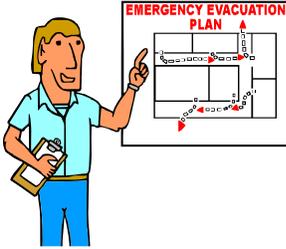


“Workplace Emergencies”



When the worst happens on the job – a fire, explosion, or some other crisis situation – you have to act fast and think faster. There’s no time for uncertainty or asking a lot of questions. It’s essential, therefore, to prepare for workplace emergencies ahead of time so that you know exactly what to do, where to go, and how to act before you are forced by circumstances to deal with the real thing.

Use this checklist to be better prepared for any workplace emergency:

- Are you familiar with the types of workplace emergencies you might face in your workplace?
- Would you recognize the sound of the emergency alarm?
- Do you know how and to whom to report an accident, fire, chemical spill, or other emergency situation?
- Do you know the locations of the nearest emergency alarms and telephones?
- Do you know the location of the nearest fire extinguisher?
- Do you know where first-aid supplies, eyewash stations, and emergency showers are located?
- Do you know emergency shutdown procedures for the equipment, operations, or systems in your work area?
- Do you have at least two evacuation routes from your work area – a primary route and an alternate route?
- Do you know the location of emergency exits in other parts of the facility where you frequently go (for example, restrooms, break rooms, locker rooms, and warehouse)?
- Do you know how to carry out your assigned emergency response duties?
- Do you know where to assemble outside the facility after an evacuation?

Two other important points:

1. Know your limits. Don’t try to assist in an emergency if you don’t know how to help. You may be injured or injure someone else.
2. Help those in danger only if you can do so without endangering yourself.

Remember, workplace emergencies don’t have to be disasters – not if everyone knows how to respond quickly, calmly, and effectively. If you have any questions about what to do in an emergency, ask your supervisor today.