

# Health & Wellness Seminar

## April 2016



## Workplace Safety

The Human Resources Department, in conjunction with Mission Regional Medical Center and other vendors, hosts health and wellness seminars each month. Employees receive health tips to take home and a plan for taking better care of themselves. Please make plans to attend. Sign up now by calling Human Resources at 580-8631 or emailing [achapa@missiontexas.us](mailto:achapa@missiontexas.us)

Our mission is to promote health awareness and to encourage healthy lifestyles.

For many businesses, hazards in the workplace are an unavoidable reality given the nature of the work. Businesses committed to safety identify these hazards and do everything possible to control them to minimize the risk of personal injury and property damage. Conducting workplace inspections with your Safety Committee or Representative on a regular basis is a good way to identify potential hazards. You can create a checklist of common hazards to help focus your efforts. Some common workplace hazards include:

### People

-  Not wearing appropriate safety gear
-  Not following appropriate safety procedures

### Materials

-  Improper handling of hazardous materials

### Equipment

-  Inadequate machine guards or barriers
-  Defective equipment
-  Wrong tools or equipment for the job
-  Inadequate warning systems

### Environment

-  Poor walkway maintenance
-  Overcrowding
-  Poor ventilation
-  Poor lighting
-  Extreme temperature or noise levels
-  Untidy workplace

You also should review individual jobs to determine potential hazards and procedures to control them. The basic stages in conducting a job hazard analysis are:

-  select the task to be analyzed;
-  break the tasks down into a sequence of steps;
-  observe an experienced worker perform the job;
-  identify potential hazards;
-  eliminate the hazard, contain the hazard, revise the work process and reduce the exposure;
-  write the steps in a procedure to do the work safely and communicate it to the employees affected.



Source: *Work Safe For Life*, WC Board of Nova Scotia

Thursday, April 14, 2016

2:30 p.m. – 3:30 p.m.

Council Chambers

Presented by:

Robert Hinojosa, Risk Management Director

Human Resources Department  
1201 E. 8<sup>th</sup> Street  
Mission, Texas 78572  
(956) 580-8631

