



YCPARMIA Safety Journal

July, 2008

Summer Safety Tips

Don't forget safety when you're off work

Hooray! Summer's here! If you're planning to take some vacation time over the next couple of months, it makes good sense to think about off-the-job safety do's and don'ts to ensure a safe and happy time.

Chore Checks

If you're planning improvements to your house and garden during your vacation, follow these safety pointers:

- ✦ **Place ladders properly when trimming trees or shrubs or cleaning gutters.** You also need to keep away from electric wires. And have a helper on hand to steady the ladder.
- ✦ **If you're going to be doing serious digging in your yard, call the electric company ahead of time,** since a metal digging implement contacting underground electric wires is a severe and possibly fatal danger.
- ✦ **Use extra caution when using cutting tools and machines,** such as mowers, weed whackers, chainsaws, and axes. First of all, see that they're in good condition, with blades properly sharpened and firmly set. Then make sure that you have room to work and that there's no likelihood of running into obstacles or flying objects, such as stones or toys from under a mower. Also wear sturdy shoes as well as safety glasses, when appropriate.

Play Time

Fun and games are great in any season, but summer always seems to offer the greatest range of outdoor activities, from horseshoes, tennis, or golf to potentially more hazardous activities such as biking, swimming, or boating. Follow these important recreational safety tips:

- ✦ **Observe local rules** about when and where your activity is permitted. Obey speed limits.
- ✦ **Use appropriate safety equipment** such as helmets or life vests.
- ✦ **Follow basic safety rules,** including the buddy system for swimming and avoiding horseplay.
- ✦ **Pay attention to the weather.** Avoid being stuck outside in a lightning storm or being overcome by extreme heat.
- ✦ **Drink plenty of fluids** all day to keep well hydrated.

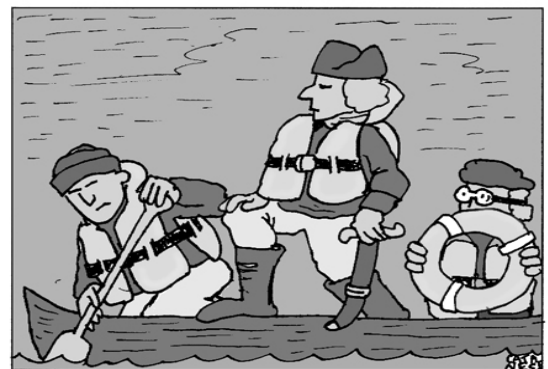
HAVE A SAFE TRIP!

If your vacation will take you away from home this summer, take these safety and security steps before you leave.

- ☺ **Make sure the stove, other appliances, and computers are turned off.**
- ☺ **Leave curtains and shades in their normal positions,** and use timers to turn lights on and off at normal hours.
- ☺ **Lock all doors and windows—even windows on the second floor.**
- ☺ **Don't hide keys outside** while you're away. Leave them with a neighbor.
- ☺ **Cut your lawn** and arrange for another cut if you'll be away a long time.
- ☺ **Stop newspaper and mail deliveries** or ask a neighbor to pick them up.
- ☺ **Leave your second car in the driveway** so that it looks like someone's home.

If your vacation involves driving, take these safety steps before you hit the road.

- ☺ **Give your vehicle a safety inspection.** Check oil, tires, etc.
- ☺ **Stow your vacation gear safely.** Don't block visibility out the rear window
- ☺ **Pack an emergency and first-aid kit.**
- ☺ **Insist that all passengers buckle up.**
- ☺ **Avoid night driving.**
- ☺ **Stop to rest every few hours,** and pull over to make calls or check maps.



A safety-conscious George Washington crosses the Delaware.

Plan for Safety

Hazardous materials checklist











Use this checklist to help you work safely with hazardous materials:

- Check the label and the MSDS to find out about hazards and precautions.
- Select the right PPE for the hazards and inspect it before use.
- Know where to find emergency equipment such as eyewash stations and fire extinguishers.
- Talk to your supervisor if you have questions.
- Follow safe work practices and obey safety rules.
- Keep alert for potential problems while you work.
- Be careful when handling containers and dispensing materials.
- Make sure there is good ventilation to prevent buildup of harmful vapors.
- Don't eat, drink, or keep food and beverages in areas where hazardous materials are used or stored.
- Report any damaged, corroded, or leaking containers right away.
- Take only as much of a material as you need for the job, and keep containers closed when not in use.
- Dispose of waste materials properly.
- Clean up your work area and equipment.
- Remove PPE and work clothing carefully to avoid contact with contaminated surfaces.
- Wash thoroughly with soap and water.

Handy Hand Safety Tips

Be good to your hands

You're always using your hands on the job, so you want to take good care of those two priceless possessions. Follow these important safety tips:

-  **Keep alert for pinch points**—hands and fingers caught between two objects.
-  **Always be aware of where both your hands are positioned** whenever you're working with power tools and other hazardous equipment.
-  **Always check machine guards** to make sure they are working properly.
-  **Wear appropriate gloves** for the job—except with machinery where gloves could get caught in machine parts and pull in your hand.
-  **Check for splinters, slivers, rough edges, etc.,** before lifting any materials.
-  **Bandage cuts and scrapes.**
-  **Be careful when using sharp implements** such as box cutters or knives.
-  **Don't wear rings, watches, bracelets, etc.,** when working with machinery, because they could get caught in the machine's moving parts and pull in your hand.
-  **Never reach into machinery** to clear a jam or make an adjustment without first turning off the machinery and locking it out to prevent startup.
-  **Keep your hands clean**—wash them carefully after using any hazardous materials.



WHAT IS GOOD HOUSEKEEPING?

When you think about workplace house-keeping, you may think about sweeping up, cleaning spills, or tidying your work area and putting things away after use. And those are important parts of good housekeeping. But there's more. Good housekeeping includes:

- ✓ Taking care of tools and equipment and ensuring that they're properly maintained
- ✓ Being careful with materials so that they are not damaged or wasted
- ✓ Keeping passageways and emergency exits clear
- ✓ Making sure to return items you borrow from co-workers
- ✓ Organizing your workstation for maximum efficiency
- ✓ Reporting hazards that you can't fix or remove yourself
- ✓ Making suggestions for ways to keep your work area cleaner and more orderly

When you take responsibility for housekeeping you help give us a safer workplace.

Get in the Swim

But make sure you do it safely!

Swimming is a great summertime activity. Whether it's a backyard pool, a lake, the ocean, or a river, getting in the water is fun and refreshing. But it can also be hazardous. Many children and adults drown every year while swimming. Take these precautions to keep yourself and your family safe this summer:

- ★ **Never swim alone** in open water, like a river or the ocean, where currents can be dangerous.
- ★ **Don't try to fight a strong current**; swim with it until it takes you to shore.
- ★ Whenever possible, **swim within sight of a lifeguard**.
- ★ **Never let children swim alone**, even in your own backyard pool.
- ★ **Don't swim if you're tired** or have had too much to drink.
- ★ **Always know the depth of the water** before diving.
- ★ **Keep lifesaving equipment** like a pole, a rope, and flotation devices by your pool.
- ★ **Teach your children to swim** before you allow them in the water.
- ★ **Make kids wear flotation devices** until you're sure of their swimming ability.
- ★ **Make sure your backyard pool is fenced** and the gate is locked when the pool is not in use so children can't get in when you're not around.
- ★ **Learn CPR** if you have a pool, and practice rescues with your family.



Job Master

Know how to prevent accidents

Your safety on the job depends on many things. One of the most important is you. Your knowledge of your job, its hazards, and the precautions you must take are the key ingredients in preventing accidents and injuries. Will your current knowledge protect you? For example, do you know:

- ☉ Hazards present in your work area?
- ☉ Types of accidents that could occur with the equipment and materials you use?
- ☉ Physical and health hazards associated with chemicals you handle?
- ☉ How to report workplace hazards?
- ☉ The hazards associated with each task you perform?
- ☉ How to plan and carry out your work to avoid identified hazards?
- ☉ Which type of PPE is required for each task you perform?
- ☉ How to safely operate equipment you need to use in your job?
- ☉ Where to find the safety and health information you need to do your job safely, including MSDSs, equipment manufacturer's instructions, OSHA regulations, and safety policies and procedure manuals?
- ☉ How to safely store materials, tools, and equipment?
- ☉ What to do in a workplace emergency such as a fire?

The more you know about your job, the safer you are. If there's anything you don't know about safety practices and procedures, find out!

SMART MATERIALS HANDLING

To move materials safely:

- **Plan a move** before you make it.
- **Avoid overexertion**, and use material handling equipment whenever possible. Get help lifting and shifting heavy loads.
- **Use proper lifting and carrying techniques**, e.g., lift with your legs, not your back!
- **Wear work gloves** to protect your hands and sturdy work shoes to protect your feet. You may also need a hard hat and safety glasses depending on where you go and what you're moving.
- **Take special care when handling hazardous materials**. Report spills or leaks immediately.
- **Keep alert for hazards on your route** such as tripping hazards or pinch points.
- **Move slowly and carefully**, and watch where you're going.
- **Avoid carrying loads you can't see over**.
- **Pay attention** to what's going on around you as you move materials so that you don't bump into people or objects.
- **Avoid blocking aisles**, doorways, or emergency exits and equipment with materials or material handling equipment.

Are You a Safe Driver?

Reckless driving is a factor in accidents

Reckless driving increases your chance of being involved in a road accident by over 300 percent, according to the American Transportation Research Institute (ATRI). ATRI President, Rebecca Brewster, cites an ATRI report that looked at behaviors most likely to lead to future crashes for commercial truck drivers. Brewster says it isn't just the behavior that immediately precedes a crash that predicts future crashes, it's also the reckless behavior in the year before the crash. And it's not only commercial drivers, but any persistently reckless driver.

Here are some of the unsafe driving behaviors that ATRI cites as being responsible for many accidents:

- ⊗ Improper turns
- ⊗ Improper or erratic lane changes
- ⊗ Failure to yield right of way
- ⊗ Failure to maintain proper lane
- ⊗ Driving too fast for conditions
- ⊗ Not changing one's driving behavior after having a prior road accident

How about your behavior behind the wheel? Have you ever been guilty of any of the unsafe driving behaviors cited in the ATRI report? If so, now's the time to make a change—before you have an accident.



Online Safety Training

ycparmia.com

If you haven't tried the safety training offered at ycparmia.com, give it a try. You can take a new class each month, at your own pace, and we will notify your employer of each class you complete. You can improve your understanding of a variety of important safety issues during quiet times at your computer.

It's free. It's easy. And you can complete the classes all at once, or a little at a time. Whatever works best for you.

Why not give it a try? We think you'll like it.



DON'T TAKE SHORTCUTS!

When you're in a hurry to finish a job, you might be tempted to take a shortcut. But that often turns out to be a big mistake. Shortcuts are risky, so don't risk your safety and health just to save a minute. Consider how these shortcuts could be hazardous:

- ⊗ You take a shortcut through a restricted area and encounter a hazard you aren't aware of and aren't protected against.
- ⊗ You skip the important step of inspecting PPE or machinery before use, and the PPE fails to protect you or the machine has a defect that puts you at risk of an accident and injury.
- ⊗ You can't find the tool you need so you use a substitute that isn't really right for the job, and you end up with a cut or bruised hand.
- ⊗ You don't want to go back to your locker to get your safety glasses, but that turns out to be a big mistake because a flying object hits your eye and you end up losing sight in that eye.

Always do things the right and safe way.