

POISON PREVENTION TIPS FOR SPRING

Almost anything can be poisonous if used in the wrong concentration and in the wrong way. Children are especially sensitive to many of the products we use during spring cleaning, painting, gardening and automobile maintenance. Here are some tips for keeping yourself and family safe:

- Keep household cleaning products and other chemicals in the containers they came in, and always store them away from food and out of the reach of children.
- Never use empty food containers to store left over chemicals. Never use empty chemical containers to store food.
- Read and follow directions for use and disposal of any cleaning compounds, pesticides, fertilizers or any other chemical product.
- Never mix chemicals, including household cleaners, or detergents.
- Turn on fans and open windows when using chemicals or household cleaners.
- Don't sniff containers to see what is inside.
- When spraying chemicals, direct the nozzle away from people and pets.
- Bug and weed killers can be taken in through the skin or inhaled and can be poisonous. Even leather shoes and gloves do not offer full protection, so stay away from areas that have been sprayed for at least an hour or until the spray has dried.
- Wear protective clothing when using any chemical products. Information on the type of personal protective equipment and safe use guides can be found on the label for the product. If you have questions contact the manufacturer or call the Poison Help Line at 800-222-1222.
- If pesticides are splashed onto the skin, rinse with soap and running water. Wash your clothing after using chemicals too.
- Remember to always put every medicine and vitamin up and away and out of a child's reach and sight – every time they are used.



"Look, he likes the same things I do. Eating, sleeping, knocking things off tables..."

ST. PATRICK'S DAY RIDDLES

- 1) What would you get if you crossed Christmas with St. Patrick's Day?
- 2) What does it mean when you find a horseshoe?
- 3) Why do frogs like St. Patrick's Day?
- 4) Why can't you iron a 4 leaf clover?
- 5) What do leprechauns love to barbeque?

Answers on Page 2 Safety Bits & Pieces

Safety Matters



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Poison Primer

National Poison Prevention Week

According to the American Association of Poison Control Centers, millions of Americans are exposed to potentially poisonous substances at work and at home. Over 500,000 of those people end up in the hospital emergency room every year. Use **Poison Prevention Week (March 20 to 26, 2016)** to educate yourself about poison.

Modern offices have more poison dangers than you may be aware of. In fact, it's just that lack of knowledge about office chemicals that could put you at risk. Don't take these materials for granted:

- Copy machine toner
- Printer ink
- Glue
- Whiteout correction fluid
- Cleaning supplies

The three ways poisonings occur are:

1. Swallowing
2. Inhaling
3. Skin absorption

To prevent poisoning on the job:

- Read labels and Safety Data Sheets (SDSs) for information about chemical hazards before working with any substance.
- Always wear assigned Personal Protective Equipment (PPE) and make sure it is in good condition.
- Follow work procedures when handling, using, or storing chemicals. Ask your supervisor if you don't understand a chemical's hazards or the necessary precautions.
- Use chemicals in well-ventilated areas.
- Be careful when removing contaminated clothes and PPE. Remove gloves last by peeling them off, touching only the inside of the glove as it rolls down.
- Wash carefully after handling toxic chemicals, before going home and before eating, drinking, smoking, using the toilet, or applying cosmetics.
- Post the national **Poison Help Line—800-222-1222**—near the workplace first aid kit so that if you or a co-worker has been exposed to poisonous substances, you can call that number immediately. Of course, you can call 911 for any emergency, but if the problem is poison, the best number to call is the Poison Help Line. Healthcare experts will answer the phone and be able to answer your questions and connect you to local poison help right away.



SAFETY TIPS OF THE MONTH

If you suspect someone has been poisoned do not hesitate to call the Poison Help Line at 800-222-1212. The Poison Help Line is staffed 24 hours per day every day by nurses, pharmacists, doctors and other experts. They respond to more than 2 million poisoning exposures every year. They offer help in over 161 different languages.

Safety Bits & Pieces

OFFICE SAFETY

It's obvious to everyone that factory workers, who work around heavy equipment and machines, must beware of safety issues.

But office workers also must be aware of safety issues.

Thousands of fractures, dislocations, sprains, strains and contusions occur in U.S. offices each year. The hazards include obvious matters like a slippery floor that can lead to a fall, an open file cabinet drawer or a box in a walkway that can cause tripping, and heavy equipment that can cause back problems when you try to move it without help.

Fire hazards can be reduced by storing papers in fire resistant containers and having fire extinguishers and alarms that are accessible.

Check the lighting in your work area. Glare and shadows can bring eyestrain and fatigue. Walls, ceilings and floors should have a light, dull finish.

The stock room can be a dangerous place. Paper cartons, for one thing, are heavy and should be placed on the lowest shelves. Improper lifting can cause sprains, strains or joint problems. And, materials that aren't stacked neatly could tumble down on someone. Other factors include safe use of ladders, stands and stools.

There should be proper means of egress (going in and coming out). Exits should be marked. Aisles and stairways should be free of obstructions and well lighted.

Consider the decor. Faulty carpets should be repaired or replaced. There should be mats at the entrances, and proper placement of electrical, telephone and computer wires.

ST. PATRICK'S DAY RIDDLES ANSWERS

- 1) St. O'Claus!
- 2) Some poor horse is going barefoot.
- 3) Because they're always wearing green!
- 4) Because you shouldn't press your luck!
- 5) Short ribs!



EYESTRAIN -

5 TIPS TO REST YOUR EYES

- 1) Consider special glasses that focus at the proper distance to your computer.
- 2) Adjust your computer display to the same brightness as the light in the room. Enlarge text on the screen.
- 3) Reduce glare. Shade bright windows. Paint walls with a non-white matte finish.
- 4) Avoid excessively bright or harsh lighting. Floor lamps with incandescent or full spectrum fluorescents can help in place of overhead lights.
- 5) Use lubricating eye drops to reduce dryness.

Be a Safety Ambassador

Promote safety and prevent accidents

At any given time, there could be a quite a few people in your facility who aren't regular employees, including visitors, vendors, temporary employees, or independent contractors, such as electricians, repair people, computer specialists, or construction workers. Since they aren't familiar with the safety policies and procedures of your facility, these folks need your help to keep safe.

How can you help? Easy! You can:

- Explain safety rules and requirements if you see them doing something unsafe.
- Point out safety signs and hazards.
- Provide them with required Personal Protective Equipment (PPE), such as safety glasses and hard hats, or tell them where to get the PPE they need.
- Keep them out of restricted and other hazardous areas.

For temps and independent contractors, you'll also want to:

- Show them where to find emergency exits, fire alarms, and fire extinguishers.
- Point out where first-aid kits and other safety supplies are kept.
- Direct them to safety showers and eyewash stations.
- Show them where Safety Data Sheets (SDSs) and other safety information is kept.
- Refer them to a supervisor if they have questions or concerns about workplace safety.

ON THE LIGHTER SIDE...



QUOTATION OF THE MONTH

"Few people take objectives really seriously. They put average effort into too many things, rather than superior effort into a few important things.

People who achieve the most are selective as well as determined."

Richard Koch

Author of The 80/20 Way



Miss Out on Accidents!

Near misses = accidents waiting to happen

The only difference between a near miss and an accident is a fraction of an inch or a second in time. So:

- Report all near misses right away. Most accidents are preceded by near misses.
- Report near misses to your supervisor so that management can track the patterns, pinpoint the problems, and take corrective action.
- If possible, remove the hazard immediately. Do your part to protect your coworkers from injury. Still report the hazard even if you removed it. And don't remove certain hazards if you're not qualified or trained to do so.
- Don't wait for a near miss or accident to happen. Stay alert for anything that could cause an accident. Injuries can often be traced back to equipment or property damage that was never reported and repaired.

- Watch out for damaged equipment, such as
 - * Fractured hand tools
 - * Power tools that give a slight shock
 - * Ladders with broken rungs
 - * Worn Personal Protective Equipment
 - * Machine guards that don't fit or work properly
 - * Forklifts with damaged parking brakes



- Stay alert for property damage, such as
 - * Crumbling stairs
 - * Loose handrails
 - * Loose plates in the floor
 - * Holes in the floor
 - * Loose hinges on doors
 - * Broken sidewalks



- Report potentially hazardous or damaged equipment or property to management immediately.