

MAKE SAFETY YOUR BUSINESS

For us to have a safe workplace, everybody has to take responsibility and participate. There are three levels of participation.

The first level is your involvement in performing your job safely. For example:

- Using tools and equipment safely
- Wearing required Personal Protective Equipment (PPE)
- Talking to your supervisor when you have questions about hazards or procedures
- Lifting properly to prevent back injuries
- Avoiding horseplay and other risk-taking behavior

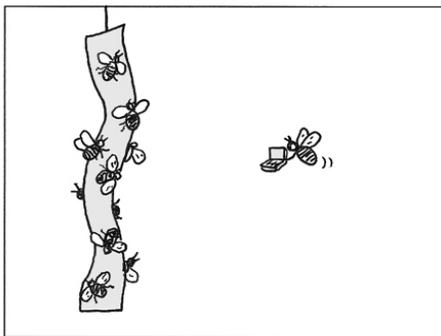
The second level goes beyond particular jobs and encompasses the work area and work group. For example:

- Reporting unsafe conditions
- Keeping the work area clean and organized for safety
- Reporting accidents and near misses
- Looking out for co-workers and helping them keep safe

The third level involves organization-wide participation. For example:

- Looking for ways to make the work and the workplace safer
- Sharing safety ideas through the suggestion system
- Participating in safety teams/committees
- Assisting in workplace safety training programs as trainers and coaches
- Reaching out to co-workers throughout the organization to encourage everyone to work more safely

To create the safest work environment, you need to be involved at all three levels. So please do your share. Participate in safety programs, work safely, and put safety first with every task you perform.



“Hey, as long as we’re all together, can I show my safety Powerpoint presentation?”

RIDDLES OF THE MONTH

- 1). Which 5 letter English word does not change its pronunciation when 4 letters are taken away?
- 2). Which common English verb becomes its own past tense by rearranging the letters?

Answers on page 2 Safety Bits & Pieces

Safety Matters



Produced by the Insurance Coverage Office

State of Delaware

Volume XXXII

April 2009

Focus!

Your safety depends on it

All great athletes have it. So do most successful people in every walk of life. What is *it*? It is focus. Safe workers have it, too. And that makes them not only safe but also good at their jobs. Safe workers can get down to work and concentrate their full attention on the job. They’re not sidetracked by distractions. They don’t fool around and waste time. They just get in there and work. And they pay attention every single second to make sure they don’t make mistakes or run into hazards that could cause them to have an accident.

Taking responsibility for safety requires focus on:

- ⊙ Work skills and how to keep improving them
- ⊙ Knowledge about safe work practices
- ⊙ Safety rules and requirements
- ⊙ Changes in work procedures or equipment that could create new hazards
- ⊙ Improvements that could make the work or workplace safer
- ⊙ Attitudes and behavior in regard to anything involving workplace safety, including safety meetings, safety committees, and safety audits and inspections
- ⊙ Health issues like good nutrition, exercise, and sleep so that you have the energy to work hard and safely all day
- ⊙ Workplace accident prevention and helping to protect co-workers as well as yourself from injuries and illness

Walk the Safety Walk

And don’t forget about your feet!

There are somewhere between 100,000 and 200,000 foot injuries on the job every year. Think about what it would be like if you injured one or both of your feet. How would you get around? How could you work?

To avoid foot injuries, you have to recognize and avoid foot hazards, such as:

- × Heavy falling or dropped objects
- × Rolling objects or equipment
- × Puncture wounds from sharp objects
- × Slips, trips, and falls
- × Splashes of chemicals or hot substances
- × Electric shock

You then need to make sure your feet are protected against the hazards you face. You may need to wear safety shoes or some other type of protective footwear. Your supervisor will tell you the exact type of protection you need. Even if you don’t need special protective footwear, wear comfortable, sturdy shoes with nonslip soles to work. That way, if you run into any foot hazards, you’ll have some protection and you may be able to avoid an injury. After all, who can afford to be off their feet for days or even weeks?

Safety Bits & Pieces

PREVENT WORKPLACE SLIPS, TRIPS AND FALLS (STFs)

Use this list to prevent slips, trips, and falls.

Do you always:

- Watch where you're going and look for obstacles in your path?
- Keep aisles, stairs, and walkways clear of materials, cords, and tools?
- Report damaged flooring, loose stair rails, and burned-out lights?
- Clean up spills and pick up items from the floor?
- Block off or post signs around areas being cleaned or under repair?
- Take stairs slowly, holding on to the handrail?
- Walk slowly, sliding your feet, on wet or slippery surfaces?
- Wear appropriate work shoes with nonslip soles?
- Make sure shoelaces are tied?
- Use a ladder to reach high places?
- Wear fall protection equipment when required?
- Close drawers when not in use?

Do you avoid:

- Carrying loads you can't see over?
- Wearing baggy or loose pants you could trip over?
- Running from place to place?
- Standing on the top two steps of a stepladder or the top four rungs of a straight ladder?
- Leaning too far in either direction on a ladder or trying to move a ladder while on it?
- Jumping on and off platforms, from loading docks, or from other heights?
- Tilting back in your chair?
- Letting your work area get cluttered with materials, scrap, trash, etc.?
- Stepping on or over obstacles in your path instead of going around them?

SAFETY TIP OF THE MONTH

Here are some kite flying safety tips:

- Adults should supervise children flying kites
- Never fly kites near power lines or during thunderstorms
- If the kite approaches a power line, release the string immediately
- Do not attempt to retrieve a kite in a power line; notify the power company
- Never use metallic string as kite string
- Never use metal rods or other metal parts when building kites

RIDDLE OF THE MONTH ANSWERS

- 1). Queue
- 2). Eat becomes ate

No Contact, Less Risk

Five tips for reducing chemical exposure

The best way to avoid the risks of working with hazardous chemicals is to reduce exposure. Here are five ways to do that:

- 1. Identify potential hazards.** Begin by reading the label on the container and then move on to the material safety data sheet (MSDS) for complete safety and health information. Make sure you understand the consequences of an accident—for example, the health effects, the potential for fire, and the possibility that contamination could spread.
- 2. Use the right personal protective equipment (PPE).** The label and MSDS will tell you what to wear and why. Don't forget to inspect PPE before each use to make sure it's in good condition.
- 3. Follow safe handling procedures.** Again, the MSDS will provide safe handling information. You'll need to know about such things as ventilation requirements, storage, and use rules. If you don't understand something, ask your supervisor.
- 4. Practice safe hygiene.** Keep food and drinks out of chemical work areas. Wash thoroughly after working with chemicals. And wash your soiled work clothes separately from family laundry.
- 5. Be prepared for emergencies.** Know the proper procedures for handling leaks and spills, evacuating the work area, and providing effective first aid for exposures.

Quotation of the Month

"Human beings, who are almost unique in having the ability to learn from the experience of others, are also remarkable for their apparent disinclination to do so."

Douglas Adams (1952 - 2001; British author.): *Last Chance to See*

On the Lighter Side

Three Boy Scouts told their scoutmaster that they had done their good deed for the day.

"What did you do, boys?" asked the scoutmaster.

"We helped an elderly neighbor across the street," they chimed in unison.

The scoutmaster looked mystified. "Did it take all three of you to do that?"

"Yes it did," said the boys. She didn't want to go!!"

Smart Science

Match the definition to the characteristic

You don't have to be a scientist to work with hazardous chemicals. But you do need to know some basic scientific terms so that you'll be able to identify hazards and take proper precautions. Below are some chemical characteristics that you might find in a material safety data sheet (MSDS) when you're looking for safety information about a hazardous substance. See if you can match the definition to the chemical characteristic by writing the letter for the definition in the space before the appropriate characteristic.

- | | |
|-------------------------|---|
| 1. ___ Boiling point | A. Gas, liquid, or solid |
| 2. ___ Specific gravity | B. Temperature at which liquid turns to gas |
| 3. ___ Physical state | C. How much of chemical will dissolve in water |
| 4. ___ Solubility | D. Temperature at which solid turns to liquid |
| 5. ___ Freezing point | E. Tells you whether chemical will float or sink in water |
| 6. ___ Vapor density | F. How fast chemical puts vapors into the air |
| 7. ___ Melting point | G. Temperature at which a liquid turns to a solid |
| 8. ___ Evaporation rate | H. Tells you whether a chemical will rise or sink in air |

Answers:

(1) B (2) E—Chemicals with a specific gravity below 1 will float and above 1 will sink. (3) A (4) C (5) G (6) H—Chemicals with a vapor density below 1 will rise and above 1 will sink. (7) D (8) F