Safety Matters

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Cut Out Cuts

Help your hands so they can help you

Your hands are exposed to injury perhaps more than any other part of your body simply because you use them so often. But you can prevent hand injuries if you're aware of the potential hazards and take the proper precautions.

Workplace and home hazards that can result in cuts or puncture wounds include:

- ✂ **Cutting tools,** such as hand or circular saws, knives, box cutters, scissors, and other bladed tools
- ✂ **Sheet metal,** both finished forms and scrap, which almost always have sharp edges and burrs that can tear the skin
- ✂ **Broken glass,** which is particularly dangerous because your first impulse is to pick it up with your bare hands rather than sweeping it up with a broom
- ✂ **Protruding nails and staples** when handling wooden crates, stapled cardboard cartons, empty pallets, and so on
- ✂ **Home appliances** such as food processors, blenders, and slicers

Avoid hand injuries at work or at home by wearing work gloves to protect your hands. Also be careful when working with sharp or pointed tools. Pay attention to what you're doing and avoid distractions. And store sharp or pointed tools safely with the blade sheathed or pointing away from you so you don't accidentally grab the sharp end when reaching in a drawer or storage cabinet.

Your Body's Natural Personal Protective Equipment (PPE)

10 ways to protect your skin on the job

Follow these 10 simple rules to keep all 2,880 square inches of your skin safe:

1. **Understand all the possible skin hazards** you face in your job.
2. **Wear appropriate PPE** that will provide maximum protection and prevent skin exposure to hazards.
3. **Remember that it's not just the skin on your hands that needs protecting,** but also the skin on your arms, legs, feet, and face.
4. **Always inspect PPE carefully before *each* use**—whichever type of PPE you use—to make sure it is in good condition. Never wear damaged or worn out PPE; exchange it for a new item.
5. **Wash hands thoroughly** after any task that could expose your skin to chemicals.
6. **Bandage any cuts or broken skin** before putting on gloves or other PPE.
7. **Work carefully to avoid cuts,** punctures, burns, and splashes or other skin contact with chemicals.
8. **Keep work surfaces clean** if you work with hazardous chemicals.
9. **Remove gloves and other PPE carefully** to avoid skin contact with outer surfaces that might be contaminated with chemicals or other skin irritants.
10. **Report any job-related skin problems,** such as rashes, irritation, and dermatitis, promptly to your supervisor and get proper treatment.

News & Notes

INSURANCE COVERAGE OFFICE (ICO)

Who are we? What do we do?
The Insurance Coverage Office handles all insurance matters for the State of Delaware except for life, health and disability. This includes claims, placement of insurance through commercial insurers or self insuring. We also provide technical support in insurance and risk management issues to all agencies including school districts, higher education, the Port of Wilmington and Volunteer Fire Companies.

Have a claim? What should you do?
Report the claim!! Claims reporting forms for State entities are available on the ICO website at www.inscov.delaware.gov. In reporting incidents, the involved employee or the agency's representative completing the report should include the date, time, specific location(s), names of injured parties, description of property damaged, (if it involves a building please include the rooms or portions of building(s) involved), the extent of the damage or injuries and as complete a description as possible of the cause of loss or injury. Claims may be reported: by phone at 302-739-3651 or 877-277-4185; by fax at 302-739-5345 or via email: inscov@state.de.us.

*The importance of timely claims reporting **(within 24 hours of any incident)** cannot be over-emphasized. It has been proven that timely reporting saves money!!*

Bicycle Safety Statistics

*There are 85 million bicycle riders in the US.
*1 in 8 of the cyclists with reported injuries has a brain injury.
*Between 45 and 88% of cyclists' brain injuries could be prevented by helmet use.
*Direct costs of cyclists' injuries due to not wearing helmets are estmated at $81 million each year! The indirect costs are estimated at $2.3 billion each year!!

"So, kids, if you watch out for safety hazards and do things safely, you might live to be two or three days old like me!!"

Riddle of the Month

I am not alive, but I grow; I don't have lungs, but I need air; I don't have a mouth, but water kills me. What am I?

Answer on Page 2 in Safety Bits & Pieces

Safety First and Last

Awareness Prevents Accidents and Injuries

Use this checklist to increase awareness of safety issues and help prevent injuries.

	YES	NO
• Are you aware of all the organization's safety policies and rules?	☐	☐
• Do you know the required safety procedures for all your job tasks?	☐	☐
• Do you plan each job before you start?	☐	☐
• Do you always use required personal protective equipment (PPE)?	☐	☐
• Are you aware of the hazards you could encounter in your work?	☐	☐
• Do you always inspect tools, materials, equipment, and PPE to make sure they're safe to use?	☐	☐
• Do you report any safety problems immediately to your supervisor?	☐	☐
• Are aware of the danger of taking shortcuts or rushing through your work?	☐	☐
• Are you aware of the danger of engaging in horseplay?	☐	☐
• Do you know what to do in emergencies?	☐	☐
• Do you report all accidents and near misses promptly and cooperate in investigations?	☐	☐
• Do you ask questions about anything related to your safety that you don't understand?	☐	☐
• Do you always focus on your work and avoid distractions?	☐	☐

If you checked "No" for any questions, make safe changes as soon as possible.

Safety Tip of the Month

Here are some safety tips to reduce the risk of fire or explosion with gas grills:

* Check grill hoses for cracking, brittleness, holes and leaks. Make sure there are no sharp bends in the hose or tubing.
* Move gas hoses as far away as possible from hot surfaces and dripping hot grease.
* Always keep propane gas containers upright.
* Never store a spare gas container under or near the grill or indoors.
* Never store or use flammable liquids, like gasoline, near the grill.
* Never keep a filled container in a hot car or car trunk. Heat will cause the gas pressure to increase, which may open the relief valve and allow gas to escape.

Quotation of the Month

"Many receive advice, only the wise profit from it." Publilius Syrus

On the Lighter Side...

A sailor went to an auction and bid for a parrot. The sailor bid $10.00, someone else bid $20.00. The sailor continued to bid and was continually outbid. He put in a final bid of $75.00 to buy the bird. This time there were no other bids and the parrot was sold to the sailor.

"For that price, I hope that this bird can talk," said the sailor to the auctioneer.

"Of course he can," replied the auctioneer. "Who do you think was bidding against you?"

It's Raining, It's Pouring!

Will you be safe in bad summer weather?

With hot weather approaching, the danger of severe summer storms increases. Find out how much you know about what to do in bad weather with this quiz.

1. You will always be sent home from work in weather emergencies.	**T**	**F**
2. Prepare for weather emergencies at home with a family emergency plan.	**T**	**F**
3. When a weather emergency "warning" is issued, the event is expected to hit your area within an hour or so.	**T**	**F**
4. During a tornado, go to the center of the building.	**T**	**F**
5. If you're caught outside in a severe thunderstorm with lightning, take shelter under the biggest tree around.	**T**	**F**

Answers:

(1) F. It could be dangerous outside, so take refuge inside until it's safe.

(2) T. Every family should have an emergency plan and practice it so all family members know what to do in a weather or other emergency.

(3) F. A "watch" means a weather emergency is possible. A "warning" means it's almost here.

(4) T. Go to the basement, an inner room without windows, or a closet.

(5) F. Crouch on the ground in a low place. Keep away from trees, open water, power poles, and metal fences and pipes.

Safety Bits & Pieces

PREVENT WORKPLACE VIOLENCE: REPORT THREATS AND CONCERNS

Unfortunately, workplace violence is a fact of 21st century life in America. Like violent incidents in schools, workplace violence often seems to come out of the blue. But, in fact, if you know where to look, there are usually warning signs that could prevent an attack.

Recognizing these warning signs can significantly reduce the risks. While no one is suggesting that you need to be paranoid about your co-workers, it is still wise to keep alert to threats or other disturbing behavior. What should you look for?

- **Intimidating behavior** aimed at instilling fear in co-workers
- **Veiled or direct threats** of harm
- **An obsession with weapons**
- **Holding grudges** or being unable to accept any kind of criticism
- **Expressions of extreme anger** or depression
- **Extreme stress** due to work or personal problems that the individual is not handling well

Report direct threats or comments that seem threatening—for example, if a co-worker tells you he's "going to get" his supervisor or a co-worker for some reason, real or imagined. If someone is exhibiting strange behavior and making you feel uncomfortable, report that, too. You can speak confidentially with your supervisor, and they will investigate the situation.

REINFORCE SAFE WORK BEHAVIOR

To protect your personal safety on the job, you not only need to work safely but also make sure co-workers work safely, too. Why? Because you can get hurt if a co-worker involves you in his or her mistake. To help ensure co-workers behave safely on the job, catch them doing something safe and praise them. It's call "reinforcing" safe behavior. The more recognition a person gets for safe behavior, the more likely he or she is to keep up the good work.

SAFETY MEETING MEMO

To get the most from safety meetings:

- **Be on time.** Make sure you get to all safety meetings, and be prompt.
- **Listen up.** Pay attention. Think about what you are hearing and seeing.
- **Take notes.** Bring paper and pen with you so that you can write down important information for future reference.
- **Speak up.** Ask questions. Voice safety concerns. Participate in discussions.
- **Follow up.** Take what you learn in the meeting back to the job, and put it to good use right away.

RIDDLE OF THE MONTH ANSWER:

I am fire.