

Staying Safe at Work throughout the Year



The safest work environments occur when employees, at all levels of the organization, work together to communicate and adhere to the safety standards set in place. A lot of workplace incidents can be prevented if you stay alert, know your risks and follow simple safety rules.

1) Be Aware of Your Surroundings

This step requires knowing the particular hazards of your job or workplace. Once you have learned these risks, you are able to keep clear of potential hazardous areas, and potential hazardous situations.

2) Keep Correct Posture to Protect Your Back

If you work at a desk, keep your shoulders in line with your hips to avoid back problems. If you are picking things up, use correct form so your back does not get hurt. Avoid stooping and twisting.

3) Take Regular Breaks

So many work-related injuries and illnesses occur because a worker is tired, burned out and not alert to the surroundings. Taking regular breaks helps you stay fresh on the job. One trick to staying alert is to schedule the most difficult tasks when your concentration is best, like first thing in the morning.

4) Use Tools and Machines Properly

Take the proper precautions when using tools, and never take shortcuts. Taking shortcuts is one of the leading causes of workplace injury. It is a huge safety risk to use scaffolding as a ladder or one tool in place of another for a specific job. Using tools the right way greatly reduces the chance of workplace injury.

5) Keep Emergency Exits Easily Accessible

In case of an emergency, you will need quick, easy access to the exits. It is also recommended to keep clear access to equipment shutoffs in case you need to quickly stop them from functioning.

6) Report Unsafe Conditions to Your Supervisor

The only way to stop unsafe conditions from happening is to report them to supervisors as soon as you notice any issues. The company is legally obligated to provide all employees with a safe working environment, and will take care of any unsafe conditions, but the company has to be aware of those conditions to do so. It is important to always report any hazardous situation or unsafe condition as soon as possible, to keep yourself and other employees safe.

7) Use Mechanical Aids Whenever Possible

Instead of attempting to carry or lift something that is heavy to save some time during your workday, take the extra minute to use a wheelbarrow, conveyor belt, crank or forklift. Too many injury risks are involved with trying to lift something that weighs too much.

8) Stay Sober

A large number of workplace fatalities occur due to use of alcohol and drugs. When a worker's ability to exercise judgment, coordination, motor control, concentration or alertness is compromised, this leads to any number of risks for workplace injury and fatalities.

9) Reduce Workplace Stress

Stress can lead to depression and concentration problems. Common causes of workplace stress include long hours, heavy workload, job insecurity and conflicts with coworkers or managers. Take your concerns about workplace stress to your supervisor to see how they might help you address them.

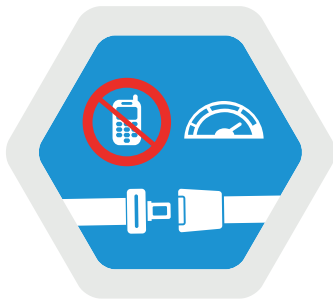
10) Wear Correct Safety Equipment

If you are not wearing correct safety equipment for a task, you may get injured. Depending on the job, equipment like earplugs, earmuffs, hard hats, safety goggles, gloves or a full-face mask greatly reduce the risk of workplace injury.

Remember: safety is your main priority at work. It is important to follow all the established safety rules and regulations, be aware of your risks and your surroundings, and be able to perform every aspect of your job safely.



Life Saving Rules



Drive Safely



Do not smoke
outside designated
smoking areas



Verify isolation
before work begins



Use your Stop Work
Authority if work
environment is unsafe



Remain focused
and aware of
your surroundings



Report any incidents,
near misses, and unsafe
conditions immediately



Stop. Think. Act



Do not walk under
a suspended load



Work with a valid work
permit when required



Protect yourself
against a fall when
working at heights

Assignment of Responsibility and Accountability for Health and Safety

Management	Supervisors	Employees
<ul style="list-style-type: none"> • will set an example and provide leadership in the health and safety program; • will provide information, instructions and assistance to all supervisory staff in order to protect the health and safety of all our employees; • will understand and enforce the accident prevention policy as well as the OSHA Legislation as it applies to all areas of the company operations; • will provide all supervisory staff with proper, well maintained tools and equipment as well as personal protective equipment as may be required; • will provide ongoing health and safety training as required by legislation and industry; and • will monitor all departments and projects and will hold them accountable for their individual safety performance. 	<ul style="list-style-type: none"> • will know and apply the company's safety policies and procedures and OSHA legislation; • will ensure all employees are trained and educated to company standard and requirements, which included use and care of personal protective equipment; • will advise employees of potential hazardous situations as they relate to their job tasks; • will arrange for medical treatment as required, including appropriate transportation for treatment; • will report all accidents, incidents, near misses, and health concerns to senior management immediately; • will take the lead role for accident investigations in their area of responsibility, working with the Safety Coordinator; • will perform, or ensure a designate performs regular inspections as required in their area of responsibility. 	<ul style="list-style-type: none"> • are responsible to read, understand and comply with Airswift's Health and Safety policies and safe work practices; • are responsible to wear the appropriate personal protective equipment and clothing for their tasks; • are responsible to report any unsafe and/or unhealthy condition to their immediate Supervisor immediately; • are responsible to report any near miss, injury, and/or equipment damage accident to their immediate Supervisor immediately and complete the required reports; • are responsible to take every reasonable precaution to protect the safety of themselves, other workers in their area, and the general public; • are responsible to attend safety meetings and actively participate in the Health and Safety Program.

Contractors, Suppliers and Visitors	Health and Safety Committee
<ul style="list-style-type: none"> • are required to cooperate with Airswift representative in all areas of the Health and Safety Program; • are responsible to report to their contact immediately upon arrival at the work site; and • contractors and visitors will be held accountable to comply with all prescribed safety procedures while at Airswift work sites. 	<ul style="list-style-type: none"> • to conduct regular meetings, record minutes and attendance; • to conduct inspections as assigned; • to assist in workplace investigations; • to promote health and safety in the workplace.