



# YCPARMIA Safety Journal

April, 2007

## Safe and Secure

### Unscramble some key security issues

Workplace security is a concern for everyone who works here. We all want a safe place to work where we don't have to worry about theft, violence, or other security problems. But in order to achieve that level of security, everyone has to pitch in. One way you can help is by keeping informed about security risks.

Here's a little test of your current knowledge of some important security issues. Unscramble the letters in each key word below to reveal a complete statement about workplace security. Write your answers in the space provided and check to see if you got the answer right.

1. Be alert to security problems while you work and report any **upisussioc** \_\_\_\_\_ activities or individuals immediately.
2. If a stranger tries to follow you into the building through an employee entrance, tell the person that they have to go to **ntceerpoi** \_\_\_\_\_ and sign in.
3. When working late or alone, you should be extra careful in **vrtoesela** \_\_\_\_\_ and **eotmosrs** \_\_\_\_\_.
4. Keep **bvsallaue** \_\_\_\_\_ locked in your locker or your desk during your shift.
5. Signs that a person might become violent include **ttsehar** \_\_\_\_\_ or talk about **oapsnew** \_\_\_\_\_.
6. When choosing a **darsposw** \_\_\_\_\_ for your computer, select something that is difficult or impossible for others to guess.
7. Always lock your **icelhve** \_\_\_\_\_.
8. To keep safe in parking lots and garages, have your **yke** \_\_\_\_\_ ready as you approach your vehicle and **clko** \_\_\_\_\_ your doors immediately once you are inside.
9. Be sure to report **lacnvesueril** \_\_\_\_\_ cameras or other security equipment that aren't operating properly.
10. If you are face-to-face with a threatening person, try to **nlgais** \_\_\_\_\_ a co-worker to call for help.

#### Answers:

- (1) suspicious (2) reception
- (3) elevators, restrooms
- (4) valuables
- (5) threats, weapons (6) password
- (7) vehicle (8) key, lock
- (9) surveillance (10) signal

#### END-OF-THE-DAY SECURITY

When you leave work:

**Be aware.** Watch what's going on around you, particularly in areas of possible danger such as:

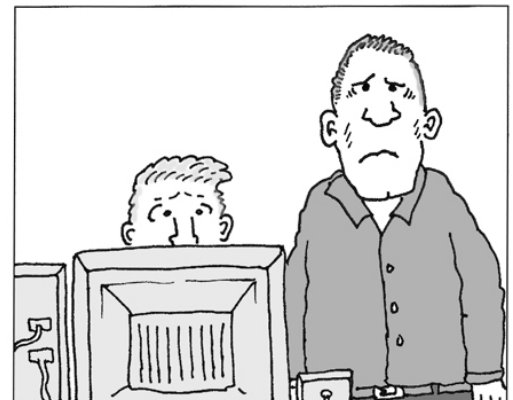
- Stairwells
- Alleyways
- Elevators
- Parking lots and garages

**Stay alert.** When leaving work, don't be distracted by other concerns.

- Keep your car keys or bus fare ready, so you're not caught fumbling with your head down.
- Observe the people around you.
- Listen for unusual noises or movement.

**Be assertive.** Avoid looking like an easy target. Instead, look confident, purposeful, and organized.

- Keep your head up.
- Look like you know where you're going.
- Limit your contact with strangers.
- Keep at least one hand free.
- Report suspicious characters or situations near the workplace to security, a supervisor, or the police.



The awkward moment when Bert told the IT guy that his password was "honeybuns."

# Yard Work Injuries

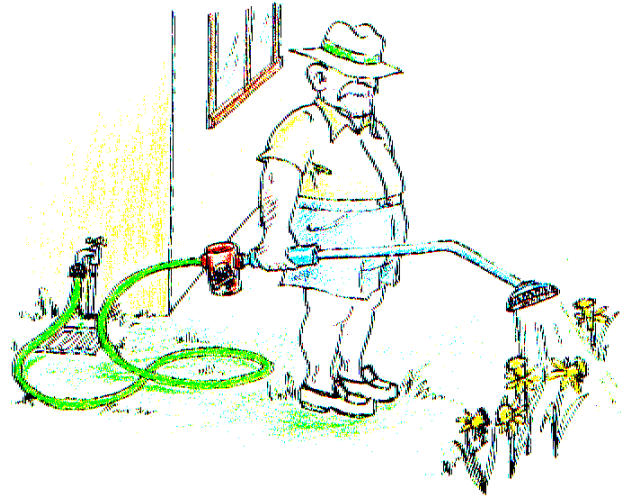
## Take safety precautions off the job, too

Every year hundreds of thousands of people are injured using lawn mowers, and the injuries are often serious. You should:

- ⊗ Wear sturdy shoes.
- ⊗ Use eye protection to shield eyes from dust and flying debris.
- ⊗ Survey the area before you mow for rocks, sticks, toys, and other items that can become dangerous missiles when thrown by your mower blade.
- ⊗ Keep children and pets well clear when mowing.
- ⊗ Allow the motor to cool before refueling.

Yard work often involves digging, raking, hoeing, and handling bulky materials such as bagged fertilizers, wood chips, and big, heavy bags of garden refuse. Take precautions to prevent back injuries by using the same safe lifting techniques you use on the job.

Also be careful when using pesticides, weed killers, and other chemicals. Keep them in their original containers, well out of reach of children. Follow directions for mixing, application, and required personal protective equipment.



## Have You Ever...?

### Unsafe acts cause most accidents

Accidents are caused by either unsafe conditions or unsafe acts. Furthermore, safety experts agree that most workplace accidents are caused by unsafe acts. In other words, by things we do, things we can control.

Have you ever been guilty of committing an unsafe act on the job? For example, have you ever:

- Failed to follow housekeeping procedures?
- Ignored a safety rule to save time or effort?
- Failed to report a safety hazard?
- Operated equipment without proper training or authorization?
- Used defective tools or equipment or used them improperly?
- Failed to pay attention to a safety sign or instruction?
- Operated equipment at an unsafe speed?
- Removed or bypassed equipment safety guards or devices?
- Failed to wear required personal protective equipment?
- Engaged in horseplay?
- Used a chair instead of a ladder to reach something on a high shelf?
- Failed to clean up a liquid spill that could be a slipping hazard or failed to pick up items that could be tripping hazards because "you didn't put them there"?

#### HEADS UP!

Injuries to the head and face are among the most common in U.S. workplaces. Estimates place the number of disabling head injuries at over 100,000 a year, plus thousands more injuries to the eyes and face.

Head and face injuries can be extremely serious because they often involve two of the most important organs in your body—your brain and your eyes. A hard blow to the head can cause a concussion, a skull fracture, brain damage, and even death. An eye injury can cause blindness. Injuries to the face can leave lasting scars.

Hazards to the head include falling tools, metal, and other hard objects. Hazards to the eyes and face include chemical or hot liquid splashes, sparks, and flying wood, metal, or stone particles.

Here's how to protect your head and face:

- ⊗ Wear safety glasses or goggles to protect your eyes.
- ⊗ Wear a hard hat to protect your head.
- ⊗ Wear a face shield or helmet to protect your face.

# Workplace Violence

## Be prepared to act if threatened

We take security very seriously in the facility and do everything possible to ensure your safety. Nevertheless, it is always wise to be aware of the potential for trouble so that you can be prepared to act effectively, if necessary.

### Actions to take when confronted by a violent person:

- ⇒ Try to get away or alert co-workers.
- ⇒ Project calmness and maintain a relaxed posture.
- ⇒ Encourage the person to talk.
- ⇒ Show respect and acknowledge feelings.
- ⇒ Ask for small favors.
- ⇒ Use delaying tactics.

### Actions NOT to take when confronted with a violent person:

- ⇒ Don't meet anger with anger.
- ⇒ Don't invade the individual's space and don't make sudden movements.
- ⇒ Don't challenge, criticize, or dare.
- ⇒ Don't make promises you can't keep.
- ⇒ Don't take sides.

### When confronted by a person with a weapon:

- ⇒ Do exactly as the person tells you.
- ⇒ Don't try to disarm the person.
- ⇒ Hand over your wallet, jewelry, etc.

# Think Before You Drink

## April is National Alcohol Awareness Month

Although the effects of alcohol vary, the following chart of Blood Alcohol Concentration (BAC) and intoxication levels shows the general pattern.

**0.02 BAC:** Slight euphoria, and loss of shyness.

**0.04:** Feeling of well being, relaxation, lower inhibitions, sensation of warmth. Some minor impairment of reasoning and memory, lowering of caution. Illegal to drive commercial vehicle.

**0.08:** Slight impairment of balance, speech, vision, reaction time, and hearing. Judgment and self-control are reduced, and caution, reason, and memory are impaired. Illegal to drive any vehicle or vessel.

**0.10:** Significant impairment of motor coordination and loss of good judgment. Speech may be slurred; balance, vision, reaction time, and hearing will be impaired.

**0.13:** Gross motor impairment and lack of physical control. Blurred vision and major loss of balance. Euphoria is reduced and anxiety and restlessness are beginning to appear.

**0.16:** Anxiety and restlessness predominate, nausea may appear. The drinker has the appearance of a "sloppy drunk."

**0.25:** Needs assistance in walking; total mental confusion.

**0.3:** Loss of consciousness.

**0.40:** Onset of coma, possible death due to respiratory failure.

### PROTECTED AGAINST TETANUS?

Everyone knows you need a tetanus shot if you step on a rusty nail. But not as many people realize that you need a shot every

10 years because immunity wears off. According to the Centers for Disease Control and Prevention, more than half of all adults in the United States are not protected against the disease.

### Injuries linked to tetanus include:

- ❖ Deep wounds and puncture wounds
- ❖ Animal scratches and bites
- ❖ Trivial wounds from a thorn, a splinter, or even a sewing needle
- ❖ Infections following surgery or dental procedures

**NOTE:** In 5 percent to 10 percent of cases no previous wound is identified.

### Symptoms include:

- ❖ First signs of tetanus—headache and muscular stiffness in the jaw (lockjaw)
- ❖ Later signs—neck stiffness, difficulty swallowing, rigid abdominal muscles, spasms, sweating, and fever
- ❖ End result—death, in about 11 percent of reported cases

**NOTE:** Symptoms usually begin 8 days after the infection, but may range in onset from 3 days to 3 weeks.

### Cause:

- ❖ A type of bacteria found worldwide in soil, dust, and manure

### Protections include:

- ❖ Primary series of shots (usually given in childhood)
- ❖ Booster required every 10 years
- ❖ Gloves and protective clothing for outdoor work

If you're not protected, get a booster shot soon.

# Little Things Count

## What you *don't* think is dangerous can be

*A company became concerned when its accident rate climbed over a period of a few months. Management began an in-depth check of systems, equipment, and high-hazard items such as chemical substances and heavy machinery. To their surprise, none of these things was causing the problem. Chemicals were properly labeled and stored. Machines were in good repair and properly guarded. All the "big" stuff appeared to be in safe condition. Instead, what they discovered is that various "little" things were at the bottom of the rash of accidents.*

For example:

- A patch of oil on the floor that no one worried about until an unsuspecting worker came along, slipped, and fell
- A power tool cord left lying across a walkway for "just a minute" while the worker went to get a soda—a cord that was sidestepped a dozen times before someone carrying a carton finally tripped over it
- A ladder placed by a worker changing a light bulb in front of a door that was toppled over when another worker came barreling through the unsecured door

All these situations were accidents waiting to happen. But they were ignored because they didn't strike anyone as dangerous. Keep alert to the "little" things. They can hurt you.

## YCPARMIA Video Library

### New DVDs are being added all the time

Here are a few more of the new titles that are available::

#### **1006 Mold Awareness (14 min DVD)**

Molds are literally everywhere. While most molds are harmless to humans; some forms are believed responsible for respiratory illness. This program examines the different types of mold, explains how to reduce mold in indoor environments, and demonstrates what to do if your facility has a mold outbreak.

- What is mold?
- How is it spread in your facility?
- How can you reduce it?
- Who should avoid exposure?
- What should you do if you see mold?

#### **1150 Back Safety (8 min DVD)**

We depend on a healthy back for almost everything we do at work or home. This video will give your employees simple steps to make sure they stay free from back injury. The key training points in this video include: staying within your Safety Zone, proper grasping and lifting, load awareness, reverse stretching, and mechanical advantage

#### **1181 Digging Dangers XVI (20 min DVD)**

This video covers some of the worst excavation accidents of 2004. Viewers see an on-the-scene portrayal of a backhoe hit on a jet fuel line in Walnut Creek CA that killed five workers. It also covers a Belgium pipeline explosion that killed 24 and injured 100, a gas pipeline explosion near Madrid IA, two Dallas TX firefighters overcome by gas while responding to pipeline damage, an Evansville IN gas explosion that killed two, a water main hit that flooded streets in Ft. Lauderdale, FL, a gas explosion in Hammond IN, a worker injured by a gas explosion near Detroit, a Philadelphia gas main inferno that made national news, and two homes destroyed in a gas explosion in Fairfax, OK..