



Spring Cleaning: Perform Housekeeping Chores Safely

Many industrial-strength cleaning products used in the workplace contain hazardous ingredients. For example, they may contain acids such as phosphoric acid or hydrochloric acid. Or they may contain bases (also called alkalis and caustics) such as sodium hydroxide, potassium hydroxide, or ammonia. Bleaches may contain strong bases and/or sodium or calcium hypochlorite, another hazardous chemical.

The hazardous ingredients in cleaning products could be:

- Corrosive** Corrosives can burn your skin or eyes, sometimes destroying tissue or even causing blindness.
- Toxic** Overexposure to toxins can be deadly. Even toxins that aren't fatal can make you sick or damage the functions of internal organs such as the kidneys or liver.
- Irritants** Irritations can range from rashes, dermatitis, and itchy eyes to sore throats.
- Reactive** Some substances can burn, explode, or release dangerous vapors if combined with other substances. Never mix cleaning products without special instructions to do so.



Protect yourself when using these products by reading labels and taking proper precautions, including using appropriate personal protective equipment (PPE) and adequate ventilation. And always wash your hands when you're done.

Good Food On The Go: Don't Sacrifice Nutrition for Convenience

If you're on the go from morning till night, you know eating well isn't easy. Here are some nutrition tips from Gale Begeman, a nutrition counselor at the University of Arizona. The tips work well for anyone with a busy lifestyle:

- **Put something in your stomach within an hour of waking.** You may not have the time or appetite for a big breakfast, but at least eat something healthy to fuel the start of your day.
- **Snack sensibly during the workday.** Fruit, pretzels, yogurt, and other low fat, low-sugar snacks will give you energy and provide good nutrition without all the extra calories.
- **Eat nutritious meals.** If you eat out or buy takeout, take it easy on the fried food. Instead, opt for lean meats like grilled chicken or broiled fish, or a nice big green salad.



- **Eat when hungry and stop when full.** Avoid "mindless" eating right out of the bag or carton. Take a decent serving and go back for seconds only if you're really still hungry.
- **Drink plenty of fluids all day.** Avoid sugary drinks or too much caffeine. Opt instead for water, juice, or milk.



Pull, Aim, Squeeze & Sweep!

Class A extinguishers are for paper, wood, trash, and cloth fires.

Class B extinguishers are for grease, gas, or flammable liquid fires.

Class C extinguishers are for electrical fires.

Class D extinguishers are for metal fires.

Multipurpose A B C extinguishers can be used for all three types of fires except Class D.

As a general rule, fighting workplace fires is best left to trained firefighters. If a major fire ever happens in your work area, the best thing to do is make sure that emergency response personnel are notified and evacuate the building. Portable fire extinguishers can be used effectively to keep small fires from spreading. It's wise to know how to use fire extinguishers effectively.

- **Hold the extinguisher upright** and stand 6 to 8 feet from the fire.
- **Make sure you have an escape route** open behind you in case you can't extinguish the fire and you need to evacuate.
- **Pull the pin** on the extinguisher.
- **Aim at the base of the fire.** You'll only get one chance, since extinguishers last for only a few seconds.
- **Avoid blowing around burning material,** such as paper, cardboard, and flammable liquids.
- **Squeeze the handle** to release the extinguishing agent.
- **Sweep back and forth** until the fire goes out.



Prevent Poisoning

Have you ever used a chemical product without reading the hazard information on the label? Have you ever stumbled into the bathroom in the middle of the night with a headache or indigestion and grabbed some pills from the medicine cabinet without turning on the light to check that you have the right pills? Most of us have done something like this at one time or another. According to the American Association of Poison Control Centers, millions of Americans are exposed every year to potentially poisonous substances at work and at home. Over 500,000 of those people end up in the hospital emergency room each year, often as a result of carelessness.

March is Poison Prevention Awareness Month, so this is the perfect time to refresh your training on how to

prevent poisoning at work and at home:



- ☠ Read and follow label and MSDS warnings and precautions.
- ☠ Wear appropriate protective equipment when using toxic chemicals, and wash carefully when you're finished with the job.
- ☠ Keep chemicals and medications out of the reach of children.
- ☠ Keep medicines in their original labeled container, and throw away expired medications.