# PREVENTING HAND INJURIES

## SAFE WORK GUIDELINES

Standard

Hand injuries are more common then you may think. 50% of the claims Kelly submits yearly are hand related injuries. The types of injuries are repetitive strains, cuts, burns and impact injuries. At Kelly, we strive to provide a workplace that is free of hazards and our collective goal is to eliminate all injuries. Kelly will never knowingly place an employee on an assignment that is dangerous. Hand injuries can be prevented if there are safety programs in place to identify potential hand hazards, eliminate the hazard at the source or provided protective equipment to remove the physical hazard that may be associated with the task. This program provides the tools to identify and eliminate the hazards that contribute to hand related injuries.

Procedure

During the Customer Health and Safety Assessment, we must address the issues of ergonomics, personal protective equipment and customer safety programs. If a hand injury is reported at an existing customer site, a review of the Customer Health and Safety Assessment must be completed to determine what programs are in place to prevent these types of injuries from happening again. If the Customer Health and Safety Assessment is due for the annual review, then we must take the time to go to the customer site to complete the Customer Health and Safety Assessment again. If the injuries are serious in nature, then the Safety Department must be notified and will accompany you on the safety tour at the customer site.

All employees must be made aware during orientation of any hazards that may exist at the customer site. If the customer site has a history of injuries, then this would be the ideal time to explain to the employee the types of injuries we’ve had and what we’ve done to prevent them from happening again.

Branches will review the monthly claims analysis in Aclaimant to identify trends relating to hand injuries at their different customer sites.

When a customer site that has a history of hand related injuries is identified, or a hand injury has been reported, we can utilize the Kelly Accident Investigation Report to implement a corrective action plan so we can work with the customer to identify ways to eliminate the hazards.

Awareness

Any event, situation, piece of equipment, action, course of work that may hinder an employee’s safety or health must be assessed. Any employee working where a hazard is present must be made aware of the types of hazards he/she may be exposed too. An example would the use of power tools or a request from a customer for a Kelly employee to conduct work that he/she has not been trained to do, i.e. working at elevated heights or heavy equipment. By educating employees about the hazards in the workplace, we are moving towards an injury free workplace.

Definitions

**Hazard** – Any event, situation, piece of equipment, action, course of work that may hinder an employee’s safety or health. An example would be hanging live wires present in the workplace or a request from a customer for a Kelly employee to conduct work that he/she has not been trained to do, i.e. working at elevated heights.

References

* KellyWeb Canada > Health & Safety > Branch Safety Requirements and Inspections
* Occupational Health & Safety Act (Ontario) - Section 2 (2) (h)

Records

* Claims year-to-date
* Preventing Hand Injuries – Safe Work Guidelines
* Aclaimant Injury Reporting Analysis

Responsibility, Evaluation & Acknowledgement of Success

The Safety Department is the designated owner of this work instruction and is responsible for the content as well as for ensuring that the document is updated as required.

The branch is responsible for reviewing the available documentation and implementing the program to avoid injuries.

All employees are required to review, understand and participate in the program and follow its procedures.

Reason for Issue/Reissue

* Element of success – Safety Groups
* Complying with Kelly commitment to the safety and health of all employees.

Contacts

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