action immediately!

- If you or a co-worker are injured on the job, please seek medical assistance immediately!
- You must also notify your supervisor and HR department immediately.
 - If you are injured and unable to make the notification yourself, please have someone else do so on your behalf.
 - Your promptness in notifying HR is important for workers' compensation reporting.
- The injured party and all witnesses must submit a statement and/or report of injury to HR.
 - This should be completed within 24 hours of the initial notification.
- Once the required information is received, HR will submit it to workers' compensation.
 - A workers' compensation claims representative will then be assigned to investigate and administer the claim.
- Please notify your supervisor and HR department of any hours missed or expected to be missed from work due to an on the job injury.
 - Hours missed from work should be recorded on your timecard as vacation or sick leave until they are both exhausted.



Contacts

If you have any questions or experience an on the job accident or injury,
please contact:

Laura Steen

Human Resources Manager

(703) 485-3061

Laura.Steen@iifdata.com