WHY GOOD HOUSEKEEPING = SAFETY

Good housekeeping:
1. Helps prevent workplace fires.
2. Keeps walkways clear to prevent slips, trips, and falls.
3. Helps prevent exposures to hazardous chemicals.
4. Maintains machines and equipment properly to prevent accidents.
5. Ensures that materials are stored safely so that you don’t get struck by falling objects or bump into protruding objects.

Do your part every day to prevent accidents and injuries by performing housekeeping responsibilities and making sure your work area is clean, neat, and safe.

KEEP AN EYE ON EYE CARE

January is National Eye Care Month. That makes this a good time to remember how important your eyesight is. What are you doing to take care of your eyes? Do you:

- Always wear eye protection when required at work or when performing tasks at home that could lead to eye injuries?
- Choose the right kind of eye protection for the job to ensure that you get maximum protection against eye hazards?
- Have your eyes examined regularly?
- See your eye doctor any time you have a vision or other problem with your eyes?

Taking good care of your eyes is one of the most important safety precautions you can take.

RIDDLES OF THE MONTH

1. How many times can you subtract the number 5 from 25?
2. How could you rearrange the letters in the words "new door" to make one word? There is only one correct answer.
3. Why are 1990 American dollar bills worth more than 1989 American dollar bills?

Answers on page 2 Safety Bits & Pieces

Don’t Risk It!
Always choose the safest way

Have you ever done any of these things:

- Ignored safety rules or procedures?
- Not used required personal protective equipment (PPE)?
- Failed to read job instructions or safety directions?
- Not asked questions when you were uncertain about a safety issue?
- Taken a short cut or skipped required steps in a process?
- Not paid attention while working because you were distracted?
- Failed to read a label or material safety data sheet before working with a hazardous chemical?
- Acted unsafely or recklessly because you were angry or upset?
- Failed to take required precautions because you’d done a job so often without problems you figured you didn’t have to worry?
- Ignored a warning sign?
- Worked at a faster pace than you knew was safe?

Any of these things could cause an accident and get you and/or co-workers hurt. So don’t take chances. Choose the safest way every day!
Are You Prepared?

Ten key safety questions

Hazards can be found almost everywhere in the workplace—in the warehouse, on the loading dock, on the floor, and even in offices. To prevent accidents and keep everyone injury-free every day, we all need to keep alert and take precautions. One simple precaution you can take is to quickly run through 10 safety questions before you begin any task:

1. What are the steps involved in this task?
2. What tools, equipment, and materials will be needed?
3. What are the potential hazards involved in performing each step in this task?
4. Which safety training have I had that applies to this task?
5. Where can I get more information about procedures and safety precautions?
6. Which specific situations or actions could cause trouble?
7. What type of personal protective equipment (PPE) is required to protect against possible hazards?
8. Which safe work procedures must be followed?
9. Who should be notified about safety problems or hazards?
10. Which emergency procedures and equipment might be required if something goes wrong?

Thinking ahead, anticipating possible problems, and taking appropriate precautions is the best way to prevent workplace accidents and injuries. Are you always prepared for the hazards you could face?

Safety Tip of the Month

When putting away hazardous substances because of small children in your home, don't overlook cosmetics and toiletries, such as shampoo, toothpaste, and nail polish removers. These substances often don't have child-resistant packaging, and they can be toxic when ingested.

Quotation of the Month

"Experience is the name that everyone gives to their mistakes."

Oscar Wilde

On the Lighter Side...

Best Wishes for a Happy New Year!

Safety First Fill in the Blanks

Each of the statements below has something important to say about safety. Your job is to fill in the blank(s) with the word(s) that best completes the sentence.

1. Never touch electrical equipment, switches, or plugs with __________ hands.
2. To ensure a safe lift bend at the _____ and power the lift with your _____.
3. The best place to find complete safety and health information about a hazardous chemical is the __________.
4. __________ provides a personal barrier between you and workplace hazards.
5. When you hear a fire alarm, __________ and go to your designated ________ area outside the building.
6. If someone is unconscious following a workplace accident, the first thing to do is call ________.
7. To help prevent workplace fires, keep __________ sources away from __________ and __________ materials.
8. The point of operation on a machine generally has a ________ to prevent hands and other body parts from getting caught in the machine’s moving parts.

ANSWERS:

(1) wet (2) knees; legs (3) MSDS (material safety data sheet) (4) PPE (personal protective equipment) (5) evacuate; assembly (6) 911 (7) ignition; flammable; combustible (8) guard