

KEY FACTS ABOUT THE MSDS

There's a material safety data sheet (MSDS) for each hazardous chemical in your workplace. If you work with or around hazardous substances, you need to know these four important points about the MSDS:

1. What is the purpose of the MSDS?

The purpose of the MSDS is to provide you and your co-workers with important safety and health information about working with hazardous chemicals.

2. Why is the MSDS called the foundation of chemical safety in the workplace?

The MSDS is called the foundation because all other safety and health information about a chemical is typically based on the information found on the MSDS. The MSDS provides the most complete and accurate information about chemical hazards and required precautions.

3. Why should you read an MSDS before working with any hazardous chemical?

The MSDS tells you critical information about the hazardous substances you work with, including the identity of hazardous ingredients, required PPE, safety procedures, symptoms of exposure, and first aid for exposure.

4. How can you get the information you need?

Find out where MSDSs are located so you can quickly find the information you need. If you're not sure about how to read an MSDS, ask your supervisor to show you.

Riddle of the Month:

With pointed fangs it sits in wait,
With piercing force it doles out fate,
Over bloodless victims proclaiming its might,
Eternally joining in a single bite.
What is it?

Answer on page 2 in Safety Bits and Pieces.



"You're sure I can't interest you in a fire extinguisher, Mrs. O'Leary?"

Safety Matters



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Emergency Action

Are you prepared for an evacuation?

In a workplace emergency you have to act quickly and effectively. So:

- ✦ **Know your workplace's Emergency Action Plan**, including how and to whom to report workplace emergencies.
 - ✦ **Know where emergency alarms are located** and how to use them.
 - ✦ **Understand how to perform emergency duties** you've been assigned.
 - ✦ **Have at least two emergency exit routes**—a primary route and an alternate route in case your primary route is blocked by fire or smoke.
 - ✦ **Follow EXIT signs** to evacuate safely.
 - ✦ **Move swiftly**, but don't run.
 - ✦ **Once outside, move away from the building** and its exits so you don't hamper emergency operations.
 - ✦ **Know the location of your meeting place**—the place you should escape to in the event of an emergency.
 - ✦ **Report to the Crisis Co-ordinator** when you reach the meeting place.
 - ✦ **Stay at the safe meeting place until notified** that it is safe to leave.
- Also remember these important evacuation safety tips...
- ✦ **Recognize your limits**; don't be a hero.
 - ✦ **Do your job and let others do theirs**; everyone has specific jobs for which he or she has been trained.
 - ✦ **Remain calm**; help others only if you can do so without endangering yourself.

Don't Leave It to Chance

Prepare yourself to deal with a disaster

September is **National Preparedness Month**, which makes it a good time to prepare yourself and your family for a natural or other type of disaster. Here are some preparedness tips from the Department of Homeland Security:

- ✦ Imagine that you're involved in a disaster and picture what you need to do to be prepared.
- ✦ Read your workplace's emergency plan for information about work-related disaster response.
- ✦ Designate a family emergency contact person outside your area, such as an out-of-state relative or friend.
- ✦ Make emergency contact cards for the whole family to carry.
- ✦ Pick a place to meet with your family after the emergency in case you are separated.
- ✦ Check with your kids' school and request a copy of their emergency plan.
- ✦ Plan what you will do with pets if you have to evacuate the area and can't take them with you.
- ✦ Talk with neighbors about how to cooperate in a community wide emergency.
- ✦ Keep enough supplies in your home to meet the needs of you and your family for at least 3 days, and prepare an emergency supply kit to take with you if you need to evacuate.



Back Care Checklist

How well do you take care of your back?

On average, 100 U.S. workers a day injure their backs on the job. Many more people hurt their backs working around the house and yard or in recreational activities. Most back injuries are painful. Some are permanently disabling. And once you've injured your back, there's a good chance you could injure it again. But most problems are preventable if you take a few precautions. Use this checklist to find out how well you take care of your back.

Do you:

- | | Yes | No |
|--|--------------------------|--------------------------|
| ⇒ Maintain a healthy weight that takes pressure off your back? | <input type="checkbox"/> | <input type="checkbox"/> |
| ⇒ Exercise regularly to strengthen your back, stomach, and leg muscles? | <input type="checkbox"/> | <input type="checkbox"/> |
| ⇒ Avoid sudden, sharp moves while working? | <input type="checkbox"/> | <input type="checkbox"/> |
| ⇒ Do something relaxing every day to relieve stress? | <input type="checkbox"/> | <input type="checkbox"/> |
| ⇒ Move your body as a single unit rather than twisting it? | <input type="checkbox"/> | <input type="checkbox"/> |
| ⇒ Sleep on a firm mattress with your knees bent? | <input type="checkbox"/> | <input type="checkbox"/> |
| ⇒ Always lift with your legs, not with your back? | <input type="checkbox"/> | <input type="checkbox"/> |
| ⇒ Concentrate on maintaining your back's natural curves with every task you perform on or off the job? | <input type="checkbox"/> | <input type="checkbox"/> |

How did you do? Is there a check in every Yes box? If not, you need to take better care of your back to avoid injury.

Safety Bits & Pieces

10 COMMON CAUSES OF BACK INJURY

Here are some of the most common causes of back injuries according to the U.S. Centers for Disease Control:

- * Weak back, abdominal and leg muscles
- * Heavy and/or repetitive lifting
- * Twisting your body rather than your feet while lifting or holding a heavy load
- * Lifting with arms stretched out rather than having arms close to your body before lifting
- * Lifting and carrying awkward or oddly shaped objects
- * Lifting a load that's too heavy, instead of getting help
- * Working in uncomfortable or awkward positions for more than a few minutes
- * Sitting or standing in one position for hours
- * Slipping, tripping or falling
- * Poor posture over long periods of time

Although not all of these common causes of back injuries are related to lifting, 5 out of the 10 are. So don't risk an injury - lift it right!

DID YOU KNOW...

That 4 million American workers are injured and over 5500 are killed annually on the job? Take safety rules seriously! They exist for your protection.

WATCH YOUR STEP ON STAIRS!

Stairs are a major workplace and home fall hazard. Take these precautions:

- ⇒ Make sure the stairwell is lit.
- ⇒ Take one step at a time.
- ⇒ Use hand rails.
- ⇒ Pay special attention on steep steps.
- ⇒ Do not run up or down stairs.
- ⇒ Keep stairways clear of clutter.
- ⇒ Make sure that your vision isn't blocked as you go up or down stairs.
- ⇒ Be very careful on stairs if you are wearing bifocal or reading glasses.

Riddle of the Month Answer:

A stapler

Reduce the Tension

Do's and don'ts when violence threatens

When people get angry at work, their anger can lead to violence—but it doesn't have to. Follow these do's and don'ts to reduce tension and minimize the chance that anger will escalate into violence if a co-worker or customer gets upset.

DO:

- ☑ **Remain calm** and courteous.
- ☑ **Show respect** for the other person, even if you don't agree.
- ☑ **Focus on the problem** or behavior, not the person.
- ☑ **Alert co-workers** to the trouble without drawing attention to what you're doing (create an agreed-upon signal with co-workers to use in such situations).
- ☑ **Call your supervisor**, security department, or the police if the situation starts to get out of control.

DON'T:

- ☒ **Argue** or raise your voice.
- ☒ **Respond to a threat with a threat.**
- ☒ **Do anything to make the person angrier** or increase the danger.

Although in most cases people won't become violent, taking the right steps can reduce the possibility even further. In every case, take all threats seriously and report them to your supervisor.

Notable Quotation of the Month

"The true measure of a man is how he treats someone who can do him absolutely no good."

Samuel Johnson

Safety Tip of the Month

If stung by a bee or wasp, use the side of a credit card or other rigid piece of plastic to scrape the stinger from the skin, then wash with soap and water and apply ice or a cold compress.

On the Lighter Side...

An elephant was drinking from a river one day when he spotted a turtle asleep on a log. Without any warning, he went over and kicked the turtle right across to the other side of the river.

"Why did you do that?" asked a passing zebra.

"Because," said the elephant, "I recognized it as the same turtle that nipped me on the trunk 44 years ago."

"Wow!" exclaimed the zebra. "What a memory."

"Yes," said the elephant. "Turtle recall."