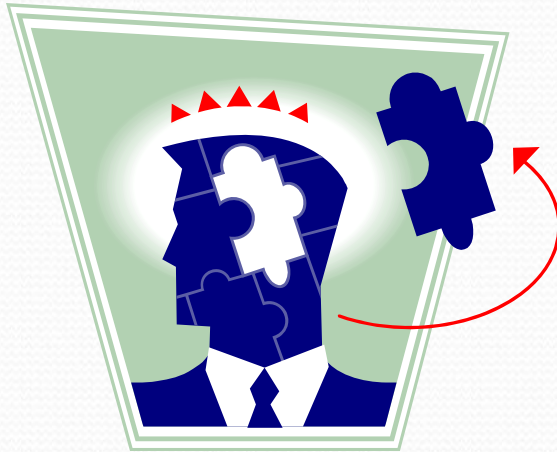




CCSD 
CLARK COUNTY
SCHOOL DISTRICT



NEAR MISSES



1 Stay clutter-free Boxes, files and various items piled in walkways can create a tripping hazard. Be certain that all materials are safely stored in their proper location to prevent buildup of clutter in walkways. Further, in addition to posing an electrical hazard, stretching cords across walkways or under rugs creates a tripping hazard, so ensure all cords are properly secured and covered.



15 STEPS TO AVOID NEAR MISSES

- 2 Step on up** Standing on chairs – particularly rolling office chairs – is a significant fall hazard. Workers who need to reach something at an elevated height should use a stepladder. Stepladders must be fully opened and placed on level, firm ground. Workers should never climb higher than the step indicated as the highest safe standing level.
- 3 Maintain a clear line of vision** Workers can collide when making turns in the hallways and around blind corners or cubicle walls. Installing convex mirrors at intersections to help reduce collisions. If workers can see who is coming around the corner, collisions are less likely to occur.

4 Get a grip Carpeting and other skid-resistant surfaces can serve to reduce falls. Marble or tile can become very slippery – particularly when wet. Placing carpets down can be especially helpful at entranceways, where workers are likely to be coming in with shoes wet from rain or snow.



5 **Safe stacking.....** Large stacks of materials and heavy equipment can cause major injuries if they are knocked over. Its recommended that storing heavy objects close to the floor, and warns that the load capacity of shelves or storage units should never be exceeded.



15 STEPS TO AVOID NEAR MISSES

6 Provide adjustable equipment....One size does not fit all



7.....Know how to use the equipment..... Train workers on both the ideal setup and how to operate all equipment accordingly.



15 STEPS TO AVOID NEAR MISSES

- 8 Keep your feet on the floor** Unless an employee's feet are on the floor, a work chair will not be able to reduce pain and discomfort. Although footrests are a "second-best option," their small surface may impede some of the worker's movement.
- 9 Provide document holders** Frequently typing from hard copy can lead to neck strain if a worker is forced to repeatedly look down to the desk and back to the computer screen. Document holders will reduce this strain and eliminate excessive cervical motion and help to prevent muscle imbalances.

10 TAKE A BREAK Whether outside in the heat {Water, Rest and Shade} or indoors, take regular breaks to maintain alertness on the job.



15 STEPS TO AVOID NEAR MISSES

- 11 Maintain cords in good repair**.....damaged and ungrounded power cords pose a serious fire hazard and violate safety codes. Cords should be inspected regularly for wear and taken out of service if they are frayed or have exposed wire. Further, cords should never be used if the third prong has been damaged or removed. Make sure cords are not overloading outlets. The most common causes of fires started by extension cords are improper use and overloading. Extension cords should be approved by a certifying laboratory such as Underwriters Laboratories, and only used temporarily to connect one device at a time.

15 STEPS TO AVOID NEAR MISSES

- 12 Conduct walk through:** Periodically walking around the work area can help with hazard recognition. Employers & employees should conduct a screening of all work areas at least once a year. “Employee complaints are invaluable in the process, but yearly reassessments can help to ensure that a good fit is maintained between employee and the work area.
- 13 Monitor signs of musculoskeletal disorders**
Recognizing the symptoms of musculoskeletal disorders can alert employees of the need to make an ergonomics alteration to their workstation. But workers need to know what those warning signs are. Lots of musculoskeletal injuries developing from poor ergonomics start out asymptotically and can become quite severe by the time an employee starts to experience symptoms. Pay attention to any pain, fatigue, numbness or weakness, as these may be signs of an ergonomics problem and the start of a more serious MSD.

15 STEPS TO AVOID NEAR MISSES

14 Talk to employees about their concerns

Simply asking workers how they are feeling can go a long way toward recognizing hazards. Employers need to take advantage of the cases where employees are experiencing symptoms like discomfort and fatigue early on, when quick, inexpensive interventions can usually solve the problem. Ignoring these early warning signs can lead to employee suffering and astronomical cost in some cases.

15 Establish employee reporting systems

An open door employee reporting system can be the best way for organizations to get a handle on potential hazards before they cause injury. Encourage workers to come forward with their concerns. Research shows that early intervention yields the most cost-efficient results in all areas.

Ask specific questions about the jobs you do:

- Are any hazardous materials involved, and do I know the proper precautions for protecting myself and co-workers?
- Do I always wear the proper personal protective equipment (PPE)?
- Is machinery adequately guarded to protect me from injury?
- Are the guards in place and in good working order?
- Are there factors that could cause ergonomic injuries, such as heavy lifting, excessive reaching and twisting, or awkward postures?
- Are there environmental factors, such as hot or cold temperatures or inadequate lighting or ventilation, which could cause injuries or illnesses?
- Are floors clean and dry?
- Is my work area kept tidy to prevent falls?
- Is my work area dangerously noisy? Have sound-level measurements been taken to prevent hearing loss? Do I need hearing protection?
- Have there been any changes in methods, materials, or equipment for which I need more training?
- Am I aware of and following all the safety rules?

Recognizing hidden **dangers.....**

- Falls are the most common source of injury, although workers also are injured by being struck by or against objects, and suffering ergonomic injuries.
- Some simple changes to the workspace/area can be effective in eliminating hazards and reducing the number of injuries.
- Administrative interventions such as scheduled walk-through and the establishment of a formal reporting system can help protect workers in an office environment.