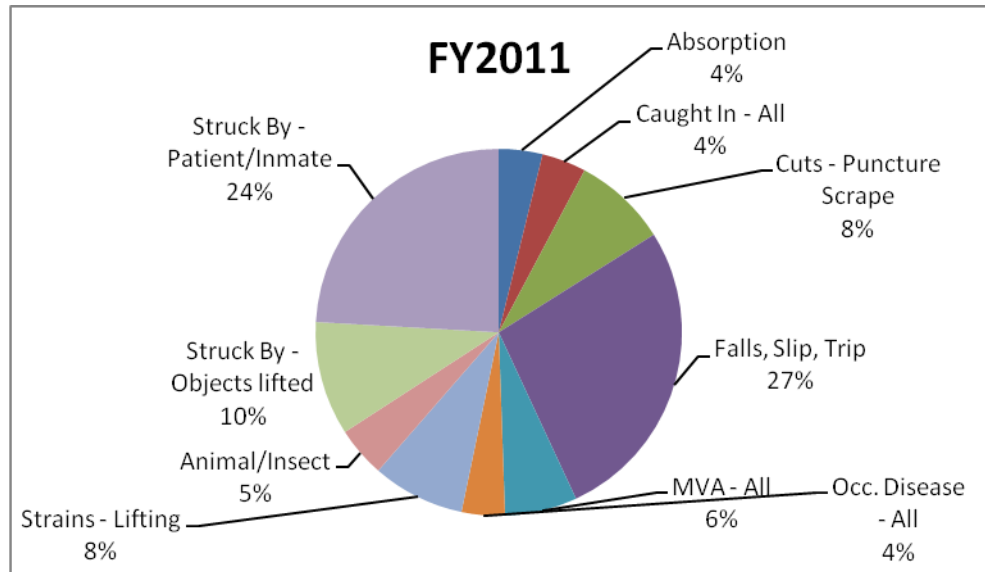


### Topic of the Month... Injury Review & Accident Prevention Tool

As we all know, FY2011 just finished up on June 30, 2011. During FY2011, 6,635 (5.28%) fellow State of Georgia employees were injured. Of those, 1,410 (1.12%) were injured severely enough to lose a day at work. During the year, over \$70,000,000 was spent on injury costs. When all lines of coverage are taken into account (Liability, Auto, Property and Workers' Compensation) the total cost to the State of Georgia was over \$93,000,000. This is a 4.78% increase in total injuries over last year. While this is still lower than the high point of nearly 10,000 injuries a

few years ago, we are still having too many injuries. All types of Falls, Slip & Trip injuries still remain the top injury for State workers. The top ten types of injuries can be seen on the pie chart. Looking forward we need to be aware of the hazards and take preventive action and/or corrective action as

necessary. With that in mind, we have put together a brief Accident Prevention Tool.



### ACCIDENT PREVENTION TOOL FOR FY2012

#### Supervisors

Please review your injuries from prior years and ensure corrective measures have been put in place and are maintained.

#### Employees

Help yourself out and remember this **Four** letter word (**HELP**) before starting a task:

**H**azards – Do I know the **Hazards** of performing this Job/Task?

**E**quipment – Do I have the proper Safety **Equipment** to do this Job/Task?  
(Safety glasses, Proper shoes, Gloves, Proper tools)

**L**ook – **Look** out for one another. **FOCUS** on the task at hand. Know your surroundings.

**P**rotection – Are the **Protective** Guards/Safety Barriers in place?  
(Are machine guards, lockouts, vehicle brakes operating properly?  
Is the barrier/device that is designed to prevent injuries in place and working?)



Each agency should have a Safety plan in place with a lot more detail. This is one more tool that most agencies can use to help prevent injuries. In many cases with a little **HELP**, **You can prevent your Injury and more!**

**Thanks for your time. Let's work together to make Georgia a safer place to work.**