

THE AIR AT HOME

When you get home after a long shift at work, do you look forward to kicking back and breathing easy? Not so fast. Before you put your feet up, make sure the air in your home isn't full of disease-causing irritants.

According to the American Lung Association, lung disease is the third leading cause of death in the United States, killing more than 330,000 people each year. And air pollution in the form of **animal dander, bacteria, dust mites, molds, pollen, and viruses are major contributors to lung disease.** To keep these air pollutants out of your house:

- ✓ **Clean damp areas**, such as bathrooms, kitchens, and basements often, and make sure they are well-ventilated.
- ✓ **Use a dehumidifier** in damp basements. Remember to empty the water out regularly to prevent mildew.
- ✓ **Dust and vacuum often**, especially if you have furry pets. Groom pets outdoors or in well-ventilated spaces, such as garages or breezeways, that are away from living areas.
- ✓ **Keep combustion appliances**, such as dryers, furnaces, fireplaces, space heaters, stoves, and water heaters, **cleaned and serviced** regularly to prevent release of carbon monoxide or nitrogen dioxide.
- ✓ **Use proper personal protective equipment** when working with hazardous household cleaning products, hobby materials, pesticides, paints, and solvents. Make sure usage areas are well-ventilated. Dispose of these products at local hazardous waste disposal areas.



"It's our newest hot sauce. We call it, 'Global Warming.'"

RIDDLE OF THE MONTH

Never looking back
forward I go.
If I have a limit
no one knows it.
Like an eagle I fly;
like a river I flow.
What am I?

Answers on page 2 Safety Bits & Pieces

Safety Matters

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Office Safety Checklist

Take responsibility for your safety at work

Be honest as you answer 'YES' or 'NO' about whether you take the following safety steps:

Yes No

- Do you report slippery or uneven floor surfaces, torn carpet, and other walking hazards?
- Do you keep file and desk drawers closed when not in use?
- Do you stack cartons and supplies carefully so they won't fall?
- Do you store supplies and other items out of the way so they don't create trip hazards?
- Do you keep aisles, stairways, and emergency exits clear of obstacles?
- Do you keep cords and other trip hazards away from walkways and around your workstation where you could stumble over them?
- Do you report damaged electrical cords and plugs as well as malfunctioning electrical equipment right away?
- Are you careful not to overload outlets or circuits?
- Do you rely on extension cords only for short-term use?
- Do you remove or report slip, trip, and fall hazards when you see them?
- Do you take care when you use sharp tools like box and paper cutters?
- Do you use a step stool or ladder and not a chair to reach high places?
- Do you make sure that flammable and combustible materials are properly stored and disposed of to prevent fires?
- Do you obey smoking rules and smoke only in designated areas?
- Do you report any fire hazards to your supervisor or building maintenance right away?
- Do you know where to find and use fire extinguishers and fire alarms?
- Do you know the location of the nearest emergency exits and have at least two evacuation routes from your office?
- Do you know how to safely evacuate from other parts of the building where you go frequently, such as the cafeteria or bathrooms?
- Do you know your designated meeting area outside the building?
- Do you always participate in fire drills?
- Do you know who to call in the event of a medical emergency?
- Do you know where first-aid kits are kept and the names and phone numbers of co-workers trained in CPR and first aid?

More 'Yes' answers mean greater safety for you and your co-workers.

SAFETY TIP OF THE MONTH

Remember to clean dryer vents – Clothes dryers often start fires in residential areas. Clean the lint filter every time you start a load of clothes to dry or after the drying cycle is complete. Make sure your exhaust duct is made of metal tubing and not plastic or foil. Clean the exhaust duct with a good quality dryer vent brush to prevent blockage & check for lint build up behind the dryer at least twice a year.

October is National Fire Prevention Month.

Safety Bits & Pieces

ARE YOU COMMITTED TO SAFETY?

Everyone needs to be committed to workplace safety. Here's why:

- ⇒ Someone in the United States is injured on the job every 20 seconds. If you're not careful, today one of those people could be you.
- ⇒ Although most injuries are relatively minor and workers make a full recovery, some injuries are permanent and heart-breaking—blindness; amputated fingers, toes, hands, or feet; loss of hearing.
- ⇒ In addition to being a killer or a crippler, a serious injury snatches money out of your wallet. Disability pay is less than a full salary. And a serious injury could mean a permanent reduction in earning power because you might never be able to perform the same job again.

SAFER POWER TOOL USE

Follow these four safety steps.

1. Be aware of the hazards:

- Contact with unguarded points of operation
- Electrical problems causing shocks, fire, or electrocution
- Flying pieces of wood or metal, dust, and shavings
- Tool defects or broken parts

2. Inspect tools before use for:

- Proper working condition
- Guards
- Working constant-pressure switches or power controls
- Good insulation on electrical cords
- Grounding

3. Follow safe work practices:

- Choose the right tool for the job.
- Keep guards in place.
- Lift and carry power tools by their handles, not their cords.
- Take your finger off the switch while carrying a plugged-in tool.
- Use only nonsparking tools in areas containing flammables.
- Unplug power tools before adjusting or fixing them.
- Operate tools according to the manufacturer's instructions.
- Keep moving parts and sharp edges away from your body.
- Use a vise or clamps to secure materials so that you can use both hands to operate the tool.
- Store power tools properly.

4. Wear appropriate Personal Protective Equipment (PPE) such as:

- Safety goggles/glasses as specified
- Safety shoes
- Respirators to protect against dust
- Gloves if there's no risk of catching them in moving parts or losing control of the tool
- Hearing protection

RIDDLE OF THE MONTH ANSWER:

Time

Trick or Treat?

Make sure Halloween is a treat

October is Halloween Safety Month. Take the same precautions for walking around the neighborhood at night that you follow even when it's not Halloween.

- Carry a flashlight with a strong beam and good batteries.
- Ensure young kids are accompanied by adults or responsible older children.
- Ensure older kids travel in groups.
- Follow the rules for crossing streets.
- Be careful if you need to walk on lawns, which may get slippery with evening dew as the night comes on.

Halloween traditions have certain unique safety protocols. Namely:

- Approach houses only if they have outside lights on.
- Use driveways and sidewalks; don't walk on people's lawns, if possible.
- Don't eat treats while walking; wait until you get home.
- Don't run from house to house; it's not a race and running in a costume at dusk on unfamiliar terrain can cause slips, trips, and falls.

Finally, be careful with the treats. Take these precautions:

- Check all treats before letting kids of any age have them.
- Throw out items with torn wrappers.
- Discard items that may be outdated.
- Be careful giving young kids hard candy or treats that could make them choke.



QUOTATION OF THE MONTH

"If you have built castles in the air, your work need not be lost ... put foundations under them."

Henry David Thoreau, Author & Poet
(1817 - 1862)

ON THE LIGHTER SIDE

Upon seeing Grandma's false teeth soaking in a glass of water, four-year-old Jimmy whispered, "Dad, the tooth fairy will never believe this!"



From the State of Delaware's Office of Highway Safety... Buckle Up...Your Life May Depend on It

If you are one of the 90% of Delawareans who buckle up on a regular basis, we appreciate all that you are doing to help keep you and your family safe! However, in spite of the fact that the seat belt use rate in Delaware is above the national average, more than half of the drivers and passengers killed so far this year in car crashes were not buckled up.

What do we know about these crashes? Most of the victims (74%) were males, and were the drivers of the vehicles. Twenty-six percent of the victims were in their 20's, yet 19% were in their 50's. Primarily, the crashes were caused by a driver who was speeding, making an unsafe passing move, failing to stop at a red light or failed to negotiate a curve or sharp turn. Approximately 43% of these crashes occurred after 9 p.m.

What should you know?

- *Everyone in the vehicle, even backseat passengers and children, must wear seatbelts properly – every trip, every time you get in the car. It's our law.
- *Lap and shoulder belts both must be worn and shoulder belts may not be placed behind the back or under the arm.
- *The driver will receive a ticket for the failure of anyone in the vehicle to buckle up. Fines and court fees could total more than \$70.

Seat belts save lives and you can make a difference by buckling up every time.

Buckle Up. Arrive Alive DE.