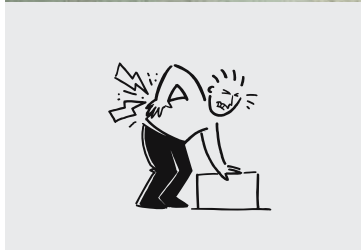


Danger under control

The most
important aspects
for your safety



«Nothing's going to happen to me»

Many accidents happen when carrying out simple activities: when walking, climbing stairs or carrying loads. The risks involved are frequently underestimated. We think: «Nothing's going to happen to me».

However, accident statistics show that one in eleven people insured with Suva suffer an occupational accident each year. These accidents cannot simply be attributed to «fate». On the contrary: you can take active steps to protect your own safety and your own health. Important tips are given in this brochure, which has been compiled for people working in trade and industry.

First of all, test your knowledge of occupational safety in the following quiz.



Safety quiz

3

- 1 ▶ One third of accidents are...?
- 2 ▶ What is the best way to remove spilt oil?
- 3 ▶ What is the best way to position a monitor?
- 4 ▶ In what percentage of occupational accidents is alcohol involved?
- 5 ▶ What do you need to have to drive a forklift truck?
- 6 ▶ Can your boss compel you by law to wear personal protection equipment (hard hat/helmet, gloves, safety shoes, etc.)?

- ☐ Accidents with chemicals
- ☐ Accidents with electricity
- ☐ Accidents involving falls
- ☐ With oil binding agents
- ☐ Not my job, the cleaning team handles that
- ☐ With water
- ☐ In front of a window
- ☐ Facing a window
- ☐ To one side so that your shoulder points towards the window
- ☐ In less than 5%
- ☐ In 10 – 20%
- ☐ In more than 40%
- ☐ Car driver's licence
- ☐ Training
- ☐ Special forklift truck training
- ☐ Yes
- ☐ Yes, but only during working hours
- ☐ No, that is an infringement of my personal liberty

Please turn to page 33 for the answers

Further publications can be found at
www.suva.ch/waswo.

[illegible]

Recognizing hazards!

5



Accidents never happen by chance.

- ▶ When starting work, check your tools, materials, routes and storage sites for safety.
- 1 ▶ Never take any risks. Eliminate all hazards immediately. If this is not possible: inform your boss so that he can deal with the hazard.



Watch where you are going.



Roughly one third of all accidents are falls. What can you do?

- 1** Mark or fence off hazardous areas.
- 2** Clean up slippery areas immediately using the correct cleaning agents, e.g. with cleaning or oil-binding agents*.
- ▶** Avoid or tidy away anything that might cause people to trip (tidiness).



* Pour oil-binding agents into resealable metal containers after use (fire risk) for disposal in accordance with environmental recommendations.





This is how to protect yourself from falls:

- 1** Always use the handrail on stairs.
- 2** Always wear well-fitting shoes with antislip soles.
- ▶** Make sure you can see what you are doing (switch the light on).



It'll happen if you're in a rush.



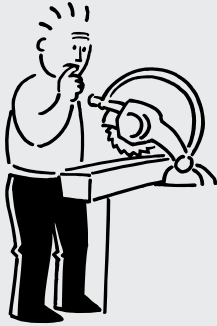
A shortage of time and taking the easy way out lead people to improvise. And that's when safety takes a back seat.

- ▶ For example, never use just anything to climb up.
- ▶ Imagine you couldn't work because of an accident. How much more time is lost than if you had taken the time required?



Never feel ashamed to ask.

9



- ▶ Insist on being briefed and ask someone if you are unsure.
- ▶ Only work with tools and machines that you know how to use.



Ladders can be tricky.



Every year, about 6,000 employees have accidents involving ladders. Pay particular attention to the following points.

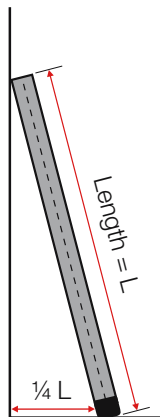
- ▶ Check ladders before using them. Never use a ladder that is in need of repair.
- ▶ 1 When ascending and descending, keep your hands free to hold onto the rungs.
- ▶ 2 Wear well-fitting shoes.
- ▶ 3 Secure the upper end against slipping. It must be one meter longer than the point where you leave the ladder.
- ▶ Never stand on the top three rungs.





For ladders that are propped up:

- ▶ Always adhere to the correct angle (elbow test).
- ▶ Position the ends of the side rails where they cannot slip.



Ladders



Stepladders can easily topple sideways. They should only be used if the ladder has to stand free in an area.

- ▶ Use a ladder propped against a wall or a step-up whenever horizontal forces are involved (e.g. when drilling holes).
- ▶ Always use mobile scaffolding for heavy, time-consuming work and never a ladder.
- ▶ Never stand on the top three rungs.



Workwear that doesn't «flap»

13



Make sure that you don't get caught up, particularly when working on machines with rotating parts.

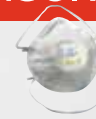
- 1 Close-fitting sleeves.
- 2 Hair tied up out of the way.
- ▶ No wide pullovers, flapping coats or scarves.
- ▶ No jewellery.
- ▶ No gloves close to rotating milling tools, drills or rolls.



Professionals look after themselves.

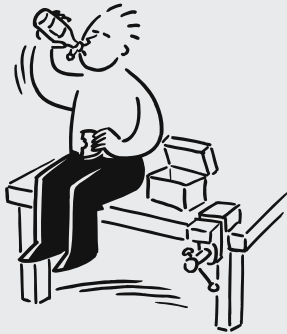


- ▶ Your boss will provide you with the personal protection equipment required.
- ▶ And you are professional enough to wear it.
- ▶ Important: Always replace faulty safety equipment.



Hunger and thirst

15



- ▶ Only eat your meals in the rooms provided. Otherwise you may suddenly find traces of your workplace in your sandwich.
- ▶ Alcohol is involved in 10 to 20 percent of occupational accidents. Never consume alcohol or other drugs either before or during work.



Stop – Think before lifting.



- ▶ Use the appropriate equipment when transporting loads whenever possible.
- ▶ It's easy to trip up when carrying something heavy. Pay attention to good visibility and free transport routes.
- ▶ Hands and feet can easily get trapped: prepare the place where you are going to put down your load.



1

Lift like a weightlifter.

17



- 1 ▶ Adopt a safe stance.
- 2 ▶ From a squatting position (but only go as low as is necessary).
- 3 ▶ Keep your back straight.
- ▶ Keep the load close to your body.
- ▶ Never make any jerking movements.
- ▶ Never twist your upper torso.



Forklift truck with a driving seat



1 Forklift trucks with driving seats may only be operated by trained forklift truck drivers.

Always wear safety shoes.

2 Always wear your lap belt – even for short trips.



Only use forklift trucks fitted with restraints (lap belt, cab or side restraints).

Lifting people up with forklift trucks is only permitted in exceptional situations and with a Suva permit as well as an approved aerial-platform basket.



2

Stacker

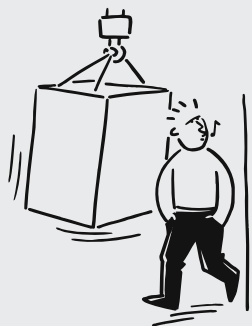
19



- 1 Walk in front of and to one side of the vehicle.
- 2 Always wear safety shoes.
- 3 The use of stackers to carry or lift people is forbidden.



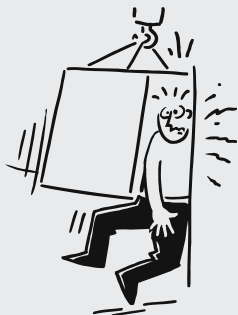
Danger from hanging loads.



1 Never stand or pass under a hanging load! This applies to crane drivers and slingers just as much as to everybody else.

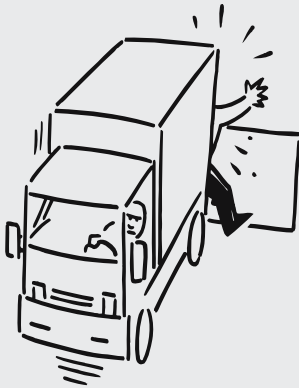
Always maintain an adequate distance from the side! This will reduce the danger of being trapped or hit by the swinging load.

Important: Never use faulty slinging material (straps).



Signallers lead dangerous lives.

21



Time and again, signallers are struck and crushed by reversing trucks. Always pay attention to the following rules when signalling:

- 1 Maintain visual and verbal contact with the driver through the open window.
- 2 Ensure that nobody is behind the truck.
- 2 Stand to one side of the vehicle when giving a signal to reverse.
- 2 Never stand in the path of a moving truck.

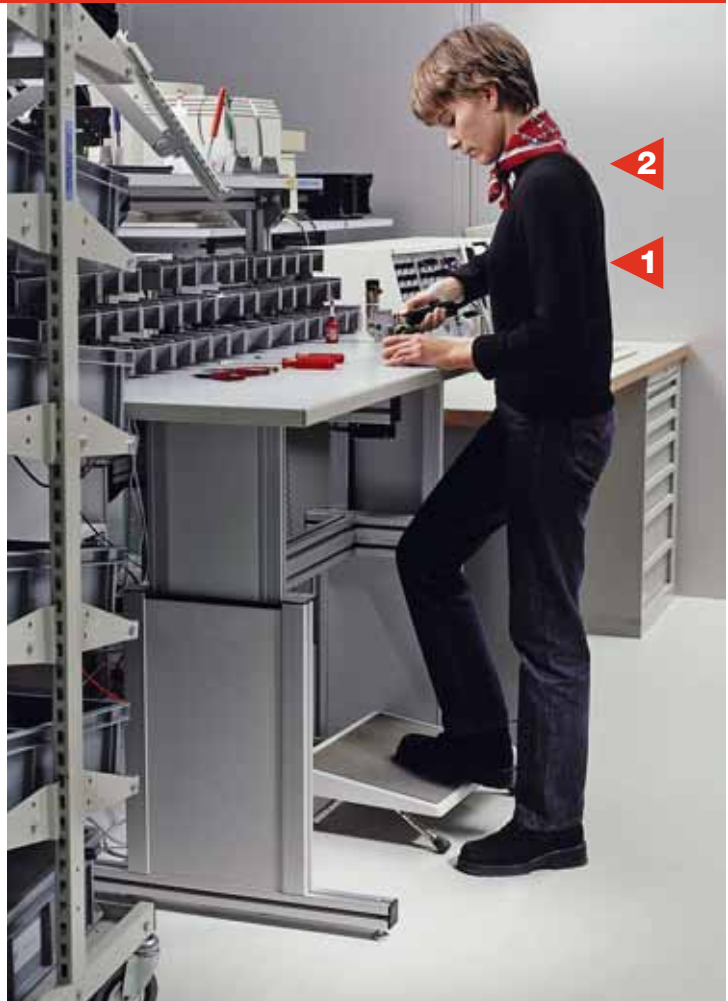


Set up your workplace ergonomically.



Every person is different. Set up your workplace so that it meets your requirements. Make sure that you:

- 1** Can work with a straight back
- 2** Never have to work with raised shoulders, head twisted or twisted upper torso
- ▶** Have enough space for your legs when seated.



Working at a monitor

23



- ▶ Avoid any troublesome, reflected and dazzling light by setting up the monitor correctly (generally with your view of the monitor parallel to the window).
- ▶ Make sure that your seat, your work surface and your monitor are at the correct height (q.v. III.).
- ▶ Distance between your eyes and the monitor: 60 to 80 cm (a little more for CAD screen work).



Safe maintenance work



One fifth of all fatal occupational accidents occur during maintenance work and when remedying faults.

5 basic rules will ensure your safety:

- ▶ **1. Planning:** Study the maintenance instructions, coordinate with production.
- ▶ **1 2. Secure,** i.e. prevent any plant/machine from starting up unintentionally. Protect yourself and any third parties.





- ▶ **3. Use suitable equipment** (including personal protection equipment!).
- ▶ **4. Carry out the work as scheduled** – do not improvise!
- ▶ **5. Final check** (also make sure that the protective devices are working correctly, document the jobs carried out). Hand over the plant/machine to production staff in safe and serviceable condition.

Principle:

Maintenance work must always be carried out by qualified technicians.



Are you familiar with the inherent hazards of the products?



- 1 Pay attention to the markings, the references on the label and the safety datasheets.

- 2 Always store chemical products in their original packaging – never refill beverage bottles.

- ▶ Working areas must be adequately ventilated.

- ▶ Protect yourself appropriately (safety goggles/visor, gloves, breathing equipment).



1

2



Skin diseases such as allergic eczema are extremely unpleasant for those affected. Frequently, it may even be necessary to change jobs. Three things are important:

- ▶ **1. Protect:** Avoid any direct skin contact with harmful products. Always use suitable gloves, working clothes, barrier creams.
- ▶ **2. Clean:** Whenever you interrupt your work and whenever you finish work. Do not use any solvents or abrasive products if possible for cleaning.
- ▶ **3. Care:** Put cream on your hands on finishing work.



Hand tools



- ▶ Check the condition of your hand tools regularly (sharpness of cutting tools, condition of shafts and handles, etc.).
- ▶ Always use the appropriate hand tool: screwdrivers are not impact tools.
- ▶ Tools with sharp tips and blades must be protected whenever they are carried around.





The most frequent cause of accidents involving electricity is the careless handling of live cables and connections. Here are the most important tips:

- ▶ 1 Use residual current circuit-breakers, particularly in damp rooms, on construction sites and in the open air.
- ▶ Always check plugs, cables and power tools for possible damage before use.
- ▶ Faulty equipment may only be repaired by qualified personnel.



Attention, risk of explosion!



Solvents such as acetone, benzene and thinners form explosive vapours with the air.

Safety measures:

- 1** Use forced ventilation in the work area (e.g. extraction fans where work is taking place).
- 2** Avoid all sources of combustion, e.g. no open flames.
- 2** Use explosion-proof electrical equipment.
- 2** When refilling highly inflammable liquids, connect all conductive parts together and earth (ground) them.



Keep escape routes free.

31



- ▶ Make sure that all escape routes are not blocked. If there is a fire, even small obstacles can become fatal traps in heavy smoke.
- ▶ Never block emergency exits.



Sounding an alarm and first aid.



- 1 Do you know who to inform in an emergency? Display all emergency numbers where they can be easily seen or keep them close at hand.



- Do not move or transport accident victims unless they are in acute danger.
- In accidents with corrosive or caustic liquids: immediately rinse the eyes and skin copiously with water for 10 – 15 minutes. Then consult a doctor.



1



Polizei-Notruf	117
Feuerwehr-Notruf	118
Feuerwehr-Dreispeitz	061 331 20 96
Sanitätsnotruf	144
Kantonsspital Basel	061 265 25 25
Bruderholzspital	061 421 21 21
Vergiftungen	145



Here are the correct answers:

- 1 ▶ Accidents involving falls.
- 2 ▶ Mop up oil stains immediately with oil-binding agents.
- 3 ▶ Set up the monitor at 90° to the window so that your shoulder points towards the window. This will result in fewer irritating reflections on the screen.
- 4 ▶ Alcohol is involved in 10 to 20 percent of occupational accidents.
- 5 ▶ Special forklift truck training.
- 6 ▶ Yes, your boss can compel you to wear the required personal protection equipment during working hours.

Scores

0–2 questions correct:

You lead a dangerous life. You are urgently recommended to study the tips in this brochure.

3–4 questions correct:

You are on the right track. The brochure will help to plug any existing gaps in information.

5–6 questions correct:

Well done! You can be proud of yourself. But it would still be a good idea to study the brochure. Even you might learn something to improve your safety.

Are you aware of your rights?

According to the Accident Insurance law (UVG) and the associated decree on the prevention of accidents and occupational illnesses (VUV), your employer:

- ▶ Must inform you about hazards that can arise and brief you about the relevant safety measures (this also applies to temporary staff borrowed by an employer from another enterprise)
- ▶ Provide you with acceptable personal protection equipment if necessary (goggles/visor, ear protection, protective clothing, etc.)
- ▶ Take the measures required to prevent accidents and incidents injurious to health in his enterprise
- ▶ Give employees or their representatives a say in all issues concerning occupational safety

You must:

- ▶ Follow your employer's instructions with regard to occupational safety
- ▶ Give due consideration to widely recognised safety rules as well as to operating safety rules
- ▶ Use the safety equipment correctly
- ▶ Use personal protection equipment
- ▶ Immediately remedy any fault that can affect occupational safety or – if this is not possible – report to your employer.

You must not:

- ▶ Do anything that affects the efficiency of any safety equipment and
- ▶ Put yourself in a physical condition in which you can endanger yourself or other people (alcohol, drugs, etc.).

Suva

Health Protection
P.O. Box, CH-6002 Lucerne

For orders

www.suva.ch/waswo
Fax 041 419 59 17

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Editor

Robert Hartmann, Suva

Design

Kunz and Partners, Basle

Reproduction permitted if source is acknowledged.

1st edition – June 2002

Last revised – August 2010

4th edition – August 2012 – 7000 to 8000

Order number

88154.e