



YCPARMIA Safety Journal

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Always on the Job

Use your safety sense at home, too

More people die and are injured in accidents at home than at work. Over 20,000 people die in home accidents every year, and more than 30 percent of all injuries occur at home. Like accidents on the job, most of these can be prevented. The largest number of serious accidents at home result from:

- Falls
- Fires
- Drowning
- Poisoning

Here's how to protect your family from falls:

- ✓ Keep floors, and especially halls and stairs, free of clutter. Don't stack magazines, tools, laundry, toys, or other items on the floor or steps.
- ✓ Make sure stairways are well lit.
- ✓ Check that all stairs, including those to the basement, have sturdy railings.
- ✓ Tack down any loose pieces of carpet or linoleum.
- ✓ Use nonskid mats or decals in bathtubs or showers.

Small children can drown in bathtubs, so NEVER leave them unattended. If you have a pool, make sure everyone knows how to swim and take these precautions:

- ✓ Never let anyone swim alone.
- ✓ Never let anyone swim when they're intoxicated.
- ✓ Fence in the pool and keep it locked when no one's there.
- ✓ Cover the pool when it's not in use.
- ✓ Learn CPR, so if there is an accident you'll be able to act quickly.

Here's how to prevent poisoning:

- ✓ Read labels on household cleaners, paints, and garden supplies, and follow their instructions for use, storage, and clean-up.
- ✓ Store cleaning solutions, pesticides, and other hazardous chemicals in places where children can't reach them.
- ✓ Keep containers closed when not in use.
- ✓ Dispose of old, used, or unlabeled substances properly. Find out about your town's or region's hazardous materials collection days.

Bring your safety sense home so you can always be on the job for the safety of yourself and your family.

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NOT LIKE A HOUSE ON FIRE

Home fires can be avoided by bringing fire safety smarts from the workplace home with you. For example:

- Store flammable materials in tight, labeled containers away from heat and electricity. Keep them in a separate garage or storage building.
- Use oil-based paints only in well-ventilated areas with no ignition sources.
- Put rags soaked with flammable liquids outside or in closed containers.

To prevent electrical fires at home:

- Check wires to ensure insulation is intact.
- Don't overload circuits, such as with too many appliances in the kitchen.
- Don't run cords under rugs.

Keep ignition sources away from flammable materials:

- Use a fireplace screen and clean the chimney yearly.
- Keep kerosene heaters away from combustible materials.
- Use only kerosene in a kerosene heater and fill it only when the heater is cool.
- Don't smoke around flammable liquids or vapors.
- Don't tuck in electric blankets or pile things on top of them.
- Turn pot handles away from the stove edge and other burners.

Use these workplace emergency procedures at home:

- Install smoke detectors on every floor, including the basement and attic. Check batteries every six months.
- Post emergency numbers next to all phones.
- Develop and practice an evacuation plan.
- Check fire extinguishers monthly.
- Teach everyone to STOP, DROP, AND ROLL if their clothes catch fire.

Are Your Holidays Happy?

How to keep your celebration stress-free

December is **National Stress Free Family Holidays Month** for the obvious reason that for many people, the activity level between Thanksgiving and the New Year leaves them anything but thankful and too tired to think about making resolutions. Between shopping, decorating, cooking, baking, hosting, traveling—and trying to do it all perfectly—people get too stressed to enjoy the holidays.

You can have a happy holiday, however, by following these tips:

- ★ **Prioritize.** Decide which events to attend and which traditions to keep. You don't have to do it all!
- ★ **Plan.** If you're hosting, make a menu and prepare food ahead of time. If you're traveling, book early to avoid the busiest travel times. If you're shopping, make lists and shop early.
- ★ **Delegate.** Ask family members to help with baking, cleaning, cooking, decorating, shopping, and wrapping.
- ★ **Let go of the need for perfection.** You and yours can still have fun even if everything isn't perfect.
- ★ **Take care of yourself.** Continue to eat nutritiously, exercise, and get enough sleep overall—even as you allow indulgences for party treats, rich foods, and holiday schedules.



OSHA and You

Your rights and responsibilities

OSHA's mission is to send every worker home whole and healthy every day. Almost every working person in the nation comes under OSHA's jurisdiction.

Under OSHA, you have the right to:

- Review copies of OSHA regulations and request information about workplace hazards, precautions, and procedures.
- Gain access to relevant employee exposure and medical records.
- Request an OSHA inspection if you believe hazardous conditions exist.
- Accompany an OSHA compliance officer during the inspection tour and respond to questions from the inspector.
- Observe monitoring or measuring of hazardous materials and see the results, as specified under the OSH Act and required by OSHA standards.
- See the OSHA 300 Log of Work-Related Occupational Injuries and Illnesses.
- Refuse to be exposed to a danger of death or serious physical harm.

You are responsible to:

- Comply with all applicable OSHA standards.
- Follow the organization's safety and health rules and regulations.
- Wear assigned PPE.
- Report hazardous conditions.
- Report any job-related injury or illness and seek treatment.
- Cooperate with OSHA compliance officers conducting inspections.

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BAH, HUMBUG

At this time of year, do you:

- Become anxious or depressed as the holidays approach?
- Get a knot in your stomach when you consider shopping and preparations?
- Lose sleep over having a "perfect" holiday?
- Have an urge to punch someone when fighting crowds at the mall?
- Feel pressured to please too many people?
- Get breathless rushing around trying to meet work and family obligations?
- Sometimes wish you could make a quick getaway from all the holiday hoopla?

If you experience any of these symptoms, try the tips in "Are Your Holidays Happy?"

DON'T DRIVE DRUNK THIS DECEMBER

Americans are injured and killed on the road in record numbers during the holiday season, largely due to impaired driving. According to the National Commission Against Drunk Driving:

- * Drunk driving costs Americans more than \$50 billion each year in economic losses.
- * "Drunk driving is no accident. An individual has choices—a choice to drink, a choice to drink to impairment, and a choice of whether or not to drive."

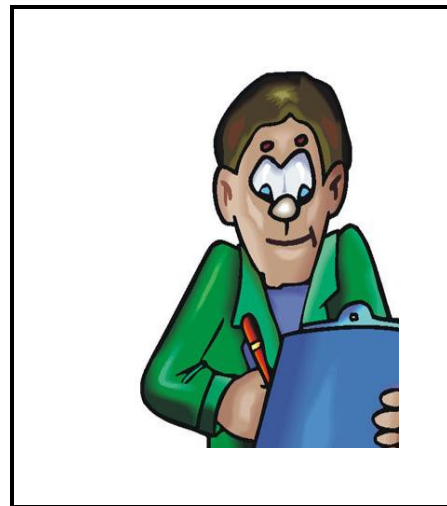
Prevent a drunk or drugged driving accident by making safe choices this holiday season.

Analyze This!

Can your job be done more safely?

You may think of job hazard analysis (JHA) as your employer's job. But no one knows your own job better than you, so do your own JHA to see if there are ways to do it more safely. Follow these five steps:

- 1. Break down the job.** List each task involved in the job in order of occurrence.
- 2. Identify the hazards.** Examine each task to identify existing or potential hazards. For example, while performing a particular activity, could you get a hand or an arm caught in moving machine parts, be struck by an object, fall from a height, or be exposed to environmental hazards such as chemical vapors, excessive noise, or extreme heat?
- 3. Evaluate the hazards.** For example, how serious is the risk? How serious are the consequences of an accident? Are the safety measures already in place sufficient to deal with these hazards? Are there other safety procedures or PPE that could minimize the risk?
- 4. Look for ways to reduce or eliminate the hazards.** Some ways to reduce or eliminate hazards include doing the job differently, reorganizing the area to minimize awkward positions, substituting less hazardous materials, changing from manual to mechanical techniques, and changing tools or equipment.
- 5. Revise your JHAs**—even if there are no evident problems with the job. Give your job another look if you have an accident, injury, or near-miss; whenever your job changes, such as with new equipment, materials, procedures; when you see an obvious problem.



Wash Away Illness

How to prevent colds and flus

The second week of December is **National Handwashing Awareness Week**. According to the Centers for Disease Control and Prevention (CDC), frequent and careful handwashing is one of the best ways to prevent infection—and to keep you healthy and on the job.

Believe it or not, there's a right way to wash your hands effectively:

- 👉 Wet hands with clean running water (warm water if available) and apply soap.
- 👉 Rub hands together to make lather and scrub all surfaces. Pay particular attention to fingers, fingertips, and under fingernails where germs love to breed. Palms are heavy germ zones, too.
- 👉 Continue rubbing hands for 15-20 seconds—about the time it takes to sing "Happy Birthday" twice.
- 👉 Rinse hands well under running water.
- 👉 Dry hands using a paper towel or air dryer. If drying hands with a paper towel, use it to turn off the faucet.

If soap and clean water are not available, use an alcohol-based hand rub to clean your hands. Alcohol-based hand rubs significantly reduce the number of germs on skin and are fast acting.

- 👉 Apply product to the palm of one hand.
- 👉 Rub hands together.
- 👉 Rub the product over all surfaces of hands and fingers until hands are dry.

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APPETIZING APPETIZERS

Whether or not you celebrate the major holidays, you're bound to encounter extra food this month. Are you worried about eating nutritionally during workplace parties and other get-togethers?

One way to manage the extra calories is to make a meal out of healthy appetizers. Many hors d'oeuvres are light in content and calorie count in view of their position as the starter course of the meal.

These healthy appetizers can make a meal:

- ◆ Shrimp cocktail
- ◆ Veggie wraps
- ◆ English muffin pizzas
- ◆ Tuna or chicken salad on whole wheat crackers
- ◆ Tomato or corn salsas with baked tortilla chips
- ◆ Spinach-stuffed mushrooms
- ◆ Minestrone and other broth-based soups

Here's an easy recipe for another healthy appetizer: Gazpacho

- 3 medium tomatoes, peeled, chopped
- 1/2 cup cucumber, seeded, chopped
- 1/2 cup green pepper, chopped
- 2 green onions, sliced
- 2 cups low-sodium vegetable juice cocktail
- 1 tbsp lemon juice
- 1/2 tsp basil, dried
- 1/4 tsp hot pepper sauce
- 1 clove garlic, minced

1. Combine all ingredients in mixing bowl.
2. Cover and chill for several hours.

Source:

Keep the Beat: Heart Healthy Recipes from the National Heart, Lung, and Blood Institute

It's No Accident!

Know your role in incident investigations

You play an important role in investigations. Here's how you can help:

- ➔ **Report all accidents and near misses right away.** Even if nobody was hurt, your supervisor needs to know what happened so steps can be taken to prevent future problems.
- ➔ **If you witness an accident, write down what happened.** Do so as soon after the accident as possible—what, where, when, who, and why.
- ➔ **Don't disturb the scene of the accident.** You could destroy valuable evidence that could help investigators figure out how the accident happened.
- ➔ **Provide any information you have about an accident.** Come forward right away and tell what you know. Your information is essential to the success of the investigation.
- ➔ **Lend your expertise to the investigation.** If you have special knowledge about the equipment or procedures involved or the circumstances surrounding the accident, tell what you know and offer your suggestions.
- ➔ **Encourage co-workers to cooperate** in accident investigations. Remind them that the purpose of an accident investigation is to prevent future accidents—accidents that could involve any one of them.
- ➔ **Join with co-workers to implement any corrective measures** that come out of an investigation. Follow new safety rules that result from an investigation.

Holiday Spending

How to manage your merriment money

Extra expenses—such as gift giving, card sending, party supplying, and traveling—are one of the main reasons people get stressed during the holidays. The American Financial Services Association Education Foundation (AFSAEF – www.afsaef.org) offers these practical tips to manage your holiday finances:

- ➔ **Join the club.** Many banks and credit unions offer savings clubs for big expenses, such as vacations or holidays. Make monthly deposits and build up funds through the year.
- ➔ **Use the amount in this fund** to create a holiday budget.
- ➔ **Draw names.** Instead of buying for everyone, use this system to ensure everyone receives a gift and no one is financially burdened.
- ➔ **Don't do last-minute shopping.** Leave time to comparison shop, take advantage of seasonal offers, and avoid impulsive panic buys.
- ➔ **Pay with cash** to help you stick to your budget.
- ➔ **Don't open new lines of credit** just for the holidays. Be wary of “no interest, no payments” offers; many don't make clear that if you fail to pay the entire amount in the time allotted, you are charged a high rate of cumulative interest.



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OSHA FACTS

OSHA is a federal agency with 2,150 employees, including 1,100 inspectors, and an annual budget of nearly \$500 million.

Since OSHA was created in 1971 following enactment of the Occupational Safety and Health Act in 1970, the agency has helped to cut workplace fatalities by more than 60 percent and occupational injury and illness rates by 40 percent.

At the same time, U.S. employment has increased from 56 million employees at 3.5 million worksites to more than 135 million employees at 8.9 million sites.

DECORATING DO'S AND DON'TS

The best places for holiday decorations are in lobbies, reception areas, and break rooms. Follow these recommendations:

DO USE

- Artificial trees and greenery made of non-combustible or fire retardant materials or treated with flame retardant.
- Non-breakable decorations.
- Flame-retardant paper or cloth decorations.
- UL-approved holiday lights and extension cords.

DON'T USE

- Decorations made of flammable or combustible materials
- Electric lights on metallic trees
- Decorations that block emergency equipment, signs, and exits
- Lighted candles
- Stapling of light cords to the wall
- Cords in aisles, dangling over partitions or anywhere they could be tripped over
- Lights left on overnight or over weekends