



## Introduction to Safety

### Making Safety a Habit

Most accidents and safety hazards are the result of a lack of safety

consciousness. Some of the more common safety hazards are: unfinished projects or construction, moving hazards (for example, machinery, elevators or vehicles), burning or hazardous materials, electrical hazards, improper storage or disposal of materials, inadequate

housekeeping, poor maintenance, carelessness, ignorance of potential dangers or ignored warning signs. In addition, the most common cause of injuries to security officers is slips, trips and falls.



Clients depend on you to help keep their property safe. As a Security Professional, you are responsible for reporting, notifying, and responding to safety hazards at your post. Your primary goal is to **prevent** accidents and other safety-related incidents from happening.

Make safety consciousness a habit, something you do without thinking about it—a part of your normal daily routine.

As a Security Professional it is your responsibility to observe and report hazardous conditions or situations. However, safety consciousness is more than just observing and reporting hazards, you need to develop good safety habits.

## Be an Example to Others

It is your responsibility as a Security Professional to be an example to others and display a high level of safety consciousness. Safety begins with being alert and focused on your duties. By following all safety rules and reporting unsafe conditions and behavior, you will be contributing to a safer work environment for everyone. Your personal behavior and attitude towards safety awareness is an important component in helping prevent accidents.

When everyone is aware and conscious of safety, hazards are reduced. Safety awareness involves good safety habits such as:

- Wearing the proper uniform, shoes, eye, ear, head, respiration or other personal protection equipment appropriate for your post
- Having proper safety equipment on hand to prevent personal injury
- Walking in a controlled and balanced manner
- Always paying attention to where you are walking. Watch out for debris or uneven, wet or slippery surfaces
- Using caution when walking up or down stairs, or in dark or poorly lighted areas

- Not using unsecured ladders or stacked boxes or chairs for climbing
- Not lifting or carrying objects that you cannot see over or are too heavy for you to lift
- Using proper posture and technique when lifting;



keeping your back straight and lift with your legs.

Knowing your limits and lifting properly will help avoid back injury

- Avoiding careless or irresponsible behavior such as horseplay, littering, smoking in restricted areas, ignoring safety-warning signs and disobeying safety rules
- When walking up or down stairs, use the available handrail

## Prevent Safety Hazards

Organizing your post is the first step towards hazard prevention. When your post is well organized, it is easy to see when something is out of order. Start with any area that security staff occupies and ensure it is clean and organized. Tools, equipment or supplies should be stored neatly. While on patrol, you should be on the

lookout for trash, boxes and other materials piled dangerously high or blocking exits, stairwells or firefighting equipment. Report such hazards immediately. If you are responsible for patrolling in areas with heavy equipment or machinery, ensure machine safety devices such as protective guards are in place and personal safety devices, such as safety glasses, helmets, footwear, etc., are worn.

The exterior of the building and parking areas should also be free from debris, oil or gas spills, trash, boxes or other hazardous materials. Fences, gates and walls should be in good order, free from sagging, broken or missing blocks.

## Proper Lighting

Proper lighting is critical to the overall safety and security of any area. Building exteriors, parking lots, interior work areas, stairwells and hallways should be well illuminated. Report any poorly lit areas or burned out lights to maintenance staff or the appropriate contact person at your post.

## Fire Prevention

Fire poses a risk to any structure. The key to fire prevention is to recognize and eliminate potential



fire hazards. It is much easier to prevent a fire than extinguish one.

Fire prevention requires you to be educated in fire procedures and the use of fire extinguishers or other emergency equipment. It is important to:

- Regularly review fire emergency procedures
- Know the locations of fire extinguishers and be trained in their use
- Know the locations of the emergency exits, fire alarm pull stations and safe relocation areas

When making patrol rounds, always be alert for any fire hazard. This can include:

- Smoke or flames
- Suspicious odors
- Checking that the fire extinguishers are in place and in good condition
- Making sure fire doors are closed and not blocked
- Before opening a door to an area where there is a suspected fire, touch it with the back of your hand to feel for heat

Anyone who does not adhere to fire safety or smoking rules must be warned and reported.

If you discover a safety or fire hazard, take steps to have it corrected immediately.

If there is a fire, you are to first notify the fire department by dialing 911 and then follow your Post Orders and Emergency Procedures by warning others of the situation, evacuating personnel, or doing whatever is most crucial in the situation.

### **Blood Borne Pathogens**

Blood borne pathogens are extremely small disease-causing agents. These pathogens consist of bacteria, viruses, fungi, etc. and are found in human blood, bodily fluids and other potentially infectious materials. Serious illness and disease, such as Human Immunodeficiency Virus (HIV)/AIDS and Hepatitis-B Virus (HBV), can result from unprotected contact with these pathogens.

The following information about blood borne pathogens is very basic. If required, detailed information about blood borne pathogens will be covered in specific training related to your job site.

For a pathogen to cause disease, the following four conditions must be met:

1. A pathogen must be present
2. The pathogens must be in a large enough quantity to cause disease

3. A person must be susceptible to that pathogen
4. Pathogens must be able to enter the person's body

If one of these conditions is not met — the pathogen cannot cause disease.

There are four ways that pathogens can enter a body:

1. **Direct contact**—physically coming in contact with someone else's body fluids
2. **Indirect contact**—coming into contact with a material that has been contaminated with someone else's body fluids
3. **Airborne**—inhaling infected droplets after someone else coughs or sneezes
4. **Vector borne**—from an animal, human, or insect bite that allows a pathogen to enter the body



### **OSHA standard, 29 C.F.R.**

**1910.1030**, also known as the Bloodborne Pathogen Standard, applies to all occupational exposure to blood and other potentially infectious material. Among the requirements is the use of Universal Precautions that are necessary and appropriate to provide adequate protection to employees exposed to blood and other potential infectious material. According to the concept of

Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other blood borne pathogens. <sup>28</sup>

Universal Precautions is an approach to infection control. The best workplace practices or methods are designed to eliminate or minimize exposure. All security officers must follow Universal Precautions while assisting in a medical emergency or in any other situation where there is possible exposure to bodily fluids.

Universal Precautions consist of:

1. Wearing required personal protective equipment. This may include protective gloves (latex or nitrile), protective eyewear or facemask, CPR shields, fluid resistant clothing, etc.
2. Washing with soap and water immediately after skin contact with blood or other potentially infectious material and/or hands immediately after removal of gloves.
3. Flushing mucous membranes with water immediately or as soon as feasible after contact with blood or other potential infectious material.
4. Never eating, drinking or smoking while administering first aid or in areas where blood or other potential infectious material are present.

5. Following proper disposal procedures. Do not use equipment that may have been contaminated until it is decontaminated or deemed safe for use. Remove contaminated clothing as soon as feasible and place in an approved container or sealed plastic bag for proper disposal.
6. Placing contaminated items (other than sharps) and personal protective equipment in a red biohazard bag or a regulated waste container or waste bag.

### **Reporting Safety Incidents**

If a safety incident occurs, first take all necessary steps to prevent injury. If serious injury does occur, call 911 and then notify your supervisor and other appropriate personnel at your post as outlined in your Post Orders.

If you or a co-worker is injured, your supervisor must be notified immediately, following Post Orders and company procedures.

### **Working Outdoors in Warm Climates**

The combination of heat and humidity can be a serious health threat during the summer months. If you work outside (i.e., at a beach resort, on a farm, at a construction site, or in a kitchen, laundry or bakery), you may be at increased risk for a heat related

illness. Here's how to take precautions:

- Drink small amounts of water frequently
- Wear light-colored, loose-fitting, breathable clothing such as cotton
- Take frequent short breaks in the shade
- Eat smaller meals before work activity
- Avoid caffeine and alcohol or large amounts of sugar
- Work in the shade
- Find out from your health provider if your medications and heat do not mix
- Know that equipment such as respirators or worksuits can increase heat stress

There are three kinds of major, heat-related disorders: heat cramps, heat exhaustion and stroke. You need to know how to recognize each one and what first aid treatment is necessary.

OSHA Heat Stress Fact Sheet:  
[www.osha.gov/OshDoc/data/Hurricane\\_Facts/heat\\_stress.pdf](http://www.osha.gov/OshDoc/data/Hurricane_Facts/heat_stress.pdf)

Remember that safety awareness should become a habit, something that you do without having to think about it – part of your normal daily routine.

<sup>28</sup> OSHA standard, 29 C.F.R. 1910.1030 (b) Definition. [http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=standards&p\\_id=10051](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10051), March 7, 2011