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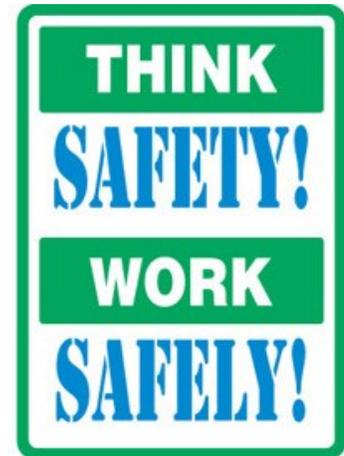
- The OSH Act was created on December 29, 1970.
- Since 1970, workplace fatalities have been reduced by more than 65 percent and occupational injury and illness rates have declined by 67 percent. At the same time, U.S. employment has almost doubled.



## The Ten Commandments of Safety

Developing and following everyday safety habits can keep you and your team injury free.

1. **Always follow company rules, regulations and procedures.** Follow all safety rules and encourage others around you to do the same.
2. **Allow only qualified individuals to operate equipment.** Supervisors should make sure that only trained and authorized employees operate fork lifts, heavy equipment and other types of machinery. If you haven't been trained on the use of a piece of equipment, don't operate it.
3. **Respect machinery and equipment.** Make sure safety guards are in place and that you use them. When maintenance must be performed make sure that lockout/tagout procedures are followed.
4. **Always assess the risks, Stop and think, "What is hazardous about this task?"** As the employee, you are usually in the best position to see problems if they arise. If you cannot correct them, or if you aren't comfortable correcting them, bring the problem to your supervisor or manager. Don't assume that someone else will notice the problem or report it.
5. **Be careful, if unsure ask!** If you are uncertain, or if you don't know, ASK! If your supervisor or manager can't answer your question see if they can contact your risk consultant for additional information.
6. **Always manage the lift. Get help or use a "Team Lift."** Most back strains result from improper lifting. Use proper lifting techniques when lifting. Ask for assistance if the load is too heavy for you to lift by yourself.
7. **Practice good housekeeping.** Disorganized work areas are the source for many accidents. When done well, housekeeping can eliminate or reduce incidents, improve morale, and increase productivity. Clean up spills promptly. Housekeeping should be considered a day-to-day responsibility, not just an extra task once or twice a year.
8. **Always wear your Personal Protective Equipment (PPE) and sensible work clothes.** Always wear the required or recommended PPE for your job or job task. Wear sturdy and appropriate footwear when safety shoes are not required. PPE is not a substitute for eliminating hazards.
9. **Practice good personal hygiene.** Avoid touching your eyes, face and mouth with gloves or hands that are dirty. Be careful so as to avoid ingesting any dust, chemicals, or contaminants.
10. **Always be responsible for the safety of yourself and others.** Positive attitude and perception in safety around the workplace plays a major role in accident prevention.





## OSHA Recordkeeping—First Aid Interpretation

What is first-aid for purposes of OSHA recordkeeping?

- Using a non-prescription medication at nonprescription strength (for medications available in
- both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes)
- Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment)
- Cleaning, flushing or soaking wounds on the surface of the skin
- Using wound coverings such as bandages, Band-Aids, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc., are considered medical treatment)
- Using hot or cold therapy
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes)
- Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.)
- Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister
- Using eye patches
- Removing foreign bodies from the eye using only irrigation or a cotton swab
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
- Using finger guards
- Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes)
- Drinking fluids for relief of heat stress



### News & Notes

- Notify OSHA within 8 hours of a workplace fatality or when three or more workers are hospitalized (inpatient).
- 1-800-321-OSHA [6742]

[OSHA Injury and Illness Recordkeeping and Reporting Requirements](#)

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