



# Start To Finish

There's a start and a finish to just about everything, including your daily job activities. Traditionally, home-style philosophers have placed great value on good beginnings with such phrases as "getting off on the right foot" and "getting up on the right side of the bed." Good endings come in for about as much attention through such sayings as "all's well that ends well" and "last but not least."

Getting off on the right foot in your job each day is important not only to your personal success but to your safety, as well. The same goes for the end of the day. A good ending is a key part of the overall safety picture.

## Starting Your Work Shift

When you come to work in the morning, there should be more to starting your job than just routinely turning on a machine or beginning a particular operation. First, take a safety survey:

- What shape is the area in?
- Are there any slippery spots on the floor?
- Are there any tripping hazards around?
- How about machines? Were any guards left off machinery?

Check for potential hazards. It takes just a minute to survey your machine or work area, and it's time well invested. A minor adjustment at the start may prevent a major problem later on. Conditions change quickly, and from the time you left the scene the day before, there may have been another shift working in the area, or maintenance or cleaning crews may have altered the conditions you're used to.

## Ending Your Work Shift

When it's quitting time, you still play an important part in the safety cycle. The condition in which you leave your area or equipment will have a bearing on the safety of people who follow you on the next shift and on your own safety when you report the next day.

Just don't quit abruptly at the end of the day. First of all, make sure your job is really finished—all machines turned off, tools and other items off the floor, and in their proper places. Always pick up all trash, scrap, and other waste, and deposit it in the proper receptacles. Take time to eliminate any slipping hazards by wiping up grease or water. If there's any unusual condition that could be hazardous, make sure you communicate it to your replacement or the supervisor on the next shift.

Quitting time is time to take the safety of other into consideration, especially the safety of those who will be in the area before you return. The area in which you work and the equipment you use are very important factors in your welfare. Take care of them and pass them on to the next person in a condition that will contribute to the safety and well being of both of you.

Of course, there's a lot more to job safety than beginnings and endings. There's that important period in between, too. Nevertheless, a bad start or finish can ruin a whole day. Try to maintain a steady pace. Prepare yourself mentally when you arrive at work in the morning, and be cautious toward the end of the day when fatigue may take over.

Remember, safety doesn't punch a time clock. It has to be on the job for every shift—24 hours each day.