



## Toolbox Talks for Club Employees: Make Safety a Priority

Make safety a priority in your daily routine. Negative attitudes toward safety lead to negative results -- accidents. Experience has shown us that all the safety training and equipment in the world cannot ensure a safe workplace unless managers and employees have a positive attitude about workplace safety.

Safety is an important part of your job. You should work with your supervisors and fellow employees to help ensure that you have a safe workplace. Remember that your employer makes and enforces workplace safety rules to protect you and make sure that you go home safe at the end of the day.

Follow these helpful reminders to keep you and your fellow employees safe within the club.

1. **Make Safety a Priority.** Make safety an important part of your job and help set a good example for other employees. Do not be influenced by others around you who are negative.
2. **Operate Equipment Only if Qualified.** Do not operate machinery on which you have not been trained. Your employer will ensure that you receive the necessary training to operate assigned equipment. However, as employee safety is a shared responsibility, you have the duty to alert your supervisor if you feel that you need additional training. Verify product safety prior to employee use.
3. **Respect Machinery.** Make sure all guards are in place. Never hurry beyond your ability to think and act safely. Remember to de-energize the power first before placing your hands in a point of operation. Evaluate terrain and tip over hazards.
4. **Use Your Own Initiative for Safety Protection.** You are in the best position to see problems when they arise. Ask for the personal protective equipment or additional guidance you need.
5. **Ask Questions.** If you are uncertain, ask. Do not accept answers that contain, "I think, I assume, I guess." Be sure.
6. **Use Care and Caution When Lifting.** Most muscle and spinal injuries are from overstrain. Know your limits. Do not attempt to exceed them. The few minutes it takes to get help can prevent immeasurable pain.
7. **Practice Good Housekeeping.** Disorganized work areas are the breeding grounds for accidents. You may not be the only victim. Don't be a cause. Be alert to your surroundings for the good of yourself and your fellow employees.
8. **Wear Proper and Sensible Work Clothes.** Wear sturdy and appropriate footwear. These should enclose the foot fully. Avoid loose clothing, dangling jewelry and be sure that long hair is tied back and cannot become entangled in the equipment with which you are working.
9. **Practice Good Personal Cleanliness.** Avoid touching your eyes, face, and mouth with dirty gloves or hands. Wash your hands frequently with hot water and soap.
10. **Be a Positive Part of the Safety Team.** Willingly accept and follow safety rules. Encourage others to do so. Your attitude can play a major role in the prevention of accidents and injuries.

*Through OSHA's Alliance Program this Toolbox Talk was developed as a product of the OSHA and CMAA Alliance for informational purposes only. It does not necessarily reflect the official views of OSHA or the U.S. Department of Labor.*