YCPARMIA

Safety Journal

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Mark of a Craftsman

Use your tools properly and safely

Everybody uses tools at some time or other, even if it's just to a hammer a nail, turn a screw, or chop some wood. Although tools have different functions and some may be hand tools while others are power tools, the same basic safety rules apply to all of them whether you use them on the job or at home. For example:

- **Select the right tool for the job.** Never use a screwdriver as a chisel, knife, or lever, for instance. Don't risk a serious injury by using an ax or a heavy pipe wrench as a hammer. Use tools for only the specific purpose for which they are intended.
- **Inspect tools before use.** Make sure they're in good condition and safe to use. Get replacements for broken or defective tools rather than trying to use them, which could be dangerous.
- **Use tools correctly.** Hold them properly, apply the right amount of force, and keep your other hand clear. Follow safety directions in the instruction manual for power tools.
- **Take good care of your tools.** Keep them clean and sharp, and store them properly. Don't store pointed or sharp tools in a way you or someone else could be injured when reaching for them in a toolbox or tool crib.
- **Wear appropriate PPE.** That almost always means safety glasses to protect your eyes from chips and particles. It might also mean safety shoes and gloves. For some power tools, hearing protection might also be a good idea.
- **Transport tools safely.** Carry them in a toolbox, tool belt, bucket, or cart. Doing so eliminates the risk that a heavy tool could drop on your foot—or someone else's head if you're working on a ladder or scaffold.
- **Handle tools safely.** Never throw or toss a tool to a co-worker. Instead, hand it over handle first.
- **Pay attention while using tools.** Focus on what you're doing. A moment's inattention could end up in an accident and severe injury.

Prevent injuries when using tools by always putting safety first.

NEW EQUIPMENT CHECKLIST

With technology advancing so swiftly, we need to keep up with the times, and that often means getting new equipment that will help us improve productivity. But new equipment can also introduce new hazards.

Use this checklist to safely operate new equipment.

- ☑ Do you know the hazards associated with this equipment?
- ☑ Do you have the required PPE to work safely?
- ☑ Are there any materials close to the equipment that could get caught in the equipment's moving parts, catch fire, or cause other problems?
- ☑ Are guards and safety devices in place and operating properly?
- ☑ Are you following the recommended start-up procedure?
- ☑ Are you loading/feeding the equipment correctly?
- ☑ Are you operating the equipment properly and within established tolerances?
- ☑ Are you using this equipment only for its intended purpose?
- ☑ Would you recognize any signs that the equipment is malfunctioning?
- ☑ Do you know to whom you should report equipment problems?
- ☑ Are you following the recommended shutdown procedure?
- ☑ Do you know the proper procedure and schedule for maintenance on this equipment (if authorized to service the equipment yourself)?

Electrical Hazards

What to look for

Electrical hazards can give shocks, cause burns, and start destructive fires. Prevent injuries and damage on the job by recognizing, fixing, or reporting electrical hazards. If you see or sense any potential electrical hazards, take immediate action. If you can safely cut the power to the equipment or receptacle, do that first. Then, report the problem to your supervisor, and leave the repair job to a qualified electrician. Here's what to look for:

- Overloaded outlets
- Electrical equipment that runs hot
- Electrical equipment that isn't properly grounded
- Switches that feel warm or cause a shock or tingling sensation on contact
- Smoking or sparking equipment or receptacles, the smell of burning wires, or crackling sounds around electrical equipment or receptacles
- Loose connections
- Damaged plugs, cords, or receptacles
- Water on or near electrical equipment, cords, and outlets
- Metal ladders or tools near electrical sources
- Flammable or combustible materials near electrical sources
- Tripped circuit breakers or blown fuses
- Electrical cords in walkways where people could trip over them

POTATO POWER

Despite the popularity of low-carb diets in recent years, the carbohydrate-rich potato seems to have held its own in the hearts of American eaters. In fact, we manage to chow down an average 130 pounds of potatoes per person every year. Although potatoes sometimes got a bum rap from nutritionists in the past, that seems to be changing.

Researchers at the Washington State Agricultural Research Service's Vegetable and Forage Crops Research Laboratory say that potatoes are rich in "phytochemicals," which play an important role in good health. For example, they function as antioxidants, helping to fight cancer as well as taking out some nasty little molecules roaming your body called "free radicals." These guys like to attach to your healthy cells.

But there's even more to the lowly potato than meets the eye. They also contain essential vitamins like vitamin C and folic acid. Furthermore, researchers have identified other compounds in some varieties of potato that are believed to lower blood pressure. In many ways, potatoes pack a nutritional punch that seems to rival traditionally touted vegetables such as spinach, broccoli, and Brussels sprouts.

Nutritionally speaking, of course, it's best if you eat your potatoes mashed, baked, or broiled rather than fried. But however you like them, it seems that spuds are as good for you as they are good to eat.

Eye Safety Quiz

Are you working to protect your vision?

Circle T for True or F for False for each statement below.

1. Eyewear for protection against flying objects should be equipped with side shields. **T F**

2. Regular safety glasses will protect your eyes adequately from dust, vapors, fumes, and mists. **T F**

3. When protective eyewear lenses become pitted or scratched so that you cannot see through them clearly, they should be replaced. **T F**

4. Always select eye protection that protects you against the minimum level of potential hazard. **T F**

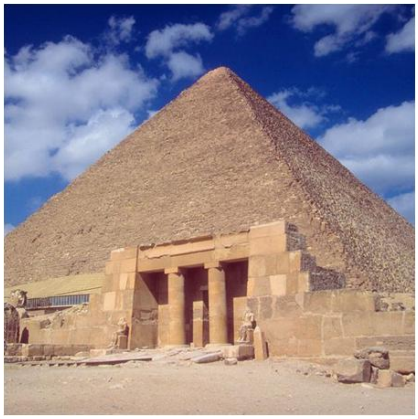
5. Inspect your eye protection for damage at least once a week. **T F**

6. If you get a particle in your eye, rub the eye until tears wash the particle out. **T F**

Answers:
(1) True. Goggles are good, too, and a face shield over goggles or safety glasses offers extra protection.
(2) False. Use offset ventilated safety goggles with a face shield.
(3) True.
(4) False. Always select eye protection that protects against the *maximum* level of potential hazard.
(5) False. Inspect eye protection daily before use.
(6) False. *Never* rub the eye. Instead, flush with water until the particle comes out. If it doesn't rinse out, cover the eye and get medical attention.

Built to Last

When you stack, start at the bottom



The pyramids in Egypt have been standing for thousands of years. How come they've lasted so long? Because their builders knew how to stack. That's right. The secret of the pyramids is that all those stone blocks were stacked just right. The ancient Egyptians knew that starting with a secure, safe base was the best way to build safe and durable stacks.

Look at it this way. The base of any structure is the most important part because it has to support the entire weight of everything that goes on top of it—kind of like the foundation of a house. After all, you wouldn't want to live in a house or apartment building that wasn't built on a firm, solid foundation, would you?

The same principles apply to stacking materials at work. To make sure every stack is supported by a solid base, follow these important tips:

- ❒ Put the big, heavy objects on the bottom.
- ❒ Make sure the base is big enough (in terms of length and width) to support the materials that will go on top.
- ❒ Stack evenly so that no items are sticking out, which could create a hazard for passersby and weaken your stack.
- ❒ Use a portable rack or pallet when dealing with a particularly heavy load. This will give you a firm foundation to build on.

Prevent Injuries

Strive for an accident-free life

April is Prevent Injuries America Month. What have you been doing during the past year to prevent injuries on the job and at home?

<u>At work, have you:</u>

- ⇨ Followed safety rules?
- ⇨ Worn required PPE?
- ⇨ Applied what you've learned in safety meetings to your job?
- ⇨ Reported workplace hazards?
- ⇨ Asked questions about anything you don't understand?
- ⇨ Focused on your work and avoided distractions?
- ⇨ Teamed up to inspect your work area and keep it clean and safe?
- ⇨ Read labels and material safety data sheets (MSDSs) before using chemicals?
- ⇨ Looked for ways to improve workplace safety?

<u>At home, have you:</u>

- ⇨ Developed a family emergency plan and practiced it with the whole family?
- ⇨ Installed smoke alarms and fire extinguishers around the home?
- ⇨ Made sure that poisons and other home hazards are secured and out of the reach of curious or careless children?
- ⇨ Used power tools, lawn mowers, and other hazardous equipment safely and taught family members to do so as well?
- ⇨ Worn appropriate PPE, such as safety glasses, gloves, and hearing protection, when performing tasks that could cause injuries?

KEEP ON TOP OF CHANGES

Even though your job might be pretty much the same from day to day, there are still changes over time that could affect your safety. For example:

- ◆ New procedures may be introduced.
- ◆ New equipment may be installed or old equipment may be upgraded.
- ◆ New employees may join the work team, and some of them may be inexperienced or lack knowledge about safety hazards and required precautions.
- ◆ New chemicals or materials may be used in your work area.

In addition, over the course of a workday, combustible trash or scrap may build up and cause a fire hazard. Or a co-worker might leave tools or other items lying around that create a tripping hazard. Someone might spill something and fail to clean it up. You could come along and slip.

Just because a hazard wasn't there yester- day or an hour ago doesn't mean it isn't there now. Keep your eyes open! And be especially careful in other parts of the facility where you might not be as familiar with hazards as you are in your own work area.

Table Saw Safety

Protect yourself from serious injuries

Using a power saw is a lot easier than expending all that time and energy using a hand saw. But as speed and efficiency increase, so do risks. This table saw safety checklist can help you work safely and prevent injuries.

Do You:

- ☑ Ensure the saw blade is guarded to prevent contact with hands & arms?
- ☑ Stand to one side to keep out of line with the material being cut?
- ☑ Maintain a clear view of the saw at the point of operation?
- ☑ Focus on what you're doing and know where both hands are at all times?
- ☑ Use a pusher stick to guide materials toward the saw blade?
- ☑ Always turn off the saw and disconnect the power to make adjustments or change blades?
- ☑ Turn off the saw between jobs or when you leave the work area, even for a short time?
- ☑ Wear safety goggles or safety glasses with side shields?
- ☑ Use a mask to keep from inhaling dust?
- ☑ Keep the area around the saw clean so that you don't trip or stumble over scrap or materials while working?
- ☑ Maintain the saw properly to keep it running efficiently and safely?

In the Blink of an Eye

Why you need to wear eye protection

Here are three good reasons why you need to wear appropriate eye protection whenever you're looking at the risk of eye hazards.

1. Jason was cutting the grass in his backyard when a small stone flew up from under the mower and hit him in the eye. It took an operation to save the eye. Jason was lucky. He would have been luckier had he been wearing eye protection—no injury, no surgery, no problem.

2. Nellie was using a compressed air gun to clean parts when a small sliver of metal flew up and sliced into her cornea. She should have been wearing her safety goggles. She knew it, and kicked herself for weeks afterwards for being so careless. She had to go around for weeks looking like a pirate with an eye patch. Worse, complications developed that permanently affected her vision.

3. Lewis was playing racquet ball with a buddy when a hard slam by his opponent sent the ball whizzing off the wall right into his left eye. The force of the blow detached his retina. Surgery was required to reattach the retina and restore sight in the eye. Even with insurance, Lewis still ended up spending all his vacation money on medical bills. If he'd been wearing proper eye protection, he could have avoided the whole thing and gone on a nice vacation.

STRESS BUSTERS

Stress has been linked to many health problems, including obesity, substance abuse, heart disease, high blood pressure, ulcers, and depression. What can you do to make sure stress doesn't make you sick?

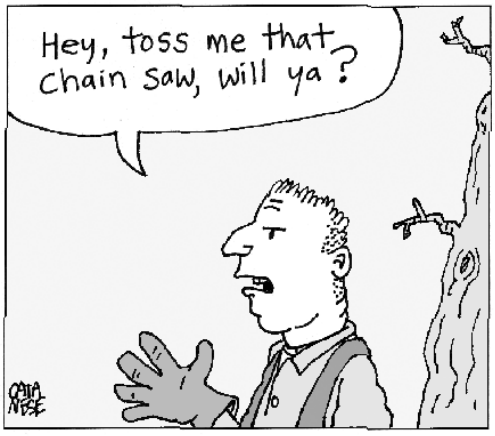
☺ **Develop a regular exercise routine and stick to it.** Exercise helps relieve physical tension, which helps ease emotional tension. A good workout takes the attention off your problems and makes you feel good.

☺ **Soak in the tub.** Soaking in warm water also helps relieve tension and feels good. If you've got a Jacuzzi or spa, so much the better. But just a good old soak in the tub with the door closed on all the pressure of the day can make a big difference.

☺ **Read a book or watch a DVD.** Escaping your own life even for a little while can ease tension and give you a new perspective on your life.

☺ **Spend time on your favorite hobby.** Whether you like to garden, make things in your workshop, tinker with cars, or do embroidery, a hobby is a great way to focus on something you enjoy instead of on worries and woes.

Of course, all these steps require you to put a little time each day aside just for you. And that, in itself, helps relieve stress, which so often is brought on by the demands of others at work and at home.



Things not to do.