

News & Notes

PAPER-LESS OFFICE

The totally paperless office is not just a dream, it's eco-friendly, cost-effective, and within reach. It's also a safety issue because the less paper we use, the less combustible trash we create and the less chance of fire.

Office paper facts:

- ✗ The average American office worker prints 6 wasted pages per day, or 1,410 per year.
- ✗ On average, office workers use 2 reams of paper a month and 12,000 sheets of paper a year.
- ✗ The cost of office paper use runs 13 to 31 times the original purchase price.
- ✗ The average cost of a wasted page is 6 cents, which comes to \$84.60 per office worker per year.

What can be done?

- ✓ Save documents electronically.
- ✓ Review/proofread documents on screen.
- ✓ Think before printing documents and e-mails and print only what you really need on paper.
- ✓ Before printing make point size smaller and adjust margins to fit more on a page.
- ✓ Remove images if possible before printing unless graphics are absolutely necessary. They use more ink and take up space on the page.
- ✓ Print on both sides of a sheet; use duplex printing.
- ✓ Reuse paper printed only on one side as scrap paper for notes.
- ✓ Reuse file folders and envelopes.
- ✓ Recycle waste paper rather than throwing it in the trash.



"Will this job require me to look up from my phone?"

RIDDLES OF THE MONTH

- 1) What did the Tin Man say when he got run over by a steamroller?
- 2) How far can a fox run into a grove?
- 3) How many bananas can you eat if your stomach is empty?
- 4) Why is the letter A the most like a flower?
- 5) Why did the boy throw a bucket out the window?

Answer on page 2 Safety Bits & Pieces

Safety Matters



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Effective Workplace Housekeeping

Effective housekeeping can help prevent injuries. All workplace safety programs should incorporate housekeeping, and every worker should play a part. Here are 4 tips for effective workplace housekeeping:

1) Prevent slips, trips and falls

To help prevent slip, trip and fall incidents always do the following:

- Report and clean up spills and leaks.
- Keep aisles and exits clear of items.
- Consider installing mirrors and warning signs to help with blind spots.
- Replace worn, ripped or damaged flooring.
- Consider installing anti-slip flooring in areas that can't always be cleaned.
- Employees and management should consciously review their areas for slip, trip and fall hazards, and encourage their fellow workers/staff to do the same.

2) Eliminate Fire Hazards

Be sure to take the following precautionary measures for fire safety:

- Keep passageways and fire doors free of obstructions. Stairwell doors should be kept closed. Do not store items in stairwells, electrical closets or near electrical panels.
- Keep materials at least 18 inches away from automatic sprinklers, fire extinguishers and sprinkler controls. The 18-inch distance is required, but 24 to 36 inches is recommended. Clearance of 3 feet is required between piled material and the ceiling. If stock is piled more than 15 feet high, clearance should be doubled.

3) Clear clutter

Clutter means that you're not going to have as much room to set up your workstation and move around like you should. Instead, you're going to be twisting your body rather than moving your whole body which can lead to back injuries. In addition, clutter can lead to ergonomic issues as well as cuts and laceration injuries.

It is recommended that workers return tools and other materials to storage after using them, and dispose of materials that are no longer needed.

Keep aisles, stairways, emergency exits, electrical panels and doors clear of clutter, and purge untidy areas. Empty trash receptacles before they overflow.

4) Think long-term

Housekeeping should be more than a one-time initiative – it should continue through monitoring and auditing. Keep records, maintain a regular walkthrough inspection schedule and report hazards. Maintain good housekeeping standards. Set goals and expectations, and base auditing on those goals. Housekeeping issues are very common. They can be easy to fix but it takes persistence and dedication.

SAFETY TIPS OF THE MONTH

Remember the following general safety precautions as you do your job:

- 1) Always be awake and alert in your workspace.
- 2) Immediately clean and/or report any potential hazards (spills, leaks, fire hazard obstacles)
- 3) Closely follow instructions when using any tool or machine.
- 4) Dress appropriately for your specific workspace and/or task.
- 5) Always wear the protective equipment that is intended for your task.
- 6) Take short breaks when you keep up a repetitive motion for a long period of time.
- 7) Make safety your first thought—not an afterthought!

Safety Bits & Pieces

SAFETY TIDBITS

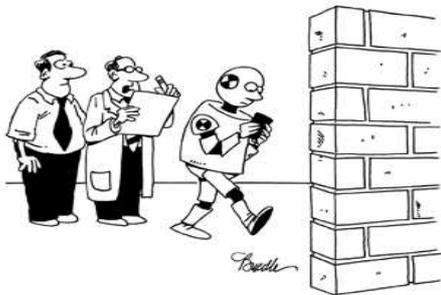
Here are some safety tidbits we all should remember:

- 1) When lifting any object, remember to check the weight to determine if it is something you can handle alone or whether you need assistance.
- 2) Did you know the most common workplace injury is cuts? Remember to assess your surroundings and identify any sharp objects that could put you at risk.
- 3) Many workplace injuries are related to sustained postures and repetitive duties at work. Make sure to take posture breaks and exercise for several minutes every hour.
- 4) In today's tech age, data security is important to all employers. Be aware of the information you post on social media pertaining to your workplace.
- 5) If you are in a violent or potentially violent situation, your primary concern should be for your own safety and the safety of those around you.
- 6) Hot weather is coming! Be ready. When working outdoors in the hot summer months, cover up, use sunscreen and limit your exposure. UV rays are most intense between 10 am and 4 pm.

RIDDLES OF THE MONTH ANSWERS

- 1) "Curses. Foil again!"
- 2) Only halfway - then he's running out of it.
- 3) Just one - after that, it's not empty anymore.
- 4) Because the "B" is after it.
- 5) He wanted to see the waterfall.

ON THE LIGHTER SIDE



"Not cars. Here we're testing oblivious texters walking into walls."



Tool Storage Tips

Keep tools in good condition

According to manufacturers of quality tools, the proper storage place for hand tools is a toolbox, tool chest, or tool cabinet. When you store tools, clean any grease or moisture from them. Placing clean tools in the same tray or drawer saves time when you need them next time.

Follow these suggestions for safe and efficient use of tool storage containers:

- o Keep toolboxes, tool chests, and tool cabinets locked when not in use.
- o Don't store toolboxes on end or use them as an anvil or saw horse.
- o Make sure that handles on toolboxes are firmly attached before lifting them.
- o Lightly oil moving parts, such as drawers, trays, and hinges at intervals.
- o Use graphite, not oil, on locks and padlocks.
- o Touch up rust spots, paying close attention to the bottom of the box or chest.
- o Line drawers and trays with felt or carpeting scraps to protect tools.
- o Place tools in a toolbox, tool chest, or tool cabinet; don't throw them in.
- o Store tools—especially those with sharp or cutting edges—with handles facing you in the drawer or tray.

These simple steps keep tools in good condition and protect you from injuries.



QUOTATION OF THE MONTH



Behind the wheel...

CAUTION!

The National Safety Council cites many reasons for a considerable increase in traffic deaths during 2015.

In spite of all the safety features on today's cars, the number of traffic deaths in the United States rose 18 percent in 2015 over 2014 figures, the largest year-to-year percentage increase in a half-century, according to preliminary estimates by the National Safety Council.

About 38,000 people were killed on U.S. roads, and 4.4 million people were seriously injured, the council said. That would make 2015 the deadliest driving year since 2008!!

Council experts say a stronger economy and lower unemployment rates were among key factors that put more people on the road. Add to that cheaper gas prices, which were down by 28 percent from 2014 and encouraged many drivers to take road trips.

The Transportation Department estimated that there was a 3.5 percent increase in the number of miles driven by motorists in the U.S. in 2015.

They are all legitimate reasons for that deadly year, but as you read them, two factors stand out:

- * All of those circumstances still exist this year, and those death and injury causes could be even higher. There are probably more drivers than ever on the road, and each driver could be more involved in road trips.

- * In 2016, the only thing that could be much better is you!

Armed with these 2015 statistics and progressions, you should decide to be a more attentive and careful driver wherever you go!