

9 Safety In The Workplace Tips For Your Super Small Business



**Hello, I'm
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**Make it your
business to
promote safety
in the
workplace!**

Visiting your place of business should be a pleasant experience for staff and customers alike. Maintaining a safe working environment is a priority for any business owner. Customers shouldn't be afraid to walk into your establishment, and you should want to prevent any unnecessary accidents.

As a super small business, having someone get hurt in your store or office can be devastating and costly. By

using cost-effective preventative measures, you can help safeguard your company from any accidents.

Fortunately, it doesn't have to be complicated to stay safe in the workplace. Use these 9 handy tips to promote safety in your super small business and prevent a future lawsuit from occurring!



9 Safety Tips To Implement In Your Business

1. Conduct a Tour of Your Workplace

Your super small business may be small, but it's still a place of work and still has the need to be a safe environment.

Take a tour of your facility and see what needs to be addressed to maintain its safety. You might be surprised at what you find just by looking! Take notes during the tour and take employees with you so they can see what to look for and what is identified as a concern.

2. Review Findings and Resolve Concerns

Discuss your findings with your staff and prioritize the issues found. For example, a leaky roof allowing water into part of your business location is a higher priority than rewriting an article for your marketing website!

Your findings will indicate the level of safety currently at your business and what you may need to introduce to promote a level of safety. Significant findings may mean contacting the property landlord or outside contractors.



3. Sign, Sign, Everywhere A Sign

Signs at your business are important guides to who you are, what your business does, and advice to stay safe.

Do you have appropriate signage at your business?

For example, if your workplace has stairs with a low ceiling, you may want a “Mind Your Step” sign to warn people.

Is your open and closed sign visible to the public? If you are having repairs done, you may want to have “No customers in this section” signage or “Pardon our dust during renovation” to avoid people being in that area. Signs are important messages and give staff and customers notice of things to be aware of.

4. Resolve Your Issues In A Timely Manner

When you or your staff find a concern, deal with it immediately and prevent further problems. Spillages should be cleaned up, power outages reported, pest invasions need treatments and faulty equipment has to be repaired or replaced.

If you have inventory at your business, ensure that displays are properly installed to prevent items from falling and causing injury. Communicate with other staff to ensure everyone is aware of the current issues and when they are resolved.

STAFF TRAINING



5. Train, Train, Train Your Staff

Large or small, you can never have enough safety training! Your staff members have a responsibility as well to ensure customer safety. Train them to be alert, in this day and age you cannot be too careful.

They will need to know what to do in the event of a fire, a theft, or to help someone in an emergency. Your employee handbook should contain guidelines to follow for different situations. Better to be prepared!

6. Additional Thoughts For Staff Training

You can never be prepared enough for the unexpected, and life just happens sometimes. It is important to train all your staff to be safety conscious at all times in their workplace.

So, you may want to consider training employees to use a fire extinguisher, practice emergency evacuation drills, and know basic first aid. How you and your staff react to situations could save lives!

7. Attend To Your Housekeeping

A cleaner working environment reduces trip hazards and eliminates unwanted guests (such as bugs) in your place of business! Create a schedule where required tasks can be accomplished on a daily or weekly basis.

For example, trash will need to be taken out on a regular basis to avoid build-up, which if left, is both a fire and a trip hazard. Surface areas need to be regularly wiped down to reduce the potential for spreading germs.



8. Perform Other Checks As Required

Depending on the nature of your business, you may have other requirements to fulfill such as servicing business vehicles, testing fire alarms (OSHA Regulations), or equipment function checks. You will need to document that these checks were completed and the results.

It is important to do these tasks, but also essential to document the completion of those tasks. You never know when this information will be important!

Educate your staff to regularly wash their hands to prevent spreading infections, especially after handling dirty items or using the toilet. Do random checks to ensure your business is running as it should be. It is important to make sure the business is profitable and on the other hand, that the work environment is not increasing your potential liabilities.

9. Keep Things Simple

A lot of business safety sense is common sense. Avoid placing items in walkways, put up a “wet floor” sign after mopping, have adequate lighting, and secure your business at closing time.

Train your staff to engage in excellent customer service to avoid conflicts and resolve issues quickly.

When staff members need specific training such as operating machinery, ensure they are given all the training needed, by a professional if necessary.

Safety First!

