

news & notes

WHAT TO DO IN A WORKPLACE FIRE

When you hear a fire alarm:

- Evacuate using your assigned evacuation route. If that route is blocked, use your alternate.
- Close doors behind you as you leave.
- If you encounter smoke, crawl low under the smoke.
- Once outside move away from exits. Go to your assigned assembly area and report to the person taking a head count.
- Remain outside until you are told it is safe to re-enter the building.

If you are unable to get out of the building:

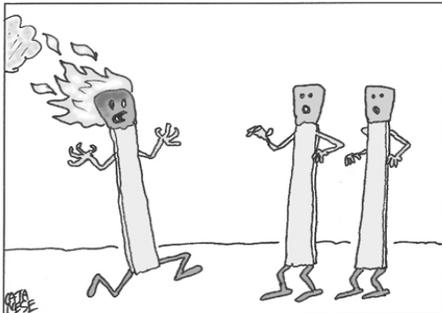
- Create an area of refuge in a room with windows. Use wet cloth to seal cracks under doors and vents against smoke.
- Don't break windows. Open the window just a crack if you need air.
- Stay low under smoke, and cover your nose and mouth with a wet cloth.
- Signal for help by using a phone or hanging something in the window.

If you discover a fire:

- Activate the nearest fire alarm.
- Call 911 immediately. Don't assume that someone else has already done this.
- Evacuate the building.

If you fight a fire with an extinguisher:

- Call 911 or get a co-worker to do that.
- Make sure everybody else in the area has been warned and is evacuating.
- Select the right extinguisher for the type of fire.
- Give up and evacuate if the fire is not extinguished by the time the extinguisher is empty.
- Don't try to fight a large or spreading fire—evacuate.



Unfortunately, when the fire broke out, Eddie completely lost his head.

Riddle of the Month

I live without a body, hear without ears, speak without a mouth and the air alone gives me birth. What am I?

Answer in "**Safety Bits & Pieces**" page 2.

Safety Matters



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Fire Safety Quiz

Stay safe from this common hazard

The second week of October is Fire Prevention Week, but anytime is a good time to inspect your work area for fire hazards. Take this fire safety quiz to find out how much you know about workplace fire hazards and preventive measures. (Answers to this quiz are found on page 2 in the Column "**Safety Bits & Pieces.**")

1. **What are the three basic ingredients needed to start a fire?**
 - a. Gasoline, matches, and wood chips
 - b. A source of ignition, oxygen, and fuel
 - c. Hydrogen, oxygen, and flame
2. **In the event of a fire in your work area, your best course of action is:**
 - a. Leave the area using a designated escape route
 - b. Attempt to fight the fire and rescue others
 - c. Shelter in a room without windows
3. **What characteristic of flammable liquids makes them an especially dangerous fire hazard?**
 - a. They are odorless, so you don't know they are present
 - b. They can spill easily, spreading a fire
 - c. They give off invisible vapors that can be ignited a long distance from the liquid itself
4. **If a fire alarm sounds, but you see no sign of fire, you should:**
 - a. Ignore it and go back to work
 - b. Respond as if there were a real fire
 - c. Ask a co-worker what's going on
5. **A fire extinguisher containing which of these materials would be most effective for fighting an electrical fire?**
 - a. Carbon dioxide (CO₂)
 - b. Water
 - c. Either "a" or "b"
6. **Which of these words is an acronym for how to use a fire extinguisher?**
 - a. PUSH
 - b. PULL
 - c. PASS
7. **Why is good housekeeping an important way to prevent workplace fires?**
 - a. When things are neat, you can see fire hazards more easily
 - b. It helps reduce the amount of materials that could catch fire
 - c. There is no relationship between housekeeping and fire prevention

Safety Bits & Pieces

ARE YOU A DISTRACTED DRIVER?

OSHA reports that distracted driving is a factor in more than 4,000 vehicle accidents a day. And it's not surprising. How often do you see drivers talking on a cell phone, fiddling with the radio or climate controls, grooming, or eating while they drive? How often do you do these things yourself?

Experts say that drivers make more than 200 decisions during every mile they travel. Clearly, you can't make good, safe decisions if your mind and eyes are not focused on the road when you drive.

HOME FIRE SAFETY PLAN

In one recent year, nearly 400,000 home fires claimed the lives of over 3,000 Americans and injured over 13,500. That's why every family should have a home fire safety plan. Use the following checklist to create or improve your plan:

- Do you have smoke detectors on each floor of your home?
- Is there a smoke detector outside each sleeping area of your home?
- Do you test detectors once a month?
- Do you replace all detector batteries once a year?
- Do you have a fire extinguisher in the kitchen and home workshop?
- Do all family members who are old enough know how to use a fire extinguisher?
- Have you made a sketch of your home showing all the doors and windows?
- Does your layout sketch identify two exits from each room?
- Have you reviewed this sketch with all members of the family?
- Have you posted the sketch in children's rooms, family room, kitchen, etc.
- Have you checked all windows to make sure they open easily?
- Do you have a rope ladder upstairs in case the staircase is blocked by fire?
- Do you have regular fire drills with the whole family participating?
- Have you arranged a meeting place outside in the event of a fire?
- Has someone been assigned the responsibility of calling 911 once safely outside?
- Does everyone understand they are not to go back into a burning building for any reason?

Answers to Fire Safety Quiz (page 1):

(1) b (2) a (3) c (4) b (5) a (6) c (Pull the pin, Aim at the base of the fire, Squeeze the trigger, and Sweep back and forth) (7) b.

Riddle of the Month Answer:

The wind...

First Aid for Falls

Everyone needs to know the basics

Here's what you need to know:

Strains and Sprains:

- ✦ Call 911 if necessary.
- ✦ Elevate the injured part and immobilize the area.
- ✦ Apply a cold pack to reduce swelling.
- ✦ After swelling goes down, apply heat to increase blood flow.

Fractures:

- ✦ Call 911 and immobilize the injured limb.
- ✦ Splint the injury if necessary to keep it from moving.
- ✦ Apply ice wrapped in a towel to closed fractures (no exposed bones).

Head Injuries:

- ✦ Call 911 and don't move the victim.
- ✦ Have someone hold the victim's head still and check breathing.
- ✦ Cover the person to stabilize body temperature.

Bleeding:

- ✦ Call 911 if bleeding is severe.
- ✦ Wear gloves or place a barrier (clean cloth or plastic) between your hand and the blood and apply direct pressure to the wound.

Safe Housekeeping Is No Accident

Good housekeeping prevents workplace accidents. The problem is that too many people fall into the trap of thinking that housekeeping is somebody else's responsibility - for example, their co-workers or the maintenance department.

They think that they don't have to concern themselves with helping to keep their work area clean and neat, or with removing fire hazards, or with making sure that tools and materials aren't left lying around after the job is done.

But nothing could be farther from the truth. Safe housekeeping is a group effort. Everyone has to pitch in. How about you? Are you doing your part?

But My Job Isn't Dangerous...

Just because your job doesn't appear to be dangerous doesn't mean there aren't hazards. Accidents can happen in any job. So take a minute to stop and think about what the hazards in your job might be. List the hazards and then list the precautions you need to take to keep safe and healthy. Review your lists from time to time and update them whenever there are changes in your job or your work area.

Notable Quotation:

"Our best successes often come after our greatest disappointments."
Henry Ward Beecher

Safety Tip of the Month

Be careful when heating liquids in the microwave. Microwaved water and other liquids do not always bubble when they reach the boiling point. They can actually get superheated and not bubble at all. The superheated liquid will bubble up and out of the cup when it is moved or when something like a spoon or tea bag is put into it. **To prevent this from happening and causing injury, do not heat liquid for more than two minutes per cup. After heating, let the cup stand in the microwave for thirty seconds before moving it or adding anything into it.**

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 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.