Safety Matters

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Fire Prevention Month

What you can do

October is **National Fire Prevention Month.** You can do a lot to help prevent fires in our workplace. As a refresher, remember that fire results from combining fuel, oxygen, and heat.

1. Fuel: Paper, wood, flammable substances such as gasoline
2. Oxygen: A gas present in the air
3. Heat or Ignition Source: Flame, electricity, friction, spark, chemical reaction

To prevent fires, keep fuel, oxygen, and heat from coming together. State agencies should have or develop a fire prevention plan that covers workplace fire hazards and contains procedures and responsibilities for preventing fires.

Know and follow a fire prevention plan, which includes the following instructions. Practice good housekeeping to keep fuels away from heat and ignition sources.

➔ Dispose of waste promptly and properly.
➔ Keep work areas free of dust and lint.
➔ Keep combustible materials away from lights and machinery.

In addition, use and maintain electrical equipment properly. Electrical equipment causes the largest number of workplace fires.

➔ Replace cords and wires that are frayed or have worn insulation.
➔ Don't overload circuits, motors, fuses, or outlets.
➔ Make sure you have good ground connections.
➔ Don't run heating equipment or machinery overnight, if unattended.
➔ Keep bearings lubricated so they don't run too hot.
➔ Keep machines and motors clear of dust and grease.

Here are other ways to avoid exposing fuels to heat sources:

➔ Smoke only in permitted areas. Put out cigarettes and matches carefully.
➔ Use space heaters only when necessary and in well-ventilated areas.
—Refill space heaters only when they're turned off and cool.
—Place space heaters so they can't fall over.
➔ Perform welding and cutting operations only in separate, fire-resistant areas.

Also prevent fires that result from chemical reactions by reading labels and material safety data sheets (MSDSs) so you don't use or store incompatible substances together. See **News & Notes** for more fire prevention precautions.

SAFETY TIPS OF THE MONTH

Buy only costumes, wigs and props labeled flame-resistant or flame-retardant. If you are making your own costume, choose material that won't easily ignite if it comes into contact with heat or flame. Avoid using billowing or long trailing features. If your child is wearing a mask, make sure the eye holes are large enough so they can see out.Tell children to stay away from open flames. Be sure they know how to stop, drop and roll if their clothing catches fire. (Have them practice stopping immediately, dropping to the ground, covering their face with hands, and rolling over and over to put the flames out.)

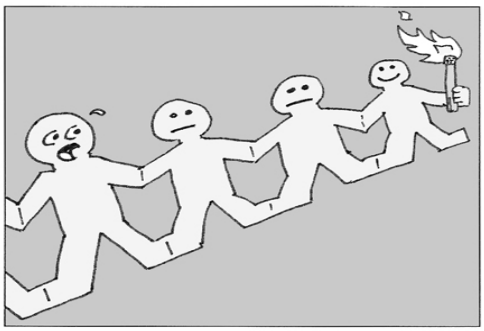
News & Notes

FLAMMABLES AND FIRES

Flammable substances are so named because they can spread and catch fire easily. So you need to identify and take precautions with flammable substances.
Here's how:

➔ Check labels and Material Safety Data Sheets (MSDS) to identify flammable substances.
➔ Follow handling and storage precautions to prevent spills and vapor releases.
➔ Clean up flammable spills and leaks immediately.
➔ Remove clothing that has absorbed flammable liquids immediately.
➔ Substitute nonflammable materials in tasks when possible.
➔ Keep flammable liquids in approved containers that are closed when not in use.
➔ Ground containers during liquid transfer so you don't create static electricity.
➔ Use flammable liquids only in well-ventilated areas away from heat and fire.
➔ Do not place near heat or cut a container that previously contained a flammable liquid, unless it's been tested and approved for such use.

In addition, handle highly flammable oxygen cylinders carefully. For example, don't handle them with oily hands or gloves. And don't store near combustible materials. Additionally, make sure that all cylinders are secured adequately (usually with chain) so that they will not fall. Finally, despite all your precautions, in case a fire does occur, keep routes clear for firefighting and fire evacuation. For example, don't block exits, fire alarms, aisles, or sprinklers.



"Hey, pass it on: Don't play with matches!"

RIDDLES OF THE MONTH

1). What is the favorite health insurance for Goblins, Ghosts and Monsters?
2). What is a Mummie's favorite type of music?
3). What do goblins and ghosts drink when they're hot and thirsty?
4). Where does a ghost go on Saturday night?
5). Why didn't the skeleton dance at the party?
6). Where does Count Dracula usually eat his lunch?

Answers on page 2 Safety Bits & Pieces

Safety Bits & Pieces

HOW TO GET LEAVES TO LEAVE

Colorful autumn leaves are lovely falling past your window—until you look out and see that they've covered your lawn in an inch of now-brown, dried-out husks!

How do you get rid of them in a way that's healthy for you and the environment? Try these options.

For your safety:
- Wear a mask to protect your breathing.
- Wear gloves to prevent blisters.
- Rake leaves onto a tarp and drag the tarp to your dump spot to protect your back rather than raking a huge pile across long distances.

For the environment's health:
- Use leaves to mulch your lawn by using the mulching option on your lawn mower to mow over them.
- Use leaves to mulch your garden by adding them to a compost pile.
- Use leaves to fill low spots in your yard.
- Use environmental brown bags if you bag leaves.

SEVENTH INNING STRETCH

Even if your team isn't in the World Series this month, you can still take a seventh inning stretch at work. So says Jack Bastable, national health and productivity leader of CBIZ Benefits & Insurance. "Instead of an extra coffee break or cigarette break, take five minutes to stretch. Whether it's late in the game or late in the workday, stretching can help you keep your focus and energy."

Research shows that stretching a few minutes increases blood flow and circulation, prevents injury and improves overall health. Bastable concludes: "Office workers are prone to carpal tunnel syndrome, lower back pain and frequent snack attacks; stretching helps to combat all three."

HOME FIRE PREVENTION TIPS

- Teach everyone to STOP, DROP, AND ROLL if their clothes catch fire.
- Post fire department number next to all phones.
- Develop and practice an evacuation plan.
- Test fire extinguishers monthly.
- Install smoke detectors on every floor, including the basement and attic. Check batteries every month.

RIDDLES OF THE MONTH ANSWERS

1). Medi - Scare
2). Wrap
3).Ghoul - Aid
4). Anywhere where he can boo - gie
5). He had no body to dance with
6). At the casket-eria

Teen Driving

Keep them safe behind the wheel

October 17 to October 23 is National Teen Driver Safety Week. Motor vehicle accidents are the leading cause of death for U.S. teens, accounting for more than 1 in 3 deaths in this age group. Furthermore, distracted driving is a factor in 25 percent to 30 percent of all traffic crashes.

Have the safety talk before you turn over the car keys. Here are 10 safe driving basics that you need to review with your teens before letting them drive alone:

1. Never drink or take drugs and drive.
2. Keep your eyes on the road and your hands on the wheel.
3. No cell phone calls in or out while driving.
4. Obey speed limits, traffic signs, and rules of the road.
5. Be a defensive driver, watch out for others, and expect the unexpected.
6. Adjust speed to weather and traffic conditions.
7. Keep at least 2 seconds behind the car in front, 4 seconds at night or in bad weather.
8. Everyone in the car must wear a seat belt, both front seat and back.
9. Watch out for pedestrians and people on bicycles; slow down and give them the right of way.
10. Never allow more people in the car than there are seat belts. Do not allow anyone to sit on somebody else's lap, or ride in the bed of a truck.

ON THE LIGHTER SIDE...

QUOTATION OF THE MONTH

"There are as many nights as days, and the one is just as long as the other in the years course. Even a happy life cannot be without a measure of darkness, and the word 'happy' would lose its meaning if it were not balanced by sadness. It is far better to take things as they come along with patience and equanimity."

Carl Gustav Jung (1875-1961)

From the State of Delaware's Office of Highway Safety...

Focus… Safe Driving is Serious Business

Did you know that national research shows that drivers using cell phones are four times more likely to get into crashes that are serious enough to cause injury? According to the Network of Employers for Traffic Safety (NETS) focused driving is keeping your eyes on the road ahead, your hands on the wheel and your mind on your driving. Sound easy? It is, if you follow these simple tips:

- **Turn off your phone when you are driving** – Avoid the temptation to talk. Simply turn it off while you are driving.
- **Texting and driving don't mix** – There is no way to safely drive while texting.
- **Be in control** – Pre-set the climate control, radio, CD player, and GPS before you leave.
- **Use technology to manage your technology** – Use a call blocking application to let callers know you are driving and to queue calls and texts until you are safely pulled over.
- **Fine tune your tunes** – Using an MP3 player or iPod? Pre-set a driving playlist to provide continuous tunes without the need for adjustment.
- **Look at the big picture**- Take a moment to focus on those who are counting on you to get home safely every day before you make a choice to divert your full attention from the road.

Need one more reason to put all electronic devices on hold? Beginning January 2011, drivers in Delaware will no longer be allowed to use hand-held devices while driving. If caught, you could face a fine and other penalties reaching $200. Be Alert. Arrive Alive DE.