



# Be a Safety Lookout

Spot workplace hazards and avoid incidents

## 9 TIPS

**1** Avoid **distracted walking**

**2** Use **extra caution** in high traffic areas, around corners and near doorways

**3** Check workstations for **exposed cords** and other **tripping hazards**

**4** **Stack materials** to prevent sliding, falling or collapsing

**5** Ensure **cups & glasses have lids on** them to prevent spills

**6** Be sure people are wearing the **proper personal protective equipment**



**7** Make sure **heavy objects are stored close to the floor** and out of walkways

**8** **Close open file cabinet drawers** that aren't in use

**9** **Open one file cabinet drawer at a time** to prevent a tip-over



**25% OF ALL WORKPLACE INJURY CLAIMS** reported each year are the result of slips, trips and falls.

For more information on this and other safety topics, please log on to the member-exclusive website at [nsc.org](http://www.nsc.org).