



AmTrust North America
An AmTrust Financial Company

Safety Zone

Job Hazards Basics

Unsafe acts can occur when you ignore a safety process to save time or avoid inconvenience. The more informed and educated you are about the task and job hazards, the better decisions you will make.

Think of safety as a company value as important as customer service, quality, and sales. However, safety is not separate from customer service, quality, or sales. We must integrate safety into every task. “Codes of Safe Practices” are general safety rules. Knowing the specific hazards of each task helps you to prevent accidents and injuries to co-workers and customers. It also helps fellow workers complete their jobs efficiently and accurately.

Safety policies and safety rules are part of the many methods that show us how to safely use machines, tools, machine guards, and personal protective equipment.

Hazards that exist in any job:

- Improper use of machinery, equipment, tools, guards, and protective equipment
- Not following training or shortcutting safety techniques
- Improperly positioning your body, or the object, can increase the chance of injury
- Improperly using personal protective equipment
- Not maintaining equipment in the best and safest working order

We can eliminate most of the hazards if we make safer choices.

Safety goals

- Help others stay safe by getting involved when you see them working unsafely.
- Model appropriate behavior by refusing to take shortcuts that might compromise your or others' safety. Encourage fellow employees to follow the rules. Let a supervisor know if unsafe behavior continues.
- Report all hazards, machine breakdowns, and broken or missing parts.
- If you are unsure how to use a tool, a machine, or how to complete a task, ask for help.
- Let the supervisor know how you, yourself, learn best. Is it by watching, doing, reading, or asking questions?
- Remind supervisors when equipment needs preventive maintenance. If it is your responsibility, perform maintenance on time.
- If you are unsure about how to go about a task safely, talk with a supervisor first. Never assume everything will automatically go right.
- Focus on what you are doing this moment. Do not get distracted.
- Train new employees before they use equipment.

With proactive accident prevention in mind, and all team members communicating, teamwork brings safer results. Remember, safety requires positive action. Keep yourself and others safe by making better choices.

Are You In The Zone?

1. What causes most incidents?
2. What does knowing the specific hazards of each task let you do?
3. "Safety" is a company value that should be integrated with what other three company values?
4. What is one way to prevent accidents?
5. List at least three hazards that exist in any job.

I have received information on job hazards basics.

Employee Name: _____ Date: _____

For additional information and resources on this topic and other safety and risk management subjects be sure to visit the Loss Control section on our website:

<https://www.amtrustgroup.com/small-business-insurance/claims/prevention>

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