

## news & notes

### STEP UP TO STAIRWAY SAFETY

Many falls occur on stairs and can lead to serious injuries. So remember these tips whenever you take the stairs:

- Pay attention to where you're going.
- Never run up or down stairs.
- Use the railing to hold on.
- Don't carry items that block your vision.
- Watch out for loose or worn flooring.
- Pick up any foreign objects.
- Keep one hand free to break a fall.
- Report burned-out bulbs or poor lighting.

### KNOW THE HAZARDS IN YOUR WORKPLACE

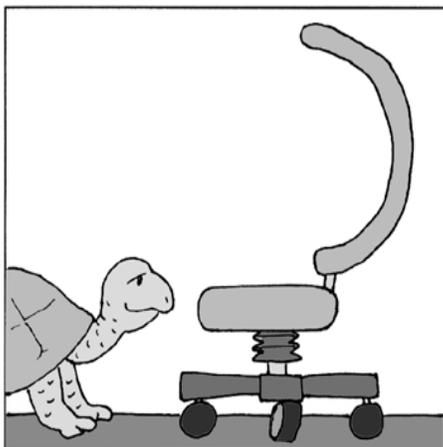
Here are the definitions of typical hazards that you need to know about:

- ☒ **Corrosive**—can burn eyes or skin on contact
- ☒ **Explosive**—gases can expand violently
- ☒ **Flammable**—can catch fire easily
- ☒ **Toxic**—causes illness or sometimes death
- ☒ **Reactive**—can burn, explode, or release toxic vapor if exposed to other chemicals, heat, or water
- ☒ **Radioactive**—emits harmful radiation

Know what hazardous materials are present in your workplace and learn how to protect yourself against any exposure.

### Some Automobile Safety Facts

- It's been 50 years since seat belts became available to the motoring public.
- Ford's Lifeguard Safety Package cost \$27 in 1956, which included seat belts.
- Congress addressed safety in 1956, following 40,000 highway fatalities.
- The highway death toll peaked in 1972 at 54,589; now it is back down around 42,000 deaths, but twice as many vehicles are on the road now.



The ergonomic chair for turtles

# Safety Matters

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## Give Your Back a Break

### Use these strategies to prevent painful injuries

Because so many demands are placed on your back, you won't be surprised to learn that it is the most injury-prone part of your body. Only the common cold accounts for more lost workdays. The good news is that there's a lot you can do to keep your back healthy.

#### If your job requires sitting for long periods of time . . .

- ⇒ Sit up straight with your feet flat on the floor and your knees bent at a 90-degree angle. If you're short, use a stool for your feet.
- ⇒ Keep your lower back flat against a firm backrest. A lumbar support pillow may give added comfort.
- ⇒ When reaching to the side, turn your whole body rather than twisting part of it.
- ⇒ Arrange your work area to avoid repeated bending and reaching.
- ⇒ During scheduled breaks, get up and walk around. Gentle stretching can also help relieve tense back and neck muscles.

#### If your job requires standing for long periods of time . . .

- Place one foot on a small stool or box and alternate feet from time to time.
- Stand up straight and keep your head aligned with your back and hips.
- Turn your whole body as a unit; don't bend and twist at the same time.
- Shift position frequently. Stretch gently to loosen up the muscles in your back.

## Handling Emergencies

### Know how to respond quickly and safely

When a co-worker is injured, you have to act fast—and act safely:

- Call for medical help immediately. Have emergency numbers accessible.
- Know where to find first-aid kits.
- Check to see if the victim is breathing.
- Administer first aid or CPR, as needed, if you've been trained.
- Don't move an injured person except to save the person's life. Bring help to the victim; don't bring the victim to the help.
- Don't give any medication without a doctor's supervision.
- Wait for emergency medical assistance if you're not sure what to do.

*Keep in mind:* When administering first aid, take "universal precautions." Universal precautions means treating all blood and body fluids as though they are infected, which requires taking all precautions necessary to avoid direct contact.

The most common means of avoiding direct contact is the use of proper personal protective equipment (PPE). PPE that may be required includes gloves, face masks or goggles with side shields, and protective clothing.

Even though the risks are fairly small, it's important to take these precautions if there's any question about being exposed to body fluids when giving first aid.

# Safety Bits & Pieces

## HANDS-ON TIPS FOR HANDTRUCKS

Whenever you use handtrucks, be sure to:

- ☑ Wear heavy-duty work gloves with a good grip. ANSI-approved steel-toed shoes are also recommended.
- ☑ Place the heaviest objects on the bottom.
- ☑ To avoid back strain, use proper lifting techniques in loading and unloading.
- ☑ Store the load well forward, with weight borne on the axle.
- ☑ Make sure you can see over the load.
- ☑ Push, don't pull.
- ☑ Think about the route in advance; plan for doorways, blind corners, etc.
- ☑ Watch out for pedestrians and vehicles, objects on the floor, obstruction in the way, and the edges of platforms or docks.
- ☑ Don't park the handtruck in an aisle or blocking an emergency exit.

## OFF-THE-JOB SAFETY STATISTICS

Many of us are safety-conscious at work, but when we get home, we forget to use some of the same precautions.

- Three out of four deaths and over half of all injuries suffered by workers occur off the job.
- Off the job accidents account for 25 percent more lost workdays by workers than accidents on the job.
- Over 60 percent of off the job deaths are caused by motor vehicle accidents. The rest occur at home or in public places.
- Falls from ladders are a leading cause of off the job injuries.

## NIGHT MOVES—ON THE ROAD

When driving at night:

- Ⓒ Make sure mirrors, lights, and windshield are clean.
- Ⓒ Never wear sunglasses.
- Ⓒ Make sure head and tail lights work.
- Ⓒ Turn on headlights as soon as it begins getting dark.
- Ⓒ Use high beams only if no one is in front of you or coming toward you.
- Ⓒ Give your eyes a moment to adjust to the dark before you start driving.
- Ⓒ If headlights from an oncoming car make it difficult to see the road, focus on right edge of the pavement.
- Ⓒ Reduce your speed. You should be able to stop in the distance provided by your headlights.

# Save Your Sight

## Emergency first aid for eye injuries

Here's what to do for the following eye emergencies:

- **Particles in the eyes:** Flush the eye with water until the particle comes out. If it won't rinse out, cover both eyes and get medical attention.
- **Chemical splash or burn:** Go immediately to the emergency eyewash or shower. Hold the eyes open and flush them with water for at least 15 minutes. Get immediate medical attention.
- **Blow to the eye:** Apply cold compress for 15 minutes to reduce pain and swelling. See a doctor immediately.
- **Cuts near the eye:** Bandage both eyes loosely and get immediate medical attention.

Make sure your eye protection:

- Fits well.
- Is fitted with your eye prescription (or can be worn over prescription glasses).
- Passes daily inspection.
- Isn't fogged up.
- Is cleaned daily with soap or mild detergent and water or special solution designed for that purpose.
- Is disinfected after chemical exposure or before use by another employee.
- Is stored in a closed container to protect from dust, dampness, or damage.

## RIDDLES OF THE MONTH

- 1). What gets wet when drying?
- 2). The more you take the more you leave behind. What are they?
- 3). What comes once in a minute, twice in a moment, but never in a thousand years?
- 4). What is it that you can keep after giving it to someone else?
- 5). I am the beginning of sorrow and the end of sickness. You cannot express happiness without me, yet I am in the midst of crosses. I am always in risk, yet never in danger. You may find me in the sun, but I am never out of darkness. **Answers below.**

## Safety Tidbits

- ⇒ On average, only 1 out of every 20 professional football players come out of a game unbruised.
- ⇒ The most common non-contagious disease is tooth decay.

## Safety Tip of the Month

Keep tools with sharp blades covered when not in use. Pieces of old garden hose make fine blade protectors. Cut a piece as long as the blade edge of a saw, knife or other tool.

## ANSWERS TO RIDDLES OF THE MONTH

- 1). A towel
- 2). Footsteps
- 3). The letter M.
- 4). Your word.
- 5). The letter S.

## NIGHT VISION

Having trouble seeing while driving at night? Before having your eyes checked, clean your headlights. Auto experts say dirty headlights can reduce night vision by as much as 75%!!

## Coping with Stress

Much of what you feel is stress is really tension in your body. Your jaw is clamped. Your neck and shoulders are tied in knots. That's because your thoughts are sending a message around your body saying, Something's up. Get ready for trouble. Even if things aren't really that bad, as far as your body's concerned, it's time to run or fight for its survival.

While there are no miracle cures for stress, breathing is a key to relaxation. Try slowing breath and allowing your stomach to expand and then your chest. Focus on each breath for a minute or two, and you'll find your whole body relaxing.

Here are some other tips for easing daily stress:

- ⇒ **Get enough sleep and rest.**
- ⇒ **Take time out to play.** Do whatever you find the most fun, preferably an activity that's not competitive.
- ⇒ **Don't bottle up your feelings.** Talk to friends you can trust. Tell them how you are feeling and what's been going on. If your feelings have been hurt or you are angry, acknowledge it to yourself and your friend. Bad feelings that aren't expressed don't just go away. They fester and increase your stress level.
- ⇒ **Don't try to be perfect.** You're not a machine. Doing your best is more than enough.
- ⇒ **Do something for others.** Stop arguing with life and start agreeing with it. Give someone a helping hand or some deserved praise. It's amazing how much better you'll feel.