

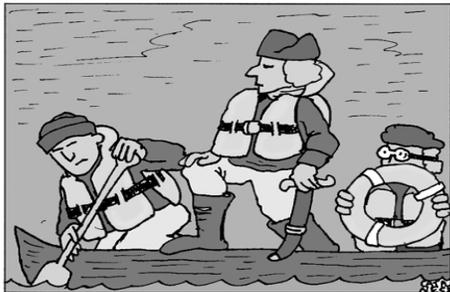
**HAVE A SAFE TRIP!**

If your vacation will take you away from home this summer, take these safety and security steps before you leave.

- ☺ **Make sure the stove, other appliances, and computers are turned off.** Double-check just before you leave.
- ☺ **Leave curtains and shades in their normal positions,** and use timers to turn lights on and off at normal hours.
- ☺ **Lock all doors and windows**—even windows on the second floor. And don't forget the basement!
- ☺ **Don't hide keys outside** while you're away. Leave them with a neighbor.
- ☺ **Cut your lawn** and arrange for another cut if you'll be away a long time.
- ☺ **Stop newspaper and mail deliveries** or ask a neighbor to pick them up.
- ☺ **Leave your second car in the driveway** so that it looks like someone's home.

If your vacation involves driving, take these safety steps before you hit the road.

- ☺ **Give your vehicle a safety inspection.** Check oil, tires, etc.
- ☺ **Stow your vacation gear safely.** Don't block visibility out the rear window. Secure items on a roof rack, and make sure bikes are secured on a bike rack.
- ☺ **Pack an emergency and first-aid kit.**
- ☺ **Insist that all passengers buckle up**—and stay buckled during the entire trip.
- ☺ **Avoid night driving**—when most accidents occur—if possible.
- ☺ **Stop to rest every few hours,** and pull over to make calls or check maps.



A safety-conscious George Washington crosses the Delaware.

**RIDDLE OF THE MONTH**

What can fill a room but takes up no space?

**Answer on page 2 in Safety Bits & Pieces**

**SAFETY TIP OF THE MONTH**

When cooking outdoors with a gas grill check the air tubes that lead into the burner for any blockage from insects, spiders, or food grease. Check grill hoses for cracking, brittleness, holes and leaks. Make sure there are no sharp bends in the hose or tubing. If you ever detect a leak, immediately turn off the gas at the tank and don't attempt to light the grill until the leak is fixed. Newer grills and propane tanks have improved safety devices to prevent gas leaks.

# Safety Matters



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## Summer Safety Tips

### Don't forget safety when you're off work

Hooray! Summer's here! If you're planning to take some vacation time over the next couple of months, it makes good sense to think about off-the-job safety do's and don'ts to ensure a safe and happy time.

#### Chore Checks

If you're planning improvements to your house and garden during your vacation, follow these safety pointers:

- ☞ **Place ladders properly when trimming trees or shrubs or cleaning gutters.** You also need to keep away from electric wires. And have a helper on hand to steady the ladder.
- ☞ **If you're going to be doing serious digging in your yard, call "Miss Utility" (800-282-8555 or 800-441-8355) ahead of time,** since a metal digging implement contacting underground utilities is a severe and possibly fatal danger.
- ☞ **Use extra caution when using cutting tools and machines,** such as mowers, weed whackers, chainsaws, and axes. First of all, see that they're in good condition, with blades properly sharpened and firmly set. Then make sure that you have room to work and that there's no likelihood of running into obstacles or flying objects, such as stones or toys from under a mower. Also wear sturdy shoes as well as safety glasses and hearing protection, when appropriate.

#### Play Time

Fun and games are great in any season, but summer always seems to offer the greatest range of outdoor activities, from horseshoes, tennis, or golf to potentially more hazardous activities such as biking, swimming, or boating. Follow these important recreational safety tips:

- ☞ **Observe local rules** about when and where your activity is permitted. Obey speed limits.
- ☞ **Use appropriate safety equipment** such as helmets or life vests.
- ☞ **Follow basic safety rules,** including the buddy system for swimming and avoiding horseplay.
- ☞ **Pay attention to the weather.** Avoid being stuck outside in a lighting storm or being overcome by extreme heat.
- ☞ **Drink plenty of fluids** all day to keep well hydrated.

#### Summer Safety Tips for Children...

- \* Protect children from excessive exposure to sun - especially from 10am to 4pm. Use a sunscreen with a Sun Protection Factor (SPF) of 15 or higher.
- \* Keep children away from areas where any lawnmowers are being used. Never allow children to ride on mowers.
- \* Minimize the risk of bee and insect stings by having children wear shoes and light-colored clothing. Use insect repellent sparingly on older children and never on infants.
- \* Supervise children when they use play equipment. **BE SAFE AND HAVE FUN!!**

## Safety Bits & Pieces

### INSURANCE COVERAGE OFFICE

#### Q&A

**Scenario:** An employee of the State of Delaware is on state business and is involved in an auto accident causing property damage or injuries to a third party.

**Coverage Questions:** (1) Whose coverage would apply? (2) How does having an accident outside Delaware change the scenario?

**If the employee is driving a state owned vehicle**

**Answer:** The State of Delaware coverage would apply as long as the employee is in the course and scope of his/her job. The State's self insured program has a limit of liability. For traveling outside of Delaware the state's policy would apply.

**If the employee is driving their own personal car**

**Answer:** Since insurance follows the vehicle, the employee's policy would respond while traveling in the state as well as outside the State of Delaware.

### SMART MATERIALS HANDLING

To move materials safely:

- **Plan a move** before you make it.
- **Avoid overexertion**, and use material handling equipment whenever possible. Get help lifting and shifting heavy loads.
- **Use proper lifting and carrying techniques**, e.g., test the load before lifting, know where you are going to set the load down, pivot on your feet instead of twisting your body when picking up a load, keep the load as close to your body as possible, lift with your legs, not your back!
- **Wear work gloves** to protect your hands and sturdy work shoes to protect your feet. You may also need a hard hat and safety glasses depending on where you go and what you're moving.
- **Take special care when handling hazardous materials.** Report spills or leaks immediately.
- **Keep alert for hazards on your route** such as tripping hazards or pinch points.
- **Move slowly and carefully**, and watch where you're going.
- **Avoid carrying loads you can't see over.**
- **Pay attention** to what's going on around you as you move materials so that you don't bump into people or objects.
- **Avoid blocking aisles**, doorways, or emergency exits and equipment with materials or material handling equipment. Remember that all safety equipment (fire extinguishers, etc) and electrical panels require 36" clearance.

### RIDDLE OF THE MONTH ANSWER:

Light

## Are You a Safe Driver?

### Reckless driving is a factor in accidents

Reckless driving increases your chance of being involved in a road accident by over 300 percent, according to the American Transportation Research Institute (ATRI). ATRI President, Rebecca Brewster, cites an ATRI report that looked at behaviors most likely to lead to future crashes for commercial truck drivers. Brewster says it isn't just the behavior that immediately precedes a crash that predicts future crashes, it's also the reckless behavior in the year before the crash. And it's not only commercial drivers, but any persistently reckless driver.

Here are some of the unsafe driving behaviors that ATRI cites as being responsible for many accidents:

- ⊕ Improper turns
- ⊕ Improper or erratic lane changes
- ⊕ Failure to yield right of way
- ⊕ Failure to maintain proper lane
- ⊕ Driving too fast for conditions
- ⊕ Not changing one's driving behavior after having a prior road accident

How about your behavior behind the wheel? Have you ever been guilty of any of the unsafe driving behaviors cited in the ATRI report? If so, now's the time to make a change—before you have an accident.

### ON THE LIGHTER SIDE...

During a game of baseball between teams of 8 year olds, the coach went over to one of his young players and began to read him the riot act.

"Do you understand what co-operation is?" barked the coach.

"Yes," replied the boy.

"And do you understand what a team is?" "Yes."

"So when a strike is called, or you're out at first, you don't argue or curse, or attack the umpire. Do you understand all that?"

"Yes."

"Then please go and explain it all to your parents!"

### QUOTATION OF THE MONTH

*"Nothing in the world can take the place of persistence. Talent will not; nothing is more common than unsuccessful men with talent. Genius will not; unrewarded genius is almost a proverb. Education will not; the world is full of educated derelicts.*

*Persistence and determination are omnipotent. The slogan "press on" has solved and always will solve the problems of the human race."*

**Calvin Coolidge**

## Job Master

### Know how to prevent accidents

Your safety on the job depends on many things. One of the most important is you. Your knowledge of your job, its hazards, and the precautions you must take are the key ingredients in preventing accidents and injuries. Will your current knowledge protect you? For example, do you know:

- ⊕ Hazards present in your work area?
- ⊕ Types of accidents that could occur with the equipment and materials you use?
- ⊕ Physical and health hazards associated with any chemicals you handle?
- ⊕ How to report workplace hazards?
- ⊕ The hazards associated with each task you perform?
- ⊕ How to plan and carry out your work to avoid identified hazards?
- ⊕ Which type of Personal Protective Equipment (PPE) is required for each task you perform?
- ⊕ How to safely operate equipment you need to use in your job?
- ⊕ Where to find the safety and health information you need to do your job safely, including material safety data sheets, equipment manufacturer's instructions and safety policies and procedure manuals?
- ⊕ How to safely store materials, tools, and equipment?
- ⊕ What to do in a workplace emergency such as a fire?

The more you know about your job, the safer you are. If there's anything you don't know about safety practices and procedures, find out!