# **100 Safety Topics for Daily Toolbox Talk PDF**

Toolbox Talks are quick, focused safety meetings held before the start of a work shift. They're the secret sauce to building a strong safety culture. Whether you're a safety officer, supervisor, or team leader, having a list of ready-to-go topics is a game-changer. This article offers 100 powerful safety talk ideas you can use daily—and yes, you can download them all in one neat PDF (coming soon!).

Let's dive into why toolbox talks matter and explore a categorized list of topics that will keep your team alert, informed, and safe.

# 1. Housekeeping

Maintaining a clean and organized workplace prevents slips, trips, and falls. It also promotes better morale and efficiency. Cluttered workspaces hide hazards and can delay emergency response.

### **Key Points:**

- Clean up spills immediately
- Keep walkways clear
- Dispose of waste regularly
- Store tools and materials safely

### 2. Slips, Trips, and Falls

One of the most common causes of injury in the workplace. Most are preventable with basic awareness and good housekeeping.

### **Key Points:**

- Use warning signs on wet floors
- Secure cords and hoses
- Wear slip-resistant footwear
- Repair damaged flooring

### **3.** Emergency Exits

Employees must know the location and access to emergency exits at all times. Blocked exits can be fatal during emergencies.

#### **Key Points:**

- Keep exits clear of obstructions
- Regularly check emergency lighting
- Conduct evacuation drills

### 4. First Aid Basics

Quick access to first aid can reduce the severity of an injury. Every worker should know who the first aiders are and where kits are located.

#### **Key Points:**

- Understand basic first aid procedures
- Know how to report incidents
- Never hesitate to call for help

### 5. Fire Safety Awareness

Fires spread quickly—prevention and response training save lives.

### **Key Points:**

- Know the nearest fire extinguisher and alarm
- Avoid overloading sockets
- Never block fire extinguishers or exits

### **6.** Reporting Incidents

Every injury, no matter how small, must be reported. This helps identify hazards and prevent future accidents.

### **Key Points:**

- Encourage a no-blame culture
- Use proper incident report forms
- Follow up with corrective actions

### 7. Walking-Working Surfaces

Uneven, cluttered, or damaged walking surfaces can lead to injuries. Good maintenance and inspection are critical.

#### **Key Points:**

- Inspect paths daily
- Repair cracks or damage quickly
- Ensure good lighting on walkways

### 8. Electrical Cord Safety

Damaged cords and improper use of extension cables can cause shocks, fires, and equipment failure.

### **Key Points:**

- Inspect cords before use
- Avoid overloading outlets
- Use grounded extension cords

# 9. Hand Safety

Hands are often the first point of contact with hazards. Proper glove use and awareness are crucial.

### **Key Points:**

- Wear task-appropriate gloves
- Avoid pinch points
- Keep hands away from moving parts

### **10. Eye Protection**

Even a small particle or chemical splash can cause permanent damage. Always protect your eyes when needed.

### **Key Points:**

- Use safety glasses, goggles, or face shields
- Keep eyewear clean and scratch-free
- Know the location of eyewash stations

# 11. Ladder Safety

Improper ladder use causes many workplace injuries. Always inspect and position ladders correctly.

#### **Key Points:**

- Maintain 3-point contact
- Place on stable surfaces
- Never overreach or use the top rung

# 12. Lighting and Visibility

Poor visibility increases the risk of accidents. Ensure all areas are well-lit, especially emergency paths.

### **Key Points:**

• Report burnt-out lights

- Use headlamps in dark spaces
- Wear high-visibility clothing in low-light areas

# 13. Safety Signs

Signs communicate hazards and instructions. Workers must recognize and follow them.

### **Key Points:**

- Review common safety symbols
- Ensure signs are visible and undamaged
- Replace faded or outdated signs

### **14. Office Ergonomics**

Even office workers face safety risks. Poor posture and bad workstation setup lead to long-term injuries.

### **Key Points:**

- Adjust chairs and screens properly
- Take breaks to stretch
- Keep wrists straight while typing

### **15. Machine Guarding**

Guards are in place to prevent contact with dangerous parts. Never bypass or remove them.

### **Key Points:**

- Never operate machinery without guards
- Report damaged guards immediately
- Follow lockout/tagout when servicing

### **16. Spill Prevention**

Spills cause slips, equipment damage, and exposure to hazardous substances.

### **Key Points:**

- Store chemicals properly
- Use spill kits immediately
- Label containers clearly

### **17. Hearing Conservation**

Prolonged noise exposure leads to hearing loss. Protecting ears is just as important as protecting eyes or hands.

### **Key Points:**

- Use earplugs or earmuffs in noisy areas
- Know the safe exposure limits (dB levels)
- Report high noise zones

### 18. Fire Extinguisher Use

Every employee should know how to use an extinguisher using the PASS technique: Pull, Aim, Squeeze, Sweep.

#### **Key Points:**

- Use the correct extinguisher type
- Know what fires can't be extinguished safely
- Always call for help before fighting fires

### **19. Emergency Contacts**

In case of injury, knowing who to call can make a critical difference.

### Key Points:

- Post emergency numbers visibly
- Update contacts regularly
- Include medical and site safety officers

### **20.** Tool Maintenance

Faulty tools are dangerous. Regular inspection and maintenance prevent injuries and improve work quality.

### **Key Points:**

- Check tools before each use
- Replace worn-out parts
- Store tools properly

# 21. Types of PPE

Personal Protective Equipment (PPE) refers to gear designed to protect workers from specific hazards. The type of PPE required depends on the job and work environment.

### **Key Points:**

- Common types: helmets, gloves, goggles, face shields, safety shoes, ear protection, and respiratory masks
- Selection must match the hazard (chemical, physical, biological)
- Supervisors must ensure availability and proper use

### 22. When to Use PPE

PPE should be used whenever engineering or administrative controls are not enough to reduce risk.

### **Key Points:**

- Follow the site's hazard assessment report
- Always wear PPE in designated areas
- Don't rely on PPE alone—combine it with safe work practices

# 23. Inspecting Your PPE

Before use, PPE should be checked for defects, damage, and proper fit. Faulty PPE can be worse than no PPE at all.

### **Key Points:**

- Inspect for tears, cracks, and dirt
- Ensure it fits comfortably and securely
- Replace any damaged equipment immediately

# **24. Respiratory Protection**

Respirators protect workers from harmful airborne contaminants like dust, fumes, and gases.

#### Key Points:

- Understand the difference between half-mask, full-face, and powered air-purifying respirators
- Conduct fit testing
- Store in clean, dry containers when not in use

# **25. Safety Helmets**

Hard hats prevent serious injuries from falling objects or overhead hazards.

### Key Points:

• Always wear on construction and industrial sites

- Never drill holes or paint over them (weakens the shell)
- Replace after any impact or damage

# 26. High-Visibility Clothing

Hi-vis gear ensures workers are seen, especially near moving vehicles or in low-light environments.

### **Key Points:**

- Mandatory in traffic areas and construction zones
- Keep clean for maximum reflectivity
- Choose appropriate color and class rating

### 27. Safety Footwear

Safety boots protect against crush injuries, punctures, slips, and electrical hazards.

### **Key Points:**

- Ensure steel toe caps or composite protection
- Check soles for anti-slip patterns
- Replace when worn out or damaged

### 28. Gloves for the Job

Hands are the most frequently injured body part. Choose gloves suited to the task-cut-resistant, chemical-resistant, heat-resistant, etc.

### **Key Points:**

- Never use loose-fitting gloves near rotating machinery
- Match glove type to hazard
- Clean or dispose of gloves as required

### **29.** Eye and Face Shields

Eye injuries can happen in a split second. Safety goggles or face shields prevent damage from flying debris, splashes, and light radiation.

### **Key Points:**

- Use when grinding, welding, or working with chemicals
- Fit snugly over the eyes
- Don't wear scratched or cloudy lenses

# **30. PPE Storage and Cleaning**

Improperly stored or dirty PPE can be just as hazardous as no PPE. Protect your protection!

### **Key Points:**

- Keep PPE in clean, dry storage
- Follow manufacturer's instructions for cleaning
- Label personal PPE to prevent cross-contamination

### **31. Fall Protection Systems**

Falls are one of the leading causes of workplace fatalities. Fall protection systems such as guardrails, safety nets, and personal fall arrest systems are essential.

### Key Points:

- Identify fall hazards before starting work
- Use fall protection above 1.8 meters (6 feet) where required
- Anchor points must be certified and capable of supporting loads

### 32. Ladder Use and Misuse

Improper ladder use causes serious injuries. Workers often overreach, use damaged ladders, or place them on unstable surfaces.

### Key Points:

- Inspect ladders before use
- Maintain three points of contact at all times
- Don't exceed load ratings

# **33. Scaffolding Safety**

Scaffolds provide elevated work platforms. If not properly erected and maintained, they pose collapse and fall risks.

### **Key Points:**

- Only trained personnel should assemble scaffolds
- Ensure proper base plates and secure tie-ins
- Use guardrails and toe boards

### 34. Mobile Elevated Work Platforms (MEWPs)

MEWPs like cherry pickers and scissor lifts offer access to high areas. Operators must be trained and harnessed.

### **Key Points:**

- Inspect equipment before use
- Use fall restraint harness with anchor points
- Avoid overhead power lines

### 35. Working on Roofs

Roof work poses multiple dangers-falls, skylight collapses, and weather conditions.

### Key Points:

- Use warning lines or perimeter protection
- Don't walk near unprotected edges
- Check weather forecasts before roof access

### 36. Anchorage and Harness Inspection

Harnesses save lives-but only if properly used and in good condition. Inspections are vital before every use.

### **Key Points:**

- Check for frays, cuts, rust, and missing labels
- Ensure all buckles and connectors work
- Store harnesses in cool, dry places

# **37.** Guardrails and Fall Arrest

Guardrails are the first line of defense. If they're not available, fall arrest systems like lifelines and harnesses must be used.

### **Key Points:**

- Guardrails must be 42 inches high with a mid-rail
- Use personal fall arrest systems on unguarded platforms
- Understand how to inspect and don gear correctly

### 38. Ladder Angle and Placement

A wrongly placed ladder is a disaster waiting to happen. Proper angle and surface contact are key to safety.

### **Key Points:**

• Use the 4:1 rule (1 foot out for every 4 feet up)

- Ensure firm ground or use ladder stabilizers
- Secure the top of the ladder

# **39. Dropped Object Hazards**

Tools and materials falling from heights can injure those below. Use tethering and exclusion zones.

### **Key Points:**

- Use tool lanyards
- Install debris nets
- Establish and enforce "no-go" zones below work

### 40. Wind Conditions and Height Work

Working at height in high wind is extremely dangerous. Strong gusts can unbalance workers or move equipment.

### **Key Points:**

- Monitor wind speed and halt work if unsafe
- Secure all loose materials and tools
- Reschedule non-urgent high work during severe weather

### 41. What is Hot Work?

Hot work refers to any activity that produces heat, sparks, or open flames - such as welding, cutting, grinding, or brazing. It's a major fire risk and requires strict safety protocols.

### **Key Points:**

- Identify hot work areas and tasks
- Use permits and follow company procedures
- Clear the area of flammable materials before starting

### 42. Hot Work Permits

A hot work permit is a written authorization that outlines precautions before hot work begins. It's critical for controlling fire hazards.

#### **Key Points:**

- Only trained personnel can issue permits
- Valid only for a specific time and location
- Requires fire watch and pre-inspection of the area

### 43. Fire Blankets and Extinguishers

Fire extinguishers and blankets must be readily available in hot work zones. They help contain small fires before they spread.

#### **Key Points:**

- Know the location and type of extinguisher (ABC, CO<sub>2</sub>, etc.)
- Inspect extinguishers monthly
- Learn and practice the PASS technique

### 44. Welding Safety

Welding emits intense light, heat, and toxic fumes. Proper PPE and ventilation are essential for welder safety.

### **Key Points:**

- Use welding helmets with appropriate shading
- Wear fire-resistant clothing and gloves
- Use welding curtains or screens to protect others

# 45. Gas Cylinder Storage

Improper storage of oxygen, acetylene, or other fuel gases can lead to leaks, explosions, and fire.

### Key Points:

- Store upright and secure with chains
- Keep oxygen and fuel gases at least 20 feet apart
- Never expose cylinders to heat or flames

### 46. Combustible Dust

Dust from grinding, sanding, or cutting can ignite in confined areas. Even flour or wood dust can be explosive.

### **Key Points:**

- Clean dust regularly from surfaces
- Use spark-proof tools and dust collection systems
- Avoid activities that may generate ignition sources

### 47. Sparks and Ignition Sources

Hot work generates sparks that can travel up to 35 feet. They may ignite flammable materials or fumes in the area.

### **Key Points:**

- Use spark shields or blankets
- Remove combustible materials from the area
- Assign a fire watch for at least 30 minutes post-work

# 48. Flammable Liquid Storage

Flammable liquids like solvents, paints, or fuels must be kept away from hot work zones.

### **Key Points:**

- Store in approved flammable cabinets
- Label all containers clearly
- Keep spill kits nearby

### 49. Fire Watch Role

The fire watch is responsible for monitoring the area during and after hot work to detect and respond to fires.

### **Key Points:**

- Must be trained and equipped with extinguishers
- Remain in the area for at least 30 minutes post-work
- Must have clear access to emergency services

# **50.** Confined Space Hot Work

Hot work in confined spaces increases risks of fire, explosion, and toxic fume buildup. Additional precautions are required.

### **Key Points:**

- Ensure proper ventilation and gas monitoring
- Use explosion-proof tools and lighting
- Coordinate with the confined space attendant at all times

### **51. Identifying Confined Spaces**

A confined space is any area not designed for continuous occupancy and has limited entry or exit. Examples include tanks, silos, pits, and manholes.

### **Key Points:**

• Must be identified and labeled

- Workers must be trained before entry
- Not all confined spaces require permits, but all need precautions

# **52.** Entry Permits

Permit-required confined spaces have additional hazards like toxic gases, engulfment risks, or oxygen deficiency.

### **Key Points:**

- Entry is allowed only with a valid permit
- The permit outlines roles, hazards, equipment, and rescue plan
- Must be signed off by an authorized person

# 53. Air Monitoring

The atmosphere must be tested before and during entry for oxygen levels, toxic gases, and flammable vapors.

#### **Key Points:**

- Oxygen must be between 19.5% and 23.5%
- Use multi-gas detectors continuously
- Recheck if ventilation stops or space is re-entered

### 54. Ventilation

Proper ventilation prevents buildup of hazardous gases and ensures breathable air in confined spaces.

### **Key Points:**

- Use mechanical blowers or fans
- Direct fresh air from a safe source
- Never rely solely on natural airflow

### 55. Communication in Confined Spaces

Clear, constant communication between entrants and attendants is crucial for safety.

#### **Key Points:**

- Use radios, hand signals, or visual contact
- Establish a communication plan before entry
- Attendants must never enter the space—they must call for rescue

### **56.** Attendant Responsibilities

The confined space attendant is the lifeline of the entry team. They monitor the work and coordinate emergencies.

### **Key Points:**

- Never leave the entry point
- Maintain an entry log
- Call for rescue without delay if a problem arises

### **57. PPE for Confined Spaces**

Personal Protective Equipment must be suitable for the specific hazards inside the confined space.

#### **Key Points:**

- Use harnesses with lifelines
- Wear gas-tight suits if needed
- Use intrinsically safe lighting in flammable atmospheres

### 58. Rescue Plan

No confined space work should begin without a written and practiced rescue plan.

### Key Points:

- Identify rescue personnel and equipment
- Practice drills regularly
- Never depend on emergency services as the first plan

### 59. Oxygen Deficiency Awareness

Low oxygen levels can cause unconsciousness or death within seconds-often without warning.

### **Key Points:**

- Monitor oxygen continuously
- Evacuate immediately if levels fall below 19.5%
- Never enter without backup or detection equipment

### **60.** Confined Space Myths

Many workers think hazards are obvious, or that experience will keep them safe—this is dangerously false.

### **Key Points:**

- Hazards may be invisible (toxic gases, low oxygen)
- Training and permits save lives
- Past success doesn't mean future safety

### **61. Pre-Use Inspection**

Before using any tool or equipment, always perform a visual and functional inspection. Catching issues early prevents accidents.

### **Key Points:**

- Look for cracks, frays, rust, missing guards, or exposed wires
- Test functionality before use
- Tag out defective tools and report immediately

### **62.** Power Tools

Electric and battery-powered tools can cause lacerations, shocks, or fires if mishandled.

### **Key Points:**

- Use only tools you're trained on
- Never remove safety guards
- Keep cords and accessories away from moving parts

# 63. Guard Removal Risks

Removing guards from tools or machinery exposes moving parts and can lead to severe injuries or amputations.

### **Key Points:**

- Guards are there for your protection
- Never bypass or remove them
- Report missing or damaged guards immediately

### 64. Lockout/Tagout Basics

Lockout/Tagout (LOTO) ensures equipment is de-energized before maintenance or servicing begins.

### Key Points:

• Use locks and tags to isolate energy sources

- Only authorized personnel may apply LOTO
- Verify zero energy before starting work

# 65. Portable Equipment Safety

Portable tools (grinders, drills, saws) are handy but dangerous if misused.

### **Key Points:**

- Keep firm grip and maintain control
- Inspect cables and bits before use
- Don't use in wet conditions unless rated safe

# 66. Using the Right Tool for the Job

Improvising tools (e.g., using a wrench as a hammer) leads to poor outcomes and injuries.

#### **Key Points:**

- Always choose the correct tool
- Replace worn-out or missing tools
- Never modify tools to "make them work"

### 67. Equipment Storage

Proper storage extends equipment life and reduces tripping or fire hazards.

### **Key Points:**

- Store tools in designated locations
- Hang cords, hoses, and sharp tools securely
- Keep flammable equipment in ventilated areas

### **68. Hydraulic Tools**

Hydraulic-powered equipment generates high pressure that can cause fluid injection injuries.

### **Key Points:**

- Inspect for leaks or damaged hoses
- Release pressure before disconnecting fittings
- Wear face and hand protection

### **69.** Pneumatic Tools

Pneumatic (air-powered) tools can eject particles or whip hoses if connections fail.

### **Key Points:**

- Use safety clips on all air hose connections
- Never point air tools at others
- Disconnect when not in use

# 70. Damaged Tools and Reporting

Broken or malfunctioning tools are hazards to everyone on site.

### **Key Points:**

- Tag out damaged tools
- Report to your supervisor immediately
- Don't lend or borrow uninspected tools

### 71. Understanding Safety Data Sheets (SDS)

Safety Data Sheets provide essential information about chemicals-handling, hazards, storage, and emergency action.

### **Key Points:**

- Always read the SDS before using a new chemical
- Know where SDS binders or digital access points are
- Understand symbols and pictograms

# 72. Chemical Labeling (GHS)

The Globally Harmonized System (GHS) ensures consistent labeling of chemicals with hazard identification.

### **Key Points:**

- Read warning labels before use
- Recognize GHS symbols (explosive, corrosive, etc.)
- Never use unlabeled containers

### 73. Proper Storage of Chemicals

Improper storage can lead to leaks, reactions, or explosions. Compatibility matters.

### **Key Points:**

- Store acids and bases separately
- Keep flammables in fire-rated cabinets
- Use secondary containment for liquids

### 74. Chemical Spill Response

Quick action is crucial in a chemical spill to reduce harm and environmental impact.

### **Key Points:**

- Know the location of spill kits and PPE
- Follow your company's spill response procedure
- Evacuate if the spill is large or involves toxic fumes

# 75. Inhalation Hazards

Breathing in chemical vapors, gases, or dusts can cause immediate or chronic health effects.

#### **Key Points:**

- Use proper respiratory protection
- Work in well-ventilated areas
- Know the symptoms of exposure

# 76. Skin Contact Risks

Chemical burns and dermatitis occur from skin exposure to corrosive or irritating substances.

### Key Points:

- Wear gloves, sleeves, and face shields as needed
- Wash hands and skin immediately after contact
- Remove contaminated clothing ASAP

### 77. Corrosive Substances

Corrosives like acids and alkalis can destroy skin, eyes, and even metal. Treat them with respect.

### **Key Points:**

- Use acid-resistant PPE
- Pour acid into water, never the reverse
- Store in compatible containers

# 78. Disposing of Chemicals

Improper disposal pollutes the environment and may violate regulations.

### Key Points:

- Never pour chemicals down drains
- Use designated waste containers
- Follow local disposal regulations and SDS guidance

# 79. Eye Wash Stations

In case of eye exposure to chemicals, seconds matter. Workers should know exactly where the eyewash station is.

### **Key Points:**

- Keep the path to eyewash stations clear
- Flush eyes for at least 15 minutes
- Get medical help after using the station

### 80. Flammable vs. Combustible Liquids

Understanding the difference helps workers respond appropriately to fire risks.

### Key Points:

- Flammable liquids ignite below 37.8°C (100°F)
- Combustible liquids ignite at higher temperatures
- Store away from ignition sources and heat

### 81. Heat Stress

Heat stress occurs when the body cannot cool itself adequately, leading to heat exhaustion or heat stroke—especially dangerous in outdoor or hot work environments.

### **Key Points:**

- Drink water regularly—even if not thirsty
- Take breaks in shaded or air-conditioned areas
- Wear breathable clothing
- Recognize early signs: dizziness, nausea, headaches

# 82. Cold Weather Safety

Exposure to cold weather can lead to frostbite or hypothermia. Proper preparation keeps workers safe.

### **Key Points:**

- Wear insulated, layered clothing
- Stay dry—wet clothes increase heat loss
- Keep moving to maintain circulation
- Watch for signs of cold stress: shivering, fatigue, confusion

# 83. Dehydration Prevention

Dehydration reduces physical and mental performance. It's common in hot weather or physically demanding jobs.

### **Key Points:**

- Drink water every 15–20 minutes
- Avoid caffeine and energy drinks
- Monitor urine color—it should be pale yellow
- Eat hydrating foods like fruits

### 84. Mental Health Awareness

Mental health impacts workplace performance, safety, and morale. Stress, anxiety, and fatigue must be addressed openly.

### **Key Points:**

- Encourage speaking up without judgment
- Offer support and employee assistance programs
- Promote work-life balance and breaks
- Recognize signs of stress: irritability, fatigue, withdrawal

### **85.** Ergonomics

Poor posture or repetitive motions can cause musculoskeletal injuries over time. Ergonomics helps design tasks that fit the worker.

### Key Points:

- Adjust chairs, monitors, and desks properly
- Take short breaks to stretch
- Use mechanical aids for lifting
- Avoid awkward positions and overreaching

### 86. Sun Protection

Working under direct sunlight increases the risk of sunburn and skin cancer.

#### **Key Points:**

- Wear wide-brimmed hats and UV-protective clothing
- Apply sunscreen (SPF 30+) every 2 hours
- Use sunglasses with UV protection
- Plan outdoor work during early morning or late afternoon

### 87. Biological Hazards

Biological agents such as mold, bacteria, viruses, or bodily fluids can lead to infection and illness.

#### **Key Points:**

- Wear gloves and masks when handling waste or contaminated materials
- Wash hands frequently
- Report exposure incidents immediately
- Clean and disinfect surfaces regularly

# 88. Noise Control

Long-term exposure to high noise levels causes permanent hearing damage. Protecting hearing is a legal and health priority.

#### **Key Points:**

- Use hearing protection above 85 dB
- Post noise hazard signs in loud areas
- Implement engineering controls where possible
- Schedule quiet periods if feasible

### 89. Smoking Areas and Hazards

Improper smoking can lead to fire hazards, especially around flammable materials.

#### **Key Points:**

- Smoke only in designated areas
- Use proper ashtrays and disposal methods
- Follow no-smoking signage strictly
- Educate workers on smoking near fuel, oxygen, or chemicals

### 90. Fatigue Management

Fatigue impairs reaction time, concentration, and decision-making-contributing to errors and accidents.

### Key Points:

- Encourage proper sleep habits
- Limit extended shifts and overtime
- Take short, regular breaks
- Watch for signs of fatigue: yawning, memory lapses, slower performance

### **91. Evacuation Procedures**

In any emergency—fire, chemical leak, or structural collapse—quick evacuation is crucial.

### **Key Points:**

- Know evacuation routes and muster points
- Do not use elevators during emergencies
- Assist those who need help
- Follow supervisor or emergency warden instructions

# 92. Alarm Recognition

Different alarms indicate different emergencies. Knowing the sound or signal saves time and lives.

### **Key Points:**

- Fire, gas leak, or medical alarms may sound differently
- Participate in alarm drills
- Don't ignore unfamiliar sounds
- Confirm the meaning of each alarm during induction

# 93. Muster Points

Muster points are designated safe zones where workers gather during emergencies to be accounted for.

### **Key Points:**

- Know your site's muster point locations
- Don't leave the area until accounted for
- Report any missing personnel to emergency responders
- Stay clear of the building until cleared

# 94. Earthquake Safety

Earthquakes occur without warning. Quick reactions save lives-drop, cover, and hold.

### **Key Points:**

- Move away from glass, equipment, and unstable objects
- Take cover under sturdy tables or doorways
- Evacuate calmly once shaking stops
- Participate in earthquake drills

# 95. CPR and AED Basics

Cardiopulmonary resuscitation (CPR) and using an Automated External Defibrillator (AED) can restart a heart and save a life.

### **Key Points:**

- Learn and refresh CPR steps (30 compressions, 2 breaths)
- Know AED locations onsite
- AEDs give voice instructions—don't be afraid to use one
- Call emergency services immediately during cardiac incidents

# 96. Emergency Communication

Effective communication during emergencies prevents chaos and confusion.

### Key Points:

- Use radios, alarms, and PA systems as required
- Report hazards clearly and quickly
- Keep calm when calling emergency services
- Confirm your exact location during the call

# 97. Active Shooter Response

While rare, workers must know how to respond to violent incidents. The "Run, Hide, Fight" model is widely accepted.

### **Key Points:**

- Run if safe to escape
- Hide in locked or barricaded rooms
- Fight only as a last resort
- Notify authorities when safe

# 98. Flood Safety

Floods can damage equipment, electrical systems, and compromise building safety.

### **Key Points:**

- Stay away from rising water and submerged areas
- Never walk or drive through floodwaters
- Turn off power if safe to do so
- Secure equipment and evacuate if advised

# 99. Fire Drills

Regular fire drills test preparedness and help workers react appropriately in emergencies.

### **Key Points:**

- Treat every drill as real
- Don't delay—evacuate immediately
- Check exits and fire doors during drills
- Gather at the correct muster point

# **100.** Role of Emergency Coordinators

Emergency coordinators lead the response during disasters. They're trained to manage evacuation, first aid, and communication.

### **Key Points:**

- Know who your site's emergency coordinators are
- Follow their instructions during incidents
- Inform them of any missing or injured workers
- They serve as the point of contact for rescue services