



GLOW YMCA Employee Safety Agreement

You are one of our most important assets here at the YMCA. Staff health and safety is the responsibility of the employee and the supervisor. It is our basic responsibility to make the safety of all employees a top priority. In that respect, we are asking that you follow a number of critical rules as you go about your daily duties. These rules are for your benefit, they will be strictly enforced and violations will not be tolerated.

Employee Safety / I agree to:

- Inspect the work area daily (look for trip/fall situations and broken equipment)
- Acknowledge potential hazards (inform other staff immediately)
- Inform my supervisor or other senior staff of hazardous situations

Critical Safety Rules

LIFTING & REACHING

- Do not lift children for any reason other than in emergencies or children pre-school or younger
- Do not lift boxes or equipment over 50 pounds alone
- Do not stand on boxes, equipment, chairs, or furniture to reach an object (use a step stool)

USE OF CHAIRS & Other Furniture

- Do not sit on the arms or backs of chairs or of stacked chairs
- Do not sit on furniture that is not made specifically to sit upon
- Do not use a chair to stand on

ACTIVITIES

- Do not participate in running games where a collision is possible
- Watch for blind side collisions during activities and games

I understand that the above rules and procedures are critical to my safety as an employee of the YMCA and I agree to help enforce and follow them as a part of my job responsibilities. I further understand that I will be written up with possible termination may result in any violation.

Employee Signature

Date

Employee - Print



GLOW YMCA INC.

General Safe Lifting Reminders

It is impossible to eliminate all lifting from the workplace. The following are examples of lifting activities that may put your back at risk of being injured:

- * Lifting objects over your head puts extra strain on your lower back and neck
- * Twisting when lifting an object puts extra strain on your lower back and increases your risk of pulling a muscle
- * Reaching over an obstacle to lift a load puts extra strain on your lower back

Lifting Preparation

Prior to lifting an object, it is important to plan your lift and the path you are going to take.

- * Choose the straightest, flattest, and clearest path to your destination
- * Clear the path of all movable objects
- * Check the path for rough or slippery surfaces
- * Check the weight and stability of the object to make sure you can lift it

Lifting the Load

Lifting the load is what causes most of the back injuries in the workplace. The following are steps to lifting a load safely:

- * Stand close to the load
- * Balance yourself with both feet firmly on the floor, shoulder-width apart
- * Squat down, bending your knees
- * Keep your back arched
- * Grip the object firmly with both hands on opposite corners
- * Tuck your arms and elbows close to your sides
- * Use your legs to bring you to a standing position
- * Lift smoothly and under control

Carrying the Load

Once you have lifted the load, it is important to carry it properly.

- * Hold the load as close to your body as possible
- * When lowering the load, bend your knees - not your waist
- * Move smoothly and under control

Lifting Alternatives

Prior to lifting an object, consider how you can eliminate the lift or do as little lifting as possible. The following are a couple examples of alternatives to lifting:

- * Ask a co-worker for help
- * Use equipment such as a hand truck, hoist, or pushcart
- * Consider breaking down a box of several items, to move items individually

Pushing the Load

Pushing a load is easier on your back than pulling. When pushing a load, keep these things in mind:

- * Stay close to the load
- * Walk upright - do not lean forward
- * Use both arms

Pulling the Load

If you have no other alternative than to pull a load, keep these things in mind:

- * Face the object
- * Keep your back straight
- * Bend your knees slightly
- * Pull with one smooth motion

Exercise

A good strong back is important to keeping your back healthy and injury free. The following is a description of one exercise you can do to keep your back in good shape.

Always check with your doctor prior to starting any new exercise program.

Abdominal Crunches

- * Lie down (on your back), with your legs bent at the knees and feet flat on the floor
- * Place your hands behind your head, with elbows out
- * Slowly raise your shoulders and upper back off the floor (do not lift your head with your arms)
- * Hold for about one second
- * Return to the starting position and repeat the exercise

Things to remember:

- * Practice good lifting techniques
- * Use a lifting alternative whenever possible
- * Push rather than pull a load whenever possible



GLOW YMCA

Work Place Safety
REPORT OF UNSAFE PRACTICE OR CONDITION

Date _____

Unsafe practice being reported _____

Unsafe condition being reported _____

Date _____ Time _____ Location _____

Please answer the following questions to help us determine the root cause of the unsafe condition, so that similar situations can be prevented in the future.

1.) What was not normal at the time this unsafe condition was noticed?

2.) Where specifically did this unsafe condition happen?

3.) When was it first noted? _____

4.) What steps may be taken to avoid this happening in the future? _____

5.) May we contact you should we have any further questions? ___ yes ___ no

Name _____ Phone _____

===== ~ office use only ~

Department head notified (date) _____

Facilities Director notified (date) _____

Unsafe practice / condition corrected (date) _____ By Whom _____

Corrective action taken _____

Report filed with HR (date) _____