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## On the Job:

No one reports to work expecting to go home via an ambulance and a detour to the hospital. No matter what your work at MTA entails, keep in mind the following tips as they apply to your work.

### Today's Tip:

Handrails are not decorations! When traveling up or down stairs or escalators, one hand should always be on the handrail.

Watch for and eliminate trip and fall hazards whenever you see them. Trash cans, file drawers, electric cords, boxes etc. can all lead to slips, trips and falls – the second leading cause of workplace fatalities.

Be aware of lifting safety in the office, lifting and moving boxes of files, blank paper or other materials can lead to sprains and strains. Use good lifting practices and never hesitate to split the load and make multiple trips.

Correct posture is good for more than just your back. Maintaining correct posture at your work station benefits all your joints, muscles and all the parts in between.

Make good housekeeping part of your work plan. Have the materials and supplies available before you start so that you can maintain the cleanliness of your work area while you complete the job.

Remember that powered hand tools (air or electric) are the easiest tools to lock out before making adjustments. Just unplug the tool from its source of energy. This is true regardless of whether you're on the job or off.

In the U.S., if a worker is injured by a machine, it usually happens during service and maintenance tasks. If you service, clean, maintain, adjust or otherwise work on a machine, remember to lock and tag out that machine before you start.

Approximately 60% of all U.S. work related amputations involves fingers caught in or compressed by equipment or machines. Never, ever remove or prevent point of operations guards from performing their designed task – keeping you safe and in one piece.

Statistics show the majority of workplace hand injuries in the U.S. result from employees wearing improper or damaged gloves (or none at all). If you are unclear as to when to wear gloves or what gloves to wear, ask your supervisor, safety specialist or review the material safety data sheet for whatever you are handling.

When using any impact tool, remember to wear your eye protection. Every day an estimated 1,000 eye injuries occur in U.S. workplaces.

Don't become another statistic.

Always be alert for moving equipment and materials. We have more than revenue vehicles moving in our yards: there are industrial trucks (fork lifts), non-revenue vehicles, vendor and contractor vehicles and pedestrians. Everyone needs to stay alert to what is going on around them at all times.

A clean workplace is a safer workplace. If a spill or mess of any type occurs, it is your responsibility to clean up after yourself. Don't wait for someone else to clean up an unsafe condition.

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No matter what kind of vehicle you find yourself behind the wheel of, remember the benefits of anticipation. Regularly glance ahead a distance equal to 30-60 seconds of travel at your current speed, looking not only at the road ahead, but also the intersecting streets, driveways, shoulders and or sidewalks as well.

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Prevent distractions when operating a vehicle. That means limit or eliminate cell phone use, radios (both one and two way) and conversations. If you are a passenger, avoid distracting the driver/operator. The heavier the traffic, the more important it is for the driver/operator to keep their full attention on the road.

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Remember that any water on the roadway, be it from a broken sprinkler or water line, a summer shower or any other source, creates a salad dressing (oil, water & grit) for you to drive on. Slow down, increase your following distance and be prepared for the other driver's mistakes.

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When pulling any vehicle away from the curb, remember to check the curb side for pedestrians (or late arriving passengers) before pulling away. This will help you avoid unintended contact between your vehicle and a pedestrian.

## Up and Down:

No matter what type of ladder you are using, keep the rungs clean and free of debris, comply with the weight limitations and usage instruction printed on the ladder by the manufacturer and never, ever work at an elevated level alone. Should something go wrong, make sure you have a helper available (a spouse, a friend, a neighbor, a son or daughter) to render aid when you cannot.

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When using an extension ladder, remember the 4:1 rule: For every four feet up on the vertical surface the contact point of the ladder is, it should be one foot away from the base of the surface. Example: If you place an extension ladder so that the top is ten feet up on the wall of your house to clean the gutters, the base should be 2 ½ feet away from the wall.

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When using an "A" frame ladder make sure all four ladder feet are on the same hard, level, and smooth surface. This reduces the potential of the ladder tipping. Also, if you need to stand on either of the top two rungs, you need a taller ladder. Standing on either of the top two rungs places your center of gravity too high above the ladder and sets you up for a fall.

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When climbing a ladder, hands are for climbing not carrying. If you must get tools or materials up and down between levels, use a tool belt, have a helper hand tools or materials up or down to you or use a bucket and rope as a hoist. This helps you to follow the Three Point Rule.

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Remember the "3 Point Rule". Always keep three points of contact with the ladder, whether you are climbing up, down or working from the ladder. This means you should always have either both feet and one hand or both hands and one foot in contact with the ladder.

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When using ladders, remember the Belly Button Rule: Always keep your belly button inside the rails (or vertical members) of the ladder. This keeps the center of your weight over the ladder and prevents tipping of the ladder.

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## Around the Home:

If a fire alarm or smoke alarm sounds at night, roll out of bed and stay below the level of the smoke. Is the next room on fire? Use the back of your hand to feel for heat on the highest point of a connecting door.

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If you must walk/work on your roof, make sure you're wearing clean shoes with stiff soles that can provide good traction. On a sloped roof, avoid working within three feet of the edge.

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Remember that all internal combustion engines (such as gasoline powered generators, movers and vehicles) as well as gas or charcoal barbecues produce the very poisonous gas carbon monoxide. Never operate these devices in an enclosed area that lacks adequate ventilation.

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Never allow children to touch matches or lighters. Teach them to tell you immediately if they find matches or a lighter. Keep your matches where children can't reach them.

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If your appliances continually blow fuses or trip circuit breakers, have your electrical system checked by an electrician.

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Remain inside your vehicle if an overhead power cable should fall on it while you are driving. Never touch a person who has been shocked and is still in contact with the electrical source.

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Flickering lights, shrinking TV images or slow appliances (when more than one is turned on) could mean an electrical problem.

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Most smoking-related home fires start in the living room. Check floors and furniture for dropped cigarettes before you go to bed. If you smoke, use large metal or glass ashtrays and dump them into empty metal containers.

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Have a wood-burning fireplace? The chimney should be cleaned every year. Always cover your fireplace opening with a screen to catch stray sparks that could start a fire.

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Clean or change the filter of your central heating system on a regular basis. Have your furnace checked every year by a heating professional.

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Ensure that all adults of a household know how to change fuses or to reset circuit breakers. If your appliances continually blow fuses or trip circuit breakers, have your electrical system checked by an electrician.

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Conduct a fire drill every six months with all members of your household. Make sure you have a home escape plan to safeguard your home and family against fire.

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Buy a fire extinguisher for your home and learn how to use it. Inspect your fire extinguishers every month to make sure they are full and ready to use.

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Test smoke detector batteries once a month. Replace smoke detector batteries at least once a year. Some people change batteries during Daylight Saving Time in spring and fall.

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Never use water to put out a grease fire. **BETTER IDEA:** Cover the flames with a lid or douse the fire with a kitchen fire extinguisher.

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