

## news & notes

### HEALTHY LIVING CHECKLIST

Staying healthy on the job means taking good care of yourself 24 hours a day. Can you answer yes to all these questions?

- ✓ Do you maintain a healthy weight for your height?
- ✓ Is your blood pressure at a healthy level?
- ✓ Is your cholesterol level within the healthy range (under 200)?
- ✓ Have you been screened for diabetes—especially if there is a history of the disease in your family?
- ✓ Do you eat three well-balanced meals every day?
- ✓ Do you always have a good, nutritious breakfast?
- ✓ Do you avoid eating too many fatty, sugary, or salty foods and snacks?
- ✓ Do you get enough sleep?
- ✓ Do you get regular exercise (at least half an hour, four times a week)?
- ✓ Have you quit smoking?
- ✓ If no, are you planning to quit?
- ✓ Do you avoid the use of any drug not prescribed by your doctor?
- ✓ Do you avoid abusing prescription medications?
- ✓ Do you drink alcohol in moderation or not at all?
- ✓ Do you manage stress on the job effectively?
- ✓ Do you manage stress in your personal life effectively?
- ✓ Do you get professional help when stress becomes unmanageable?
- ✓ Do you consult a healthcare professional when you experience physical or emotional symptoms that may indicate a health problem?
- ✓ Do you get regular physical checkups?

# SafetyWorks

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## Keep Safe, Keep Healthy

### Uncover potential incidents before they happen

Staying healthy on the job means remaining free of injuries and job-related illness. But to judge by accident statistics, Americans aren't doing enough to protect themselves at work. Every few seconds, someone is injured on the job. What can you do about it? You can avoid becoming a statistic yourself and can help prevent others from being injured as well. How? By paying attention to the job and staying alert to possible hazards while you work. Here are four ways:

#### 1. Think Ahead

Look for and identify hazards. All day think about:

- What you're working with
- What you'll be doing
- Where you'll be walking
- What could go wrong

#### 2. Stay Alert

Train yourself to:

- Give work your full attention.
- Avoid becoming complacent or taking shortcuts, no matter how many times you've done a job or how many years of experience you have.
- Inspect your work area, materials, and equipment for safety each day before you begin working.
- Be constantly aware of possible hazards.
- Be prepared to avoid trouble at any time.

#### 3. Ask Questions

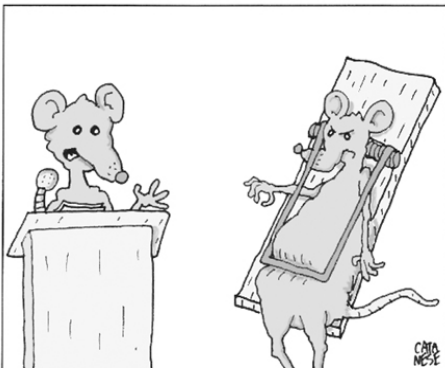
Check things out with your supervisor when:

- You're not sure what to do or the safest way to do it.
- You're dealing with a new procedure, substance, or piece of equipment.
- Something seems wrong, but you're not sure what.

#### 4. Take Responsibility for Safety

Take action to protect yourself and your co-workers:

- Always use assigned personal protective equipment.
- Follow all safety rules.
- Keep your work area neat and clean.
- Correct safety problems you're trained and authorized to fix.
- Report hazards you can't correct yourself to your supervisor right away and warn co-workers of the hazard until the problem has been eliminated.



"Our next speaker will discuss the importance of identifying on-the-job hazards."



# Foul Weather Driving Quiz

## How safe are you in bad road conditions?

Read each statement and circle T for True or F for False.

- |  |   |   |
|--|---|---|
| 1. Tires usually need inflating when temperatures drop.                                  | T | F |
| 2. Replace wiper blades every 3 years.   | T | F |
| 3. In bad weather, match your driving speed to that of other drivers.                    | T | F |
| 4. Roads are most slippery after it has been raining a long time.                        | T | F |
| 5. When you come to a large puddle, speed up to avoid hydroplaning.                      | T | F |
| 6. In bad weather, keep a distance of 2 seconds from the car in front.                   | T | F |
| 7. When the temperature drops, ice forms on bridges first.                               | T | F |
| 8. In a skid, steer in the opposite direction from the way you want the vehicle to head. | T | F |
| 9. If it suddenly becomes foggy, cut your speed in half immediately.                     | T | F |
| 10. Be especially aware of other drivers in bad weather.                                 | T | F |

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#### FORKLIFT SAFETY AND SEAT BELTS

**Q.** Why is it important to wear a seat belt when operating a forklift? It's a nuisance, particularly when you're only traveling short distances.

**A.** One of the biggest hazards of forklift operation is that the truck will overturn. Unfortunately, this can easily occur if a truck is overloaded or top-heavy. These accidents occur all too frequently, particularly when equipment is on a ramp. If the truck should tip over, being belted in will avoid your being thrown out and crushed by the equipment or the load. It may seem like a nuisance to use a seat belt, but it could be a lifesaver.

#### WARNING SIGNS OF A HEART ATTACK

Since February is American Heart Month, this is a good time to review the warning signs of a heart attack. According to the American Heart Association, look for:

- Chest discomfort—an uncomfortable pressure, squeezing feeling, or pain, usually in the center of the chest and usually lasting more than a few minutes. But chest pain can also go away and come back.
- Discomfort in other areas of the upper body—including one or both arms, the back, neck, jaw, or stomach.
- Shortness of breath—usually accompanied by chest discomfort. But it can also come before chest discomfort.
- Other signs—including breaking out in a cold sweat, nausea, or lightheadedness.

If you or someone you know has one or more of these symptoms, call 911.

#### Answers:

- (1) T (2) F. Blades should be replaced as often as necessary.  
 (3) F. Slow down and match speed to weather and road conditions.  
 (4) F. Roads are most slippery just after the rain starts.  
 (5) F. Slow down and tap the brakes as you go through the puddle.  
 (6) F. Keep at least 4 seconds behind the car in front of you in bad weather.  
 (7) T (8) F. Steer gently in the direction you want the vehicle to go.  
 (9) F. Slow down gradually so no one hits you. (10) T

# Hard Hat Do's and Don'ts

## How to make sure your head is well protected

More than 300 disabling head injuries occur every day in American workplaces. Sadly, most of these accidents could have been prevented. Here's how:

#### DO:

- Adjust your hardhat's headband so that the shell doesn't touch your head.
- Inspect your hard hat daily for cracks or dents.
- Make sure the cradle is firm and the straps are in good condition.
- Check the chin strap and headband for damage, wear, or stretching.
- Replace your hard hat if it takes a heavy blow—even if you can't see damage.
- Wear your hard hat squarely on your head—don't tilt it.
- Clean your hard hat in warm soapy water, scrubbing, rinsing, and air-drying it.
- Replace straps yearly.
- Readjust the straps if you let your hair grow longer or get a shorter haircut.
- Store your hard hat away from sunlight, chemicals, or extreme heat or cold.

#### DON'T:

- Wear a hard hat over another hat. It won't fit properly.
- Place anything in the suspension area of your hard hat.
- Wear a hat that is too loose.
- Wear a hat that is too tight.
- Wear a cracked hat—your hat *and* head may split if something falls on you.
- Toss your hard hat around.
- Leave it in your vehicle where it can be damaged by sunlight.



# Release the Tension

## Effective strategies to reduce unavoidable stress

Stress on and off the job takes a toll on your physical and emotional health. Even when you can't avoid stressful situations, you can reduce and manage the stress in your daily life by learning how to relax and release the built-up tension. Easy breathing and stretching exercises that you can do at your workstation can help.

- **Use deep-breathing exercises** to reduce stress:
  - Place your hand on your stomach and take a deep breath, feeling your stomach go out.
  - Hold for a few seconds, and breathe out slowly through your mouth, feeling your stomach go in.
  - Repeat for a few minutes.
- **Relax your neck** by turning your head slowly in a circle, first in one direction, then in the other.
- **Relax your back** by leaning forward and down in a chair. Let your head and neck hang down for a few moments.
- **Relax your shoulders** and arms by standing with your hands over your head, palms facing up and fingers locked.
- **Relax your upper body** by standing with feet apart and stretching one arm over your head and reaching to the side—then repeat with the other arm.

If stress has really gotten to you, consider talking things over with a counselor.

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#### CHOOSE YOUR LADDER CAREFULLY

Falls from ladders kill and injure thousands of people every year. Some of the worst accidents involve extension ladders. Preventing falls from extension ladders begins with choosing the right ladder for a job. Choose an extension ladder that has:

- Been thoroughly inspected prior to use
- Bracing to keep the ladder from swaying
- Ladder locks functioning correctly and in good condition
- Non-conductive materials if working around electricity
- Sufficient height for the job
- Firm, unbroken rungs
- Anti-slip safety feet

#### DO YOU KNOW ...

Your safety on the job may depend on your answers to these questions. Do you know:

- What hazards you may face on the job?
- What safety precautions you need to take to protect yourself from these hazards?
- Which types of personal protective equipment you need to use for each task?
- How to prevent workplace fires?
- Where the nearest fire alarm and fire extinguisher are located?
- Where the nearest eyewash and/or emergency shower is located?
- Where to find a first-aid kit?
- At least two evacuation routes from your workstation?
- Who to call in case of an emergency?
- Where to find material safety data sheets for chemicals in your work area?
- Where to get other safety information?

If you don't know, ask now.

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# Mind Your Machines

## The seven key components of machine safety

1. **Mechanical hazards.** The moving parts of a machine can crush, slash, or amputate fingers, hands, arms, and legs. The two places where mechanical hazards pose the greatest danger are at the point of operation—where the work is done—and at the power transmission—where the energy to run the machine comes from.
2. **Electrical hazards.** You can get a serious shock if a machine is not properly grounded or if wiring or other electrical parts are worn, damaged, or malfunctioning.
3. **Nonmechanical hazards.** Also be aware of nonmechanical hazards such as noise or hazardous substances used in the machine's operation. These are often overlooked.
4. **Machine guards and safety devices.** Machine guards and safety devices are designed to protect you from mechanical hazards, particularly at the point of operation and around the power transmission. All guards and devices should be operating correctly.
5. **Safety training.** Operate a machine only if you've been trained and authorized to do so safely.
6. **Personal protective equipment.** Make sure you use assigned PPE, such as eye and hearing protection.
7. **Maintenance and repair.** Machines should be serviced on a regular schedule and repaired whenever there is any sign of trouble.



# Winter Got You Down?

## Tips for dealing with the symptoms of SAD

During winter's short, gray days, do you often feel down? If so, you might have Seasonal Affective Disorder (SAD), a temporary condition caused by lack of bright light. Symptoms include:

- Feeling depressed, overly tired, or sluggish
- Sleeping more but still waking up tired
- Increased appetite, especially for carbohydrates
- Feeling edgy, irritable, or anxious
- Feeling less productive or in a slump
- Having trouble concentrating or remembering
- Feeling less cheerful and upbeat, and not interested in going out or socializing
- Finding it harder to cope with things that usually don't get to you

If you are experiencing symptoms of SAD, what can you do about it?

- Get out and exercise. Spend time outdoors each day during the daylight hours.
- Get yourself off the couch, out of the house, and together with friends and family. Enjoy your favorite activities after work and on weekends.
- Eat right and eat light. Even though you may be craving carbs and sweets, eat small, light meals with plenty of protein.
- Shine a light on SAD symptoms. Keep your home and work area well lit and allow natural light to enter wherever possible.

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#### S & H AUDITS

Safety and health audits are internal checks of safety and health performance and compliance with safety and health regulations and policies. The company conducts regular audits to help identify what we're doing right and what we can do better.

A safety and health audit looks at the facility itself, the equipment we use, and the procedures we follow. This helps us isolate and identify what changes need to be made to prevent accidents and illnesses on the job.

In addition to participating and cooperating in s & h audits, you can conduct your own daily or weekly audit of your workstation and work area. Develop an inspection checklist that covers the items and areas you will look at. Investigate each item on the checklist to determine compliance with safety and health rules and regulations. Focus on key safety and health concerns such as:

- Housekeeping
- Machinery and equipment
- Hazardous substances
- Personal protective equipment
- Emergency preparedness
- Safety and health practices

Depending on your particular job, you may need to add other areas or items to your checklist. Be sure to immediately correct or report any hazards uncovered by your audit.

Safety and health audits can help you improve your safety performance and reduce your risk of injury and job-related illness.

# Don't Get Zapped!

## Learn more about electrical safety

Read each statement about electrical safety and circle T for True or F for False.

1. Electrical shock is more likely in a dry situation than a wet one. **T F**
2. Anyone with experience is permitted to repair electrical equipment. **T F**
3. Water or water-based fire extinguishers are the best thing to use to put out small electrical fires. **T F**
4. Wearing metal jewelry around electricity can turn you into a conductor and cause a bad shock. **T F**
5. When cords are used outdoors or in wet areas, they should be plugged into a ground fault circuit interrupter (GFCI). **T F**
6. Staple electrical cords to the floor or wall out of people's way. **T F**
7. Use only insulated, nonconductive tools when working with electrical equipment. **T F**

#### Answers:

- (1) F. Water or dampness increases the risk of electrical shock.
- (2) F. Only qualified workers (those who are specially trained and authorized) are permitted to make electrical repairs.
- (3) F. Never use water or water-based fire extinguishers to fight electrical fires. Use a multiple purpose (ABC) or CO<sub>2</sub> extinguisher. (4) T (5) T (6) F. Never fasten cords with staples, nails, or anything that could damage the insulation. (7) T