

News & Notes

8 STEPS TO SAFER LIFTING

Many jobs at work and at home require lifting. But lifting the wrong way can lead to serious and painful back injuries. To always ensure a safe lift, remember these eight steps:

1. Keep a wide stance and a solid footing.
2. Bend at the hips and knees to a squatting position, keeping your back comfortably straight.
3. Tighten your stomach muscles.
4. Get a good grasp on the load.
5. Hug the load close to your body.
6. Lift steadily using your legs, not your back, to power you up to a standing position.
7. Point your feet in the direction you want to move, don't twist your upper body.
8. When you set down the load, remember to bend your knees and let your legs carry the weight on the way down.

SAFETY TIP OF THE MONTH

Slips happen when there's not enough friction or traction between someone's footwear and the surface of the floor. In most slips, the heel of a person's front foot slides forward as the person is transferring his or her weight, which results in a backward fall. The cause of slips can vary, from wet or dry contamination on the floor (like water or sawdust) to highly polished surfaces.

To avoid slips practice good cleaning habits. Dry or wet substances spilled on the floor should be cleared immediately to reduce the likelihood that someone will step on them. It's also crucial to use proper cleaning products that are meant for the surfaces they're being applied to. Slip-resistant floor mats in areas that are prone to get wet, like in front of a sink or doorway leading outside and slip-resistant shoes for men or women are another great option.



"Other than performing the Heimlich, when was the last time you put your arms around me?"

RIDDLES OF THE MONTH

- 1) What begins with "T", ends with "T" and has "T" in it?
- 2) Why is the letter "A" like noon?
- 3) What do tigers have that no other animals have?
- 4) How many seconds are there in one year?

Answers on page 2 "Safety Bits & Pieces"

Safety Matters



Produced by the Insurance Coverage Office

State of Delaware

Issue CVIII

August 2015

Be Responsible for Safety

How to conduct your own safety audit

Management periodically inspects the facility to uncover safety concerns and correct them. These inspections are called *safety audits*. But you don't have to wait for management to audit your work area or workstation to see how it measures up in terms of safety. You can conduct your own safety audits on a regular basis. Here are a few key items that should go on your audit checklist:

☛ **Housekeeping.** Are aisles clear? Are floors free of oil, grease, or liquid spills? Is all trash placed in proper containers? Are materials and tools stored in their proper places, where they don't stick out and can't fall?

☛ **Machinery and equipment.** Are machine guards in place? Is all equipment, including power tools, inspected and serviced regularly? Is equipment properly grounded? Are you following correct operating procedures?

☛ **Hazardous substances.** Do all containers of hazardous substances have proper and legible labels? Are containers kept closed when not in use? Are Safety Data Sheets easily accessible for your review? Are absorbent materials available in case of a spill or leak? Have you kept food, beverages, etc. out of areas containing hazardous materials? Is there adequate ventilation in areas where hazardous substances are being used or stored?

☛ **Personal protective equipment (PPE).** Is PPE in good condition? Do you inspect it before each use? Do you always use assigned PPE? Are you wearing sturdy shoes with nonskid soles?

Safety Do's and Don'ts

Review this checklist frequently to keep safe

A safe workplace requires the care and attention of everyone. Safety regulations and rules are implemented, steps are designed to reduce risks, personal protective equipment is made available and employees are trained to help make the workplace safe. You can do your part by paying attention to the following:

DO:

- ☛ Treat safety as a priority and one of your most important job responsibilities.
- ☛ Think ahead all day, every day, no matter what you're doing.
- ☛ Think about what could go wrong and how you'll prevent accidents.
- ☛ Use labels, Safety Data Sheets, and other safety data to get the information you need to work safely.
- ☛ Take all safety training seriously and apply what you learn to your job.
- ☛ Inspect tools and equipment before you use them, and keep safety rules in mind while you work.
- ☛ Pay attention to your work and avoid distractions, and know what to do in an emergency.
- ☛ Ask questions when you're unsure about what to do or how to do it.

DON'T:

- ☛ Don't ignore any safety hazard—remove it, repair it, or report it.
- ☛ Don't ignore other people's unsafe actions—correct them or report them.
- ☛ Don't bypass safety procedures—or let others talk you into doing so, and don't forget to use Personal Protective Equipment (PPE).
- ☛ Don't work on hazardous jobs without a buddy, don't take shortcuts, and don't fool around.

Safety Bits & Pieces

TRUTH OR SUPERSTITION?

One day a supervisor noticed one of her employees walking around a ladder rather than going under it. Thinking this was an appropriate time for positive reinforcement, she told the worker that he was doing a good job of following the company's safety rules. *Oh, it had nothing to do with safety rules, the employee replied. Don't you know that walking under ladders brings bad luck?* Well, even if you don't believe in the superstition, the fact is that walking under ladders *can* bring you bad luck—in the form of an accident. So always remember to walk around and be safe.

WORK SAFELY AROUND FORKLIFTS

Forklift operators need to follow safety rules when operating their powered vehicles. But those who work around forklifts also need to pay attention to some very important rules, or there is a real risk of serious injury. Here are some safety tips to remember whenever you work with powered vehicles:

- ☞ Make eye contact with the operators and make sure they acknowledge you before you cross their path.
- ☞ Stay within established walkways and crosswalks at all times.
- ☞ Always yield the right-of-way to powered vehicles.
- ☞ Both look *and* listen for forklifts. Be aware that you may not always hear them.
- ☞ Be especially careful at corners or other spots where your vision is blocked.
- ☞ Never approach a powered vehicle from the rear because the back end can swing around suddenly.
- ☞ Never stand under the raised forks, even if they are empty.

MACHINE SAFETY CHECKLIST

- ☞ Do you keep machines clean and well lubricated?
- ☞ Do you make sure that all machine guards are in place and functioning properly before using mechanical equipment?
- ☞ Do you check electrical cords to make sure they are in good condition and that equipment is grounded?
- ☞ Do you follow instructions for using machinery, being careful not to exceed the limitations of the machine?
- ☞ Do you follow lockout/tagout procedures when servicing or repairing a machine?

RIDDLES OF THE MONTH ANSWERS

- 1) A teapot
- 2) Because it is in the middle of the "day" (d-a-y)!
- 3) Baby Tigers
- 4) 12 (January 2nd, February 2nd, March 2nd, etc.)!

In a Jumble Over Safety?

Unscramble these important safety messages

Unscramble the letters in the key word in each sentence to reveal the message.

1. Taking unnecessary **kissr** _____ on the job is one example of a bad safety attitude.
2. Everyone should know how to report fires, chemical spills, and other **criemensgee** _____.
3. When reporting an **etcincad** _____, a witness should note the date, time, place, injuries, circumstances, and any other details that could result in corrective measures.
4. **Prash** _____ objects carelessly handled are accidents waiting to happen.
5. Keeping **notsineex** _____ cords away from walkways is one way to avoid trips and falls.
6. To avoid injuries from falling objects make sure **gascoldffin** _____ have toe boards so nothing will fall off.
7. People who work with chemicals should wear the proper **solveg** _____ to protect their hands.
8. Earplugs and earmuffs are two basic types of **ahrgine** _____ protection.
9. Most head injuries caused by falling objects, electricity, or **sloncisoil** _____ can be prevented by wearing a hard hat.
10. Eye protection includes safety glasses, **eggslog** _____, and face shields.

Answers: (1) risks (2) emergencies (3) accident (4) sharp (5) extension (6) scaffolding (7) gloves (8) hearing (9) collisions (10) goggles

QUOTATION OF THE MONTH



ON THE LIGHTER SIDE...



"I have two children. Ages, 'Are we there yet' and 'Mom, there's nothing to eat.'"



From the State of Delaware's Office of Highway Safety... Everyone's a Pedestrian

Crossing the street is no joking matter.

No matter where you live, at one time or another you are a pedestrian. Just because you've been doing it your whole life, doesn't mean you are safe. You can never assume that the person driving the motor vehicle will see you.

While you are walking, keep these tips in mind:

- ☞ Cross only at crosswalks or intersections that have signals or traffic signs.
- ☞ When walking at night, carry a flashlight or reflective item.
- ☞ Use sidewalks. If there isn't one, walk facing traffic as far off the edge of the road as possible.
- ☞ Even though you have the right of way, don't step into a crosswalk when a car is approaching.

For the 20 seconds it'll take to cross the road, pick your head up, put the phone down, wait for the sign, look both ways and pay attention to traffic. The other side isn't far away, be sure to make it there.

Walk Smart Arrive Alive DE.