

# Workplace Safety

Workplace operations for IDA members can present a wide variety of potential hazards for employees.

**Shipping docks:** Injuries can occur when forklifts run off the dock, products fall on employees, or a piece of equipment strikes a person. To avoid these types of injuries:

- Drive forklifts slowly on docks and dock plates.
- Secure dock plates and check to see if the plate can safely support the load.
- Be aware of dock edges and never back-up forklifts to the edge.
- Observe visual warnings near dock edges.

**Materials storage:** Improperly stored materials may fall and injure employees. Materials handling is also a hazard due to improper use of equipment and lifting of heavy objects. Ensure that you:

- Stack loads evenly and straight.
- Place heavier loads on lower or middle shelves.
- Remove one object at a time from shelves.
- Keep aisles and passageways clear and in good repair.

**Ergonomics:** Improper lifting, repetitive motion, or poor design of operations can lead to musculoskeletal disorders in employees. To avoid injury:

- Use powered equipment instead of requiring a manual lift for heavy materials.
- Reduce lifts from shoulder height and floor height by repositioning the shelf or bin.
- Get trained on the proper ergonomics for each specific task.
- Use your legs and keep your back in a neutral position while lifting.



# Auto Safety

The best way for a driver to assure their safety and the safety of their passengers and cargo is to always practice **defensive driving** tactics.

## Safe Driving Habits

- Keep your eyes moving and understand your surroundings at all times.
- Regulate your speed and recognize when conditions require you to slow down.
- Only pass or change lanes when necessary.
- Know your blind spots and check them frequently, especially when changing lanes.
- Signal well in advance of any turns, passes, or lane changes.
- Turn and look behind you when driving in reverse, whenever possible. Mirrors are less reliable

## Determining Right-of-Way

- **Use caution** when approaching intersections.
- **Determine right-of-way** before entering the intersection.
- **Make your intentions clear** by using your turn signals, speed, and gestures.
- **Proceed after verifying** the intersection is clear of vehicles or pedestrians.

# Jobsite Safety

Jobsite hazards are easy to avoid but are often overlooked simply because they are so common. There are a number of prevention strategies you can use to reduce these accidents.

Hazard	Prevention
Ladders	<ul style="list-style-type: none"> <li>• Visually inspect any ladder before each use for damage or defects.</li> <li>• Don't use metal ladders near power lines or exposed electrical equipment.</li> <li>• Use ladders on level, secure surfaces.</li> <li>• Keep ladder surfaces and rungs free of slippery or oily materials.</li> <li>• Use a ladder with the correct load rating and length.</li> </ul>
Carrying or moving cumbersome objects	<ul style="list-style-type: none"> <li>• Use proper lifting techniques, maintaining the natural curve of your lower back and using your legs to do the heavy work.</li> <li>• Be sure the load is well balanced.</li> <li>• Ask for assistance if loads are excessively heavy, cumbersome, or awkward.</li> </ul>
Clutter, loose cords, hoses, wires	<ul style="list-style-type: none"> <li>• Organize storage areas to eliminate clutter.</li> <li>• Clear walkways.</li> <li>• Use cord organizers to bundle cords.</li> </ul>



## About the IDAssurance Program

IDAssurance is the endorsed insurance program of the International Door Association. Created by Alliant Insurance Services, Inc. and designed to meet the insurance needs of dealers and installers, IDAssurance is the only program custom-built to address the unique risks of the garage door and access systems industry, opening the door to a wealth of benefits, including lower rates, broad coverage, and enhanced convenience.

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