

2000 Labor Day CheckList™

Tips to a Safe and Healthy Workplace

Make Labor Day an annual time to examine your workplace for health and safety risks. This year, use the American College of Occupational and Environmental Medicine's 2000 Labor Day CheckList™ to learn if you work in a safe environment. This checklist contains the basic elements of a safe and healthy workplace. Take a moment to assess your workplace. How well do you do?

Action Areas	✓ Employers	✓ Employees
<u>Healthy People</u>	<ul style="list-style-type: none"> <input type="checkbox"/> Promote a healthy workforce through emphasis on wellness and prevention activities. <input type="checkbox"/> Provide ready access to medical treatment. <input type="checkbox"/> Develop a systematic process to reduce workplace hazards. <input type="checkbox"/> Offer access to early intervention and rehabilitation programs for substance abuse and emotional disorder. <input type="checkbox"/> Provide a smoke free workplace. <input type="checkbox"/> Encourage immunization to prevent workplace and community infections. 	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain a healthy lifestyle through regular exercise and a balanced diet. <input type="checkbox"/> Participate in routine checkups and screenings as recommended by your physician. <input type="checkbox"/> Participate in workplace medical assessments and be sure to discuss and understand the results. <input type="checkbox"/> Seek early care for substance abuse and mental health conditions. <input type="checkbox"/> Stop smoking. <input type="checkbox"/> Participate in personal and workplace vaccination programs.
<u>Healthy Environment</u>	<ul style="list-style-type: none"> <input type="checkbox"/> Regularly evaluate and inspect workplaces to reduce hazards. <input type="checkbox"/> Educate employees regarding workplace hazards and risks. <input type="checkbox"/> Provide personal protective equipment and educate employees regarding its use. <input type="checkbox"/> Develop and practice a work site and community disaster plan. <input type="checkbox"/> Provide clear leadership, stewardship and planning for environmental protection. <input type="checkbox"/> Reduce and control toxic chemical usage where possible. 	<ul style="list-style-type: none"> <input type="checkbox"/> Cooperate and participate in workplace monitoring programs; know and follow workplace safety rules. <input type="checkbox"/> Participate in all health and safety training offered by your employer; know the hazards you work with. <input type="checkbox"/> Properly use and maintain personal protective equipment. <input type="checkbox"/> Know your role in an emergency. <input type="checkbox"/> Report all spills and hazardous substance releases to your supervisor; use and dispose of all chemicals properly. <input type="checkbox"/> Adjust your computer workstation or other work area to reduce repetitive motion conditions.
<u>Healthy Company</u>	<ul style="list-style-type: none"> <input type="checkbox"/> Establish a clear vision, mission and policies to promote a safe and healthy workplace. <input type="checkbox"/> Establish a self assessment process for continuous quality improvement of health and safety programs. <input type="checkbox"/> Protect the confidentiality of all medical information. <input type="checkbox"/> Provide educational programs to address health and wellness concerns. <input type="checkbox"/> Take steps to reduce illness and injury-related absences. <input type="checkbox"/> Provide ready access to cost effective health care benefits. <input type="checkbox"/> Provide an Employee Assistance Program. 	<ul style="list-style-type: none"> <input type="checkbox"/> Understand and promote safe and healthy workplace practices. <input type="checkbox"/> Provide feedback to management regarding opportunities to improve workplace health and safety. <input type="checkbox"/> Insist on confidentiality of your medical information. <input type="checkbox"/> Participate in health promotion and medical screening programs. <input type="checkbox"/> Consult with your health services department to assist with early and safe return to work options following injury. <input type="checkbox"/> Be an informed consumer of medical care and other benefit programs provided. <input type="checkbox"/> Utilize services offered to address problem areas in your life or workplace.