

# 10

## steps to a safe work day

**Each year, there are more than 100,000 accidents at work in Finland. Even one is too many. Find out how to prevent them!**

Every employee is responsible for safety at work. You too can help to prevent accidents and promote wellbeing at work!

**Better  
workinglife**

**Industrial  
union**



# 1

## **Find out if your workplace has an occupational safety representative**

By law, employees at workplaces with at least 10 permanent employees have the right to elect an occupational safety representative (työsuojeluvaltuutettu) and two deputy representatives. The occupational safety organisation also includes occupational safety ombudsmen and members of an occupational safety committee or equivalent.

Workplaces with fewer than ten employees may also elect an occupational safety representative.

# 2

## Carefully read the workplace's safety guidelines and practices

Read and follow the workplace's safety instructions, rescue plan, and any risk assessments. Consider whether you have received adequate orientation and work guidance.

For more information on workplace safety guidelines and practices, contact your occupational safety organisation and your employer.

# 3

## **Always wear the required protective equipment**

An employee's personal protective equipment includes a helmet, safety glasses, hearing protection and safety footwear.

It is the employer's responsibility to ensure that protective equipment is appropriate and used correctly. It is the employee's responsibility to use the equipment as instructed.

# 4

## **Report any incidents and shortcomings immediately**

If you notice a risk, shortcoming or near miss situation, report it immediately to your supervisor or the occupational safety representative.

Each employee is responsible for their own and others' safety, and must report any issues immediately.

# 5

## Take care of ergonomics

Adjust your workstation correctly, take breaks and change working positions. This is particularly true when working with screen displays.

It is the employer's responsibility to identify and account for stress factors and to implement the necessary ergonomic improvements. Employees, meanwhile, will undergo training in ergonomic working practices.



## **Focus – avoid rushing**

Rushing increases the risk of accidents at work and psychological stress.

Constant rushing to get things done should be tackled by clarifying job descriptions, prioritising tasks, distributing tasks, or planning tasks more efficiently, to name some examples.

# 7

## **Be aware of the dangers of chemicals and machinery**

If you work with hazardous chemicals or dangerous machinery, only use them in accordance with instructions. Make sure you know what to do in the event of an emergency.

# 8

## **Keep your work environment clean and tidy**

Make sure that access routes in the work area are safe and that there is no risk of tripping over wires or objects lying on the floor.

# 9

## Take care of your psychological safety

Workplace safety also includes psychological safety: an open atmosphere, prevention of harassment, and a good working community.

Intervene if you see inappropriate behaviour. Tell your supervisor and the occupational safety representative.



## **Ensure that workplace safety is continuously improved**

Observe your working environment and share your findings with your supervisor and your occupational safety organisation as appropriate.

Everyone is responsible for occupational safety.

# Interested in occupational safety?

The importance of occupational safety work is increasing as working life and work change rapidly. Through determined occupational safety action, we can ensure that workplaces are safe to work in and that all workplaces have sufficient expertise to carry out their work.

This is another thing that trade unions take care of every day. Join a trade union in your industry today and apply to become an occupational safety representative!

**DID YOU KNOW?** The law and collective agreement guarantee OHS representatives the right to:

- reserve time for OHS tasks
- receive appropriate training
- be reimbursed for their time.



**Read more and join the union:**

[www.teollisuusliitto.fi/en/better-workinglife/](http://www.teollisuusliitto.fi/en/better-workinglife/)

**Better  
workinglife**

**Industrial  
union** 