

# News & Notes

## POOR HOUSEKEEPING IS PLAYING WITH FIRE

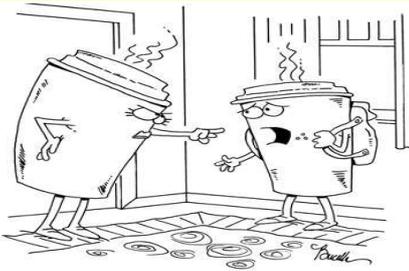
Fires and explosions are the two biggest causes of workplace disasters. Good housekeeping practices are a good way to keep the workplace free of fire hazards. Follow these safe housekeeping tips:

- ☞ Keep doors and passageways clear.
- ☞ Sweep up dust, sawdust, scraps, etc.
- ☞ Keep storage areas clean and free of debris. Stack materials so that they don't block sprinklers or exits.
- ☞ Keep combustible materials (wood, paper, gas, oil, chemicals) away from heat sources like lights or machinery.
- ☞ Dispose of combustible waste in covered, airtight metal containers.
- ☞ Keep motors and machines free of dust and grease.
- ☞ Use nonflammable cleaners.
- ☞ Store flammable materials in designated locations.
- ☞ Keep incompatible substances apart.

## MAKE WAY FOR SAFETY

Good housekeeping is easy. All it takes is a little common sense. For example:

- ☞ Pay attention to housekeeping tasks on a daily basis.
- ☞ Always put tools and equipment in their proper place.
- ☞ Close doors and drawers.
- ☞ Dispose of waste promptly and in the proper container.
- ☞ Keep your work area clean.
- ☞ Report/Tag broken items and remove them from service.



"Aww, gee, Mom! None of the other kids wear cup sleeves when it's cold..."

## VALENTINE'S DAY RIDDLES

1. What did the boy rabbit say to the girl rabbit on Valentine's Day?
2. What did the boy pickle say to the girl pickle on Valentine's Day?
3. What did the boy bat say to the girl bat on Valentine's Day?
4. What did the boy bird say to the girl bird on Valentine's Day?
5. What did the boy cat say to the girl cat on Valentine's Day?

Answers on page 2 Safety Bits and Pieces

# Safety Matters



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## Do the Smart Thing

### Practice safe housekeeping on the job

Are you doing the smart thing and practicing safe housekeeping on the job? Take the following quiz and find out. Circle **T for True** or **F for False**.

1. Keeping your work area neat, clean, and orderly may improve productivity, but it doesn't affect your safety. **T F**
2. The best place to store flammable liquids is on open shelves so that they get plenty of ventilation. **T F**
3. If you see a tripping hazard, tell your co-workers about it. **T F**
4. Fire is a potential hazard of poor housekeeping. **T F**
5. Put all your tools and materials away at the end of your shift. **T F**
6. Chemical containers should be closed when not in use. **T F**
7. Keep machines and power tools from building up dust or grease because it makes a good impression. **T F**
8. Dispose of waste liquids that contain hazardous chemicals by washing them down the drain with plenty of water to dilute the chemicals. **T F**
9. Straighten up and clean your work area once a week. **T F**

### T F Answers:

- (1) **False**. Good housekeeping plays an important role in preventing accidents.
- (2) **False**. Store flammable liquids in a designated fireproof storage area.
- (3) **False**. If you see a hazard, remove or repair it immediately. If you can't eliminate it yourself, place a barrier around it and put up a warning sign. Then report the problem to your supervisor.
- (4) **True**.
- (5) **False**. Put tools and materials in their proper storage place as soon as you are finished using them.
- (6) **True**.
- (7) **False**. A buildup of dust or grease could cause machines and equipment to overheat, which could start a fire.
- (8) **False**. Hazardous waste should never be disposed of this way. See the Safety Data Sheet (SDS) for proper disposal procedures.
- (9) **False**. Do it every day.

## SAFETY TIPS OF THE MONTH

National Burn Awareness Week is February 1 - 7, 2015. Here are several burn awareness tips:

- ☞ Cool a burn under cold running water 10-15 minutes; call 9-1-1 for serious burns.
  - ☞ Always supervise children in the kitchen and dining areas.
  - ☞ Create a "No Child Zone" while preparing and serving hot foods/beverages.
- ☞ Children love to reach, so to prevent them from touching either hot food or liquids, simply use the back burner of your stove and turn pot handles away from its edge; also, keep hot foods away from the edge of your counters.
- ☞ To prevent accidental scalding, set your water heater to 120 degrees Fahrenheit or the manufacturer's recommended setting.

# Safety Bits & Pieces

## HOME SAFETY

Did you know that falls account for about half of all accidental deaths in the home? Follow these tips for preventing falls in your home:

- ☞ Keep floors in good repair.
- ☞ Use throw rugs heavy enough to lie flat, and tape their edges down to keep them from skidding.
- ☞ Wipe up spills immediately.
- ☞ Don't stretch electrical cords across rooms.
- ☞ Arrange furniture so your family can move through the house easily.
- ☞ Keep floors clear of clutter.
- ☞ Keep stairs well lit and clear. Fasten any stair coverings securely.
- ☞ Provide sturdy handrails.
- ☞ Don't use stairways for storage. Use extra care going up or down stairs when wearing high heels, house slippers, long dresses, or robes.
- ☞ Never use small rugs at the top or bottom of stairways.
- ☞ Mix sand with paint for a rough, nonslip surface on basement or outdoor steps.
- ☞ Keep a flashlight handy when using poorly lit stairways.
- ☞ Use a ladder or step stool to get items from high shelves. Never use a chair.
- ☞ Use a nonskid mat or self-adhesive nonskid appliques in bathtubs.
- ☞ Install grab bars in bathtubs.
- ☞ Install nightlights in bathrooms and hallways

## VALENTINE'S DAY RIDDLES ANSWERS

- 1) Somebunny likes you!
- 2) You mean a great dill to me!
- 3) You're fun to hang around with!
- 4) Let me call you Tweet heart!
- 5) You're purr-fect for me!



Don't Smoke  
Exercise  
Watch Weight  
Eat Right  
Get Regular Check-ups

February is  
Healthy  
Heart  
Month

# Slips, Trips and Falls Prevention

Most accidents caused by slips, trips or falls can be prevented. Follow these guidelines and help create a safe environment for everyone:

- ☞ Always pay attention to what you're doing. This is the most important guideline and the one that will give you the best protection.
- ☞ Look before you walk – make sure your pathway is clear.
- ☞ Close desk and cabinet drawers after use.
- ☞ Make sure electrical cords and wires are securely anchored, away from all walkways.
- ☞ Report loose carpeting, damaged flooring, uneven sidewalks, broken pavement or other unsafe conditions to the appropriate person.
- ☞ Clean up spills immediately.
- ☞ Report and/or replace burned out or missing lights. Make sure stairs and walkways are well lit, especially at night.
- ☞ Shovel, salt and/or sand stairs and paths to clear ice and snow.
- ☞ Don't carry packages that block your view.
- ☞ Never stand on a chair or convenient object to reach a high object. Always use an American National Standard for Ladders approved ladder or stool.
- ☞ Avoid bending, twisting and leaning backward while seated.
- ☞ Keep one hand free to hold a handrail when walking on stairs.
- ☞ If a change in climate makes your glasses foggy, clean them immediately so that you always have a clear view of your surroundings.
- ☞ When walking on slick or wet surfaces, move slowly so you can react to traction changes.
- ☞ If a walking surface is slippery or wet, shorten your stride, walk with your feet slightly turned out for better balance and make wide turns.
- ☞ Wear slip-resistant shoes or boots and dry off your shoes as soon as possible after entering a building (wet shoes on dry floors are almost as dangerous as dry shoes on wet floors).
- ☞ Use the proper cleaners and finishes on smooth walking surfaces. Apply non-abrasive strips and post warnings, where appropriate.

## ON THE LIGHTER SIDE

Four-year-old Dylan loved candy almost as much as his mom Leigh did. He and Daddy had given her a beautiful heart-shaped box of chocolates for Valentine's Day. A few days later Dylan was eyeing it, wishing to have a piece of it. As he reached out to touch one of the big pieces, Leigh said to him, "If you touch it, then you have to eat it. Do you

understand?"

"Oh, yes," Dylan replied, nodding his head. Suddenly his little hand patted the tops of all the pieces of candy. "Now I have to eat them all."



## QUOTATION OF THE MONTH

Show class, have pride,  
and display character.  
If you do, winning takes  
care of itself.



## From the State of Delaware's Office of Highway Safety... □□□

### Move Over. It's the Law.

The Delaware Office of Highway is calling on you to help put an end to roadside fatalities among emergency personnel by reminding all motorists to *Move Over. It's the Law.*

Anyone who works alongside our highways is particularly vulnerable to being hurt by inattentive and careless drivers. To address the heightened danger involved in working by the side of the road, every state has enacted "Move Over" laws, requiring motorists to change lanes and/or slow down when approaching stopped emergency vehicles.

Delaware's Move Over Law has been in effect since January 1, 2007. Important things to know about the law include:

- ☞ The law requires any driver approaching a stopped emergency vehicle that has its lights activated, to either move over into a lane that is not next to the emergency vehicle, or to reduce his or her speed to a "safe speed" while passing the emergency vehicle if changing lanes would be impossible or unsafe.
- ☞ Emergency vehicles include: law enforcement vehicles, EMS vehicles, ambulances, fire trucks, fire police and park rangers that have stopped on a roadway and have their lights activated.
- ☞ The law applies specifically to roadways having two or more lanes going in the same direction.
- ☞ The fine for not moving over for an emergency vehicle is \$25.

Remember, moving over to give space to emergency personnel isn't just a courtesy—*It's the Law.* For more information on this and other traffic safety topics, go to our webpage at [www.ohs.delaware.gov](http://www.ohs.delaware.gov).

**Drive Safe. Arrive Alive DE.**