

News & Notes

SAFE WORKER CHECKLIST

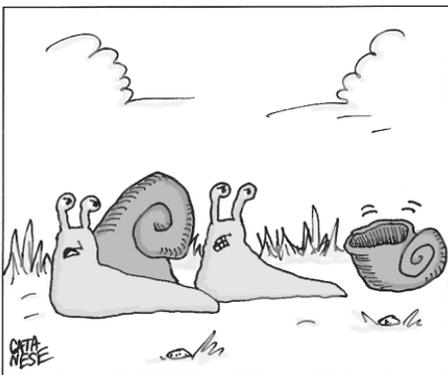
Safe workers:

- Ask questions when you don't understand something about workplace safety.
- Believe you are personally responsible for helping to create a safe workplace and take pride in contributing to make it a safer place to work.
- Learn as much as you can about safe procedures and always participate in safety meetings and training sessions.
- Wear required personal protective equipment (PPE) and inspect it before each use.
- Plan your work to account for hazards and focus on each task as you work.
- Understand and follow all safety rules and regulations that apply to your job.
- Watch out for co-workers and lend a helping hand when necessary.
- Obey safety signs, labels, and other important safety messages.
- Report safety problems to your supervisor right away.
- Know what to do in an emergency.

SAFE DRIVER CHECKLIST

Safe drivers:

- Obey traffic signs and signals.
- Keep your mind on your driving and your eyes on the road.
- Maintain a safe distance behind the vehicle in front of you.
- Keep alert to changing traffic or road conditions and adjust your speed.
- Drive defensively and yield to other drivers and pedestrians.
- Use signals to indicate turns and lane changes.
- Expect the unexpected.



"See what happens when you don't secure the load properly?"

Riddle of the Month

I am the center of gravity, hold a capital situation in Vienna, and as I am foremost in every victory, am allowed by all to be invaluable. Though I am invisible, I am clearly seen in the midst of a river. I could name three who are in love with me and have three associates in vice. It is vain that you seek me for I have long been in Heaven yet even now lie embalmed in the grave. What am I?

Answer on page 2 in "Safety Bits and Pieces."

Safety Matters



Produced by the Insurance Coverage Office

State of Delaware

Volume VIII

March 2007

Material Handling Aids

Simple rules for using them safely

Using special equipment to move heavy loads is a good way to prevent painful injuries. But you need to know how to use equipment safely. Follow these safety steps for using common material handling aids.

Hand trucks:

- Choose the right truck for the job.
- Stack carefully and make sure you can see over the load.
- Secure the load, if necessary.
- Get a firm grip and watch your fingers.
- Use safe lifting techniques.
- Push, don't pull.
- Watch where you're going and keep the hand truck under control.

Pallet jacks:

- Check that the load is stable and balanced.
- Keep the pallet low when moving it.
- Watch where you're going and keep the jack under control.

Four-wheel carts:

- Don't overload, and make sure you can see over the load.
- Avoid lips and edges.
- Watch out for pinch points—hand jams are a particular problem with carts.

Freight elevators:

- Follow proper procedures for forklifts, including:
 - Approach elevators slowly and enter them squarely once elevator is leveled.
 - Enter the elevator with the load end forward.
 - Once on the elevator, put controls in neutral, set brakes, and shut off engine.
- Don't overload elevators—check the weight capacity.
- Make sure the elevator is level with the landing before entering or exiting with material handling aids.
- Watch out for closing doors.

Conveyors:

- Operate a conveyor only if you are trained and authorized.
- Watch out for powered rollers and pinch points.
- Do not climb over or under conveyors.
- Do not perform maintenance on a conveyor unless it is shut off.
- Do not ride on conveyors.
- Know the safe load limit.
- Know where emergency stops are located.

Take Initiative Safely

Initiative is a great thing. When people with initiative see that a job needs to be done they step right up and do it, without having to be asked. But there's a safety issue involved when taking initiative.

While everyone appreciates someone who pitches in, no one wants to see somebody get hurt.. So never try to do a job you haven't been trained to do, or a job for which you are not properly equipped - with knowledge, experience and protective equipment.

Safety Bits & Pieces

PERSONAL SAFETY TIPS

The following tips can help you avoid becoming a victim of crime when you are out and about. By taking a few simple precautions, you can reduce the risk to yourself, and also discourage those who commit crime.

Car Safety

* Always lock car doors after entering or leaving your car.

* Park in well-lighted areas. Make sure your surroundings are safe prior to getting out of your car.

* Do not leave valuables in your car.

* As you approach your car to leave for the day inspect the outside of the car for signs of forced entry (broken glass, jimmied locking mechanisms, etc.) and have your car keys in hand so you don't have to linger before entering your car. Car keys may be used as a weapon.

* Carry a small light on your key chain to see the car or house door lock easier.

* Check the back seat or hatch for intruders before entering your car.

* Once inside, lock all doors and if possible leave windows up until you have reached your destination.

* If you think that you are being followed, drive to a public place or a police or fire station.

* If a passing motorist indicates that you should stop or pull over, keep driving to a service station or police station. If you should decide to stop, leave the motor running, stay in the car with the door closed and the window partly open to speak through. Drive away if you feel threatened.

* You may also be seen as a target when talking on your mobile phone while driving. For phone conversations, computer work, or other tasks that require you to stop driving, find a safe, secure, and legal place to park, pull over, and talk or work there, keeping an eye on the area around your vehicle while parked.

* If your car breaks down, open the hood and attach a white cloth to the car antenna. Get back in the car and lock it. If someone stops to help, stay in the locked car, roll down the window a little and ask them to call the police or a tow truck service.

* Maintaining a good sense of awareness will also help you and your car stay more secure. Just as you must plan ahead while driving and think about what you would do if a truck in front of you hit the brakes, you must think about your plan of action if a would-be assailant approached your car.

* Don't stop to aid motorists stopped on the side of the road. Go to a phone and request help for them.

* Don't pick up hitchhikers.

* Keep your car well maintained mechanically. Your gas tank should always be at least half full.

* If you leave your keys with a parking lot attendant or at a car repair shop, leave only the car (not your house) key. If possible, leave a valet key (one that doesn't work the trunk), and put any valuables in the trunk. Take your garage door opener, registration and insurance card with you.

* Keep your cell phone charged or buy a cigarette lighter adapter for power and recharging.

Additional personal safety tips will be provided in upcoming **Safety Matters** issues.

Riddle of the Month Answer: The letter "V"

Horseplay Is for Fools

Fooling around on the job is dangerous

According to the safety experts at the U.S. Office of Surface Mining, "The reason horseplay is forbidden at work is the same reason that it was frowned on at home and in school when you were young: Somebody could get hurt."

What activities constitute horseplay? Here are some good examples:

⊗ Pulling a chair out from under somebody

⊗ Wrestling or rough-housing with a co-worker

⊗ Smearing petroleum jelly on somebody's safety glasses

⊗ Filling a co-worker's locker with junk so that it falls on him when he opens it

⊗ Tripping somebody walking by

⊗ Wiring a door shut that would be needed as an escape route in the event of fire

⊗ Tossing a heavy object to a co-worker and shouting "Heads up!"

⊗ Giving a co-worker a shot of compressed air

⊗ Rigging a piece of electrical equipment so that it will give somebody a shock

Horseplay might seem like innocent fun, but remember, as the Office of Surface Mining safety experts point out, "it can quickly turn from entertaining to threatening. There are enough hazards at work without creating new ones."

What can you do to prevent horseplay and the risk of resulting injuries? Simple. Don't engage in it, and don't encourage it.

DRIVERS, TAKE NOTE!

According to the Federal Motor Carrier Safety Administration, crashes involving large trucks are 10 times more likely to be caused by either the truck driver or the drivers of other vehicles rather than factors like weather, road conditions, and vehicle performance. So drive safely!

Safety Tip of the Month

If you are involved in an automobile accident and have a camera with you, take several pictures of the scene. It is a good idea to carry a disposable camera in your glove box for this purpose or to use the camera on your cell phone, if it is so equipped. Otherwise, draw a diagram of what you saw when the accident occurred, including where each person involved was at the time.

HOW'S YOUR SAFETY ATTITUDE?

A safe attitude means that you're . . .

☑ **Informed**—you pay attention during safety training and ask questions about anything you don't understand.

☑ **Serious about safety**—you follow safety rules and procedures at all times.

☑ **Alert**—you identify hazards and protective measures before starting a job.

☑ **Focused**—you always concentrate fully on what you're doing.

☑ **Team-oriented**—you take responsibility for your own and others' safety.

☑ **Fit**—you get enough rest and exercise and don't work under the influence of alcohol or drugs.

The best way to prevent accidents and injuries is to develop and maintain a positive safety attitude at all times.

Notable Quotation

"Remember, if you ever need a helping hand, you'll find one at the end of your arm... As you grow older you will discover that you have two hands. One for helping yourself, the other for helping others."

Audrey Hepburn

On the Lighter Side

Off the coast of Oregon, a ship collided with a fishing boat in heavy fog. No real damage was done, but as the offending ship tried to back off, it banged into the boat again. The captain was afraid he might have done some damage with the second blow. "Can you stay afloat?" he shouted through a megaphone to the floundering victim. "I guess so," called back the skipper of the boat. "Do you want to try again?"

Two men went to the train station with a friend. The train was late so they sat down for a cup of coffee. They talked and drank and forgot about the train. Suddenly they heard the last announcement about the departing train. They all got up and started running. They ran down the tracks as the train was pulling out of the station. Two of the men just made it to the last car and the third man was just not fast enough. The third man slowed to a stop and started laughing. An onlooker went up to the laughing man and said, "What are you laughing for? You just missed your train." "You're right," was the reply. "I did miss my train. What's funny is those two men came to see me off."

Interesting Tidbits...

According to national statistics, every year there are nearly 5 million household accidents which require medical attention.