

PULL, AIM, SQUEEZE, AND SWEEP!

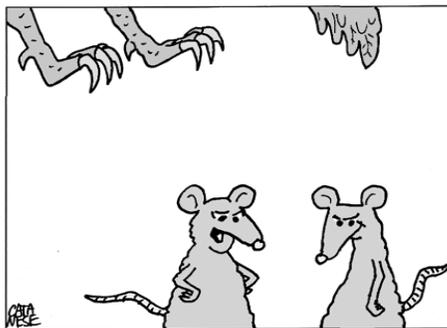
As a general rule, fighting workplace fires is best left to professionals who are trained in firefighting. If a major fire ever happens in your work area, the best thing to do is make sure that emergency response personnel are notified and evacuate the building.

But since portable fire extinguishers can be used effectively to keep small fires from spreading, it's a good idea 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. Some extinguishers require you to press a lever.
- **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 or cardboard.
- **Squeeze the handle** to release the extinguishing agent.
- **Sweep back and forth** until the fire goes out.

Also, choose the right extinguisher:

- **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.
- **Multipurpose ABC** extinguishers can be used for all three types of fires.



"Nope! No hazards in the work area!"

RIDDLES OF THE MONTH

- a). What is it that has four legs, one head and one foot?
- b). I sleep by day; I fly by night. I have no feathers to aid my flight. What am I?
- c). Where will you find roads without cars, forests without trees and cities without people?

Answers on page 2 in Safety Bits & Pieces

Safety Matters



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Neat, Clean, and Safe

Rate your role in workplace housekeeping

Workplace housekeeping isn't just about neatness. It's also about:

Efficiency. A well-organized workplace is a more productive one.

Safety. A well-maintained workplace is a safer one with fewer hazards and fewer accidents.

Hygiene. A clean and sanitary workplace is a healthier place in which you're less likely to pick up germs, come into contact with chemicals on work surfaces, or inhale irritating or harmful dust.

To find out how much you're contributing to all these important goals, rate yourself by circling **1 for "Never," 2 for "Sometimes," 3 for "Usually," or 4 for "Always"** for each statement below, and then check your score.

Do you:

→ Keep your work area clean and neat on a daily basis?	1	2	3	4
→ Regularly inspect your work area for hazards?	1	2	3	4
→ Pick up objects from the floor and clean up spills?	1	2	3	4
→ Report hazards you can't remove or fix?	1	2	3	4
→ Dispose of trash and scrap properly to prevent fires?	1	2	3	4
→ Keep walkways and stairs clear of tripping hazards?	1	2	3	4
→ Clean up after yourself when you finish a job?	1	2	3	4
→ Store tools and materials in their assigned place?	1	2	3	4
→ Make sure tools and materials are properly maintained?	1	2	3	4
→ Use cleaning products safely?	1	2	3	4

TOTAL SCORE _____

Check your score:

If your total score was 40, congratulations! You're taking responsibility for workplace housekeeping. Thanks for helping to make the workplace safer.

If you scored less than 40 but more than 30, you're contributing, but not as much as you could. Make housekeeping a higher priority.

If you scored less than 30, you're letting other people do your housekeeping chores for you or chores are not getting done. That's bad because it increases the risk that you or a co-worker could be injured by housekeeping-related hazards. Don't take chances with safety. Pitch in, do your share, and help keep the workplace safe for everybody.

WHAT CAUSES ACCIDENTS?

The following human factors are considered by safety experts as the most frequent causes of accidents:

- *Physical Inability
- *Absentmindedness
- *Disregard of danger
- *Distraction, Inattention
- *Poor Safety Attitude
- *Horseplay
- *Resentment, Anger
- *Stress, Fatigue and Inattention
- *Overconfidence

Safety Bits & Pieces

PPE - PERSONAL PROTECTIVE EQUIPMENT: MAXIMUM PROTECTION MEANS MAXIMUM SAFETY

Follow these tips for using PPE safely:

- ✓ **Select the right PPE for the hazards and the task.** Think about both the capabilities and limitations of PPE and make sure it offers maximum protection for the specific hazards you face.
- ✓ **Inspect PPE carefully before each use.** When inspecting PPE, look for holes, tears, cracks, or other damage that could compromise the equipment's effectiveness. Don't use worn or damaged PPE. Exchange it for new equipment.
- ✓ **Put on and remove PPE safely.** Make sure all snaps, straps, zippers, and so on are properly fastened to prevent exposure to hazardous substances in the work environment. Similarly, PPE must be removed properly to prevent skin contact with contaminated surfaces.
- ✓ **Get a good fit.** You'll generally get advanced custom fitting for PPE such as respirators and shoes. Other PPE such as gloves and goggles come in a variety of sizes or are adjustable so that you can select the proper fit yourself. Generally speaking, PPE fits well when it provides the necessary protection and is still comfortable enough to allow you to move around and perform your duties freely. Remember, though, that even PPE of the proper size and fit can stretch or change over time, which means you need to check the fit carefully each time you put on your PPE.

TRAIN LIKE A PRO

Let's say your supervisor comes up to you tomorrow and asks you to help train a new employee to perform a particular task safely. Follow these tips to ensure success:

- **Set a training objective.** All training has to have an objective. Maybe you're going to teach the new employee how to inspect and use a piece of equipment. Explain the purpose of the training and what the trainee is expected to learn.
- **Demonstrate the task.** Show the trainee how to perform the task step by step. Ask questions to make sure the trainee understands each step. Then let the trainee practice the task. Hands-on experience is usually the best way to learn.
- **Reinforce good performance and correct poor performance.** Watch the new employee perform the task and give positive feedback for correct, safe performance. Correct mistakes and unsafe performance immediately. But be positive and helpful rather than critical. Say, for example, "You could run into a problem doing it that way. Let me show you again."
- **Monitor performance.** The last point is to keep an eye on your trainee for a while after training until you're sure that he or she has really learned the lesson and is doing the job safely and correctly.

Riddles of the Month Answers

- a). A bed
- b). A bat
- c). On a map

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 alkalines) 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 toxics is, in the worst cases, deadly. Even toxics 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, if combined with other substances, burn, explode, or release dangerous vapors. 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.

SAFETY TIP OF THE MONTH

Remember these safety tips when using electronic gaming devices:

- * Do not place the system on soft surfaces, such as a bed, sofa or carpeting that can block ventilation openings.
- * Do not place the system in confined areas, such as an entertainment unit, bookcase or rack, unless the space is well ventilated.
- * Do not overload electrical sockets with too many devices.
- * Turn the system off when not in use
- * Unplug the system in the event of storms or severe weather.

QUOTATION OF THE MONTH

"Success usually comes to those who are too busy to be looking for it."

Henry David Thoreau

ON THE LIGHTER SIDE

Finding his ball in deep rough, a golfer took an almighty swing, but struck nothing more than turf. He swung again, missed the ball again and got another big chunk of turf. Just then, two ants climbed on to the ball, saying: "Let's get up here before we get killed!"

Absentee - A missing golf peg.

Danger! Poison!

Prevent poisoning at work and at home

Are you playing Russian roulette with poisons? Have you ever used a product containing chemicals without reading the health 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 out of the medicine cabinet without turning on the light to check that you have the right pills?

Most of us have done something like this or worse at one time or another. In fact, 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 annually, 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 Material Safety Data Sheet (MSDS) warnings and precautions.
- ☹ Wear appropriate Personal Protective Equipment (PPE) when using toxic chemicals, and wash carefully when you're finished with the job.
- ☹ Keep chemicals and medications in your home out of the reach of children.
- ☹ Keep medicines in their original labeled container, and throw away expired medications.