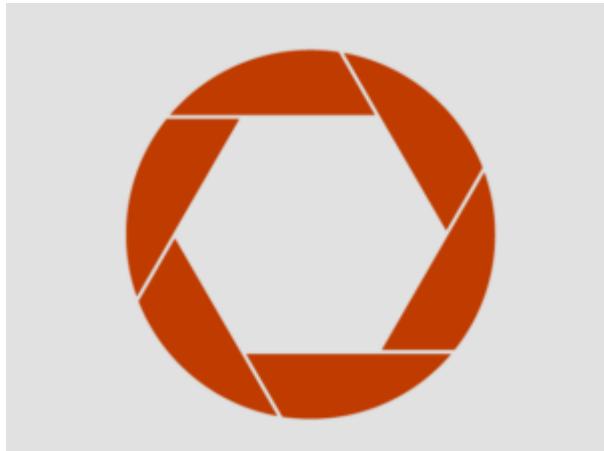# Taking Shortcuts Picture This

5 Safety Tips Every Employee Should Know

progressive experts in your field

1 **No shortcuts**
Make sure, when operating tools and machinery, to follow instructions. Procedures exist to keep employees safe.

2 **PPE**
Make sure you're always wearing the right personal protective equipment, such as a hard hat, goggles, earplugs, and coveralls.

3 **Know your surroundings**
The more familiar you are with your tasks and workplace, the more aware you'll be of the potential hazards.

4 **Report unsafe conditions**
While your employer is legally required to provide a safe workplace, they may be unaware of any unsafe conditions. If you're aware of anything potentially hazardous, report it to your supervisor.

5 **Take a break**
Our brains just weren't built for the extended focus we demand of it. Give yourself a break to regain focus, and thereby become more aware of your surroundings.