

# News & Notes

## SAFETY REVIEWS

Safety reviews are internal checks of safety performance and compliance with safety policies and procedures. Your agency should conduct regular reviews to help identify what is being done correctly and what can be done better. A safety review looks at the facility itself, the equipment used, and the procedures followed by employees. These reviews help to isolate and identify what changes need to be made to prevent accidents on the job.

In addition to participating and cooperating in safety reviews conducted by your agency personnel, you can conduct your own daily or weekly review of your workstation and work area. Develop an inspection checklist that covers the items and areas you will examine. Investigate each item on the checklist to determine compliance with safety policies and procedures. Focus on key safety concerns such as:

- Housekeeping
- Machinery and equipment
- Hazardous substances
- Personal protective equipment (PPE)
- Emergency preparedness
- Safety policies versus practices

Depending on your particular job, you may need to add other areas or items to your checklist. Be sure to immediately correct or report any hazards uncovered by your review. Safety reviews can help you improve your safety performance and reduce your risk of injury and job-related accidents.



“Can you help me, Doc? My nose is running.”

## ST. PATRICK'S DAY RIDDLES

- 1) What is out on the lawn all summer and is Irish?
- 2) What do you call a fake stone in Ireland?
- 3) Why do people wear shamrocks on St. Patrick's Day?
- 4) What do you get when you cross poison ivy with a four leaf clover?
- 5) When is an Irish Potato not an Irish Potato?

Answers on Page 2 Safety Bits & Pieces

# Safety Matters



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## Keep Safe

### Uncover potential incidents before they happen

Staying safe on the job means remaining free of injuries and job-related illness. But to judge by accident statistics, Americans aren't doing enough to protect themselves at work. Every few seconds, someone is injured on the job. What can you do about it? You can avoid becoming a statistic yourself and can help prevent others from being injured as well. How? By paying attention to the job and staying alert to possible hazards while you work. Here are four ways:

#### 1. Think Ahead

Look for and identify hazards. All day think about:

- What you're working with
- What you'll be doing
- Where you'll be walking
- What could go wrong

#### 2. Stay Alert

Train yourself to:

- Give work your full attention.
- Avoid becoming complacent or taking shortcuts, no matter how many times you've done a job or how many years of experience you have.
- Inspect your work area, materials, and equipment for safety each day before you begin working.
- Be constantly aware of possible hazards.
- Be prepared to avoid trouble at any time.

#### 3. Ask Questions

Check things out with your supervisor when:

- You're not sure what to do or the safest way to do it.
- You're dealing with a new procedure, substance, or piece of equipment.
- Something seems wrong, but you're not sure what.

#### 4. Take Responsibility for Safety

Take action to protect yourself and your co-workers:

- Always use assigned personal protective equipment.
- Follow all safety rules.
- Keep your work area neat and clean.
- Correct safety problems you're trained and authorized to fix.
- Report hazards you can't correct yourself to your supervisor right away and warn co-workers of the hazard until the problem has been eliminated.

## SAFETY TIPS OF THE MONTH

March is Workplace Eye Safety Month. The American Academy of Ophthalmology has these tips to help reduce some of the eye problems associated with modern technology:

- 1) Screen distance - Sit approximately 20 inches from the computer monitor with the top of the screen at or below eye level
- 2) Equipment - Choose a monitor that tilts or swivels, and has brightness and contrast controls
- 3) Furniture - Choose an adjustable chair
- 4) Rest breaks - Take periodic rest breaks; try to blink often to keep your eyes from drying out
- 5) Document Holder - Use a document holder to reduce refocusing your eyes and turning your head and neck continually

# Safety Bits & Pieces

## CHOOSE YOUR LADDER CAREFULLY

Falls from ladders kill and injure thousands of people every year. Some of the worst accidents involve extension ladders. Preventing falls from extension ladders begins with choosing the right ladder for a job. Choose an extension ladder that has:

- Been thoroughly inspected prior to use
- Bracing to keep the ladder from swaying
- Ladder locks functioning correctly and in good condition
- Non-conductive materials if working around electricity
- Sufficient height for the job
- Firm and unbroken rungs
- Anti-slip safety feet

## DO YOU KNOW ...

Your safety on the job may depend on your answers to these questions. Do you know:

- What hazards you may face on the job?
  - What safety precautions you need to take to protect yourself from these hazards?
    - Which types of personal protective equipment you need to use for each task?
    - How to prevent workplace fires?
  - Where the nearest fire alarm and fire extinguisher are located?
  - Where the nearest eyewash and/or emergency shower is located?
    - Where to find a first-aid kit?
  - At least two evacuation routes from your workstation?
    - Who to call in case of an emergency?
    - Where to find safety data sheets for chemicals in your work area?
    - Where to get other safety information?
- If you don't know, ask now.

## ST. PATRICK'S DAY RIDDLES ANSWERS

- 1) Paddy O'Furniture
- 2) A Sham Rock.
- 3) Regular Rocks are too heavy.
- 4) A rash of good luck!
- 5) When it's a French fry.

## SPRING FORWARD!



DAYLIGHT-SAVING TIME BEGINS MARCH 8

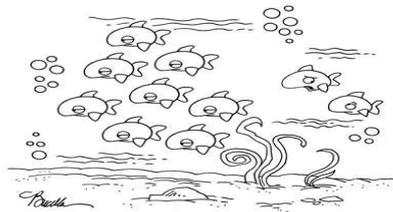


# Mind Your Machines

There are seven key components of machine safety:

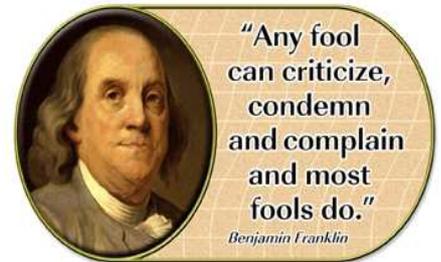
- 1. Mechanical hazards.** The moving parts of a machine can crush, slash, or amputate fingers, hands, arms, and legs. The two places where mechanical hazards pose the greatest danger are at the point of operation—where the work is done—and at the power transmission—where the energy to run the machine comes from.
- 2. Electrical hazards.** You can get a serious shock if a machine is not properly grounded or if wiring or other electrical parts are worn, damaged, or malfunctioning.
- 3. Non-mechanical hazards.** Also be aware of nonmechanical hazards such as noise or hazardous substances used in the machine's operation. These are often overlooked.
- 4. Machine guards and safety devices.** Machine guards and safety devices are designed to protect you from mechanical hazards, particularly at the point of operation and around the power transmission. All guards and devices should be operating correctly.
- 5. Safety training.** Operate a machine only if you've been trained and authorized to do so safely.
- 6. Personal protective equipment (PPE).** Make sure you use assigned PPE, such as eye and hearing protection.
- 7. Maintenance and repair.** Machines should be serviced on a regular schedule and repaired whenever there is any sign of trouble.

## ON THE LIGHTER SIDE...



"Ever wonder how you're going to pay off your school loan?"

## QUOTATION OF THE MONTH



## From the State of Delaware's Office of Highway Safety... Everyone is a Pedestrian

Everyone has different preferences when it comes to transportation, but there's one that all road users share—everyone is a pedestrian. Recently, Delaware has seen a spike in pedestrian involved crashes. In most cases, the cause is pedestrian error - not being visible at night, crossing improperly, and walking impaired. That's why OHS is reminding everyone to be on the lookout for pedestrians and *Walk Smart*. Use these tips provided by The National Highway Traffic Safety Administration (NHTSA):

### Drivers can:

- Look out for pedestrians, especially in hard-to-see conditions such as at night or in bad weather.
- Slow down and be prepared to stop when turning or entering a crosswalk where pedestrians are likely to be.
- Stop at the crosswalk stop line to give drivers in other lanes an opportunity to see and yield to the pedestrians, too.
- Be cautious when backing up – pedestrians, especially young children, can move across your path.

### Pedestrians can:

- Be predictable. Follow the rules of the road, cross at crosswalks or intersections, and obey signs and signals.
- Walk facing traffic and as far from traffic as possible if there is no sidewalk.
- Pay attention to the traffic moving around you. This is not the time to be texting or talking on a cell phone.
- Make eye contact with drivers as they approach. Never assume a driver sees you.
- Look left-right-left before crossing a street.
- Wear bright clothing during the day and reflective materials at night.
- Carry and use a flashlight at night.
- Never walk impaired.

**Walk Smart. Arrive Alive DE.**