

THE SAFETY OBSERVER

Safety Information for Employees

CAUTION AT WORK

Risk Management is defined as: ***the process of making and carrying out decisions that will minimize the adverse effect of accidental loss upon an organization.*** Almost all losses occur on properties, whether it's an injured employee or resident, fire or flood. The property's staff is faced daily with the task of making and carrying out the decision that will minimize the chances for loss. This means you - the property staff - are risk managers.

AWARENESS

Your awareness is what prevents loss. Being aware of defective lighting or an over-used electrical outlet is the first step in preventing an accident. Paying attention to a dead tree, or a co-worker who is not using their PPE, or even watching your own step are just a few of many, many things we are faced with daily.

It is very easy to get into a routine, but in order to be more aware, you need to step aside from the usual routine and take a moment to think about your surroundings. Look for a potential hazard. Maintain the frame of mind that hazards do exist. If you look for them, you will find them because they are there. Accidents happen when we stop paying attention to what's going on around us.

ACTION

The next step in preventing a loss is to turn your awareness into action. When you notice there is a potential for an accident, immediately take the necessary steps to correct it. Most of the time it is very simple to correct, like picking up a tripping hazard, or moving electrical items from an overused receptacle to an empty outlet. **A simple and expedient action on your part has the potential of preventing enormous loss.**

Sometimes you will notice a potential hazard that you cannot correct yourself or may require your supervisor's authority. In some of these instances, there will be temporary measure you can take to make sure an accident does not occur while you are seeking help. An example may be to post a sign cautioning a wet floor, or marking an uneven sidewalk with bright spray paint. The goal is simply to heighten the awareness of an unsuspecting individual while you are away obtaining a tool or getting assistance.

CHECKLISTS

Checklists help prompt us to look for potential hazards on a scheduled basis. While they are no replacements for your day-to-day awareness, they do contribute a systematic way of looking for hazards. Your Safety and Risk Management Program should contain many checklists and logs designed to help us pay attention. It is not enough to simply complete the checklists regularly, but found discrepancies need to be followed up with correction.