

News & Notes

BE A HAZARD HUNTER

You don't need special equipment to detect hazards in the workplace. In fact, you already possess the most useful and sensitive hazard identification equipment available—**your senses**.

Take Bill, for example, who used his **sense of smell** to detect hazardous chemical vapors that were leaking from a damaged container. He reported the problem right away, and the damaged container was removed before anyone got hurt.

Then there was Carol, who used her **sense of sight** to spot a carton jutting out into an aisle just waiting to trip the next person who came along. She moved the box out of the way where it would no longer be a hazard.

Terry used her **sense of touch** to warn her that the boards she was handling were rough and had some splinters. She played it safe and took the time to put on a pair of work gloves to complete the job.

What about Al? He used his **sense of smell** to catch a whiff of smoke coming out of a storeroom. When he investigated, he found the area full of smoke and flames. He quickly activated the fire alarm, and the fire was put out before it could do a lot of damage or injure any workers.

And let's not forget Marsha, who used the most important sense of all—her **common sense**—to warn her that she ought to wear a seat belt, even though she was only driving a few miles for her work errand.

Riddle of the Month

A pet shop owner had a parrot with a sign on its cage that said "Parrot repeats everything it hears". Davey bought the parrot and for two weeks he spoke to it and it didn't say a word. He returned the parrot but the shopkeeper said he never lied about the parrot. How can this be?

Answer on Page 2 in Safety Bits and Pieces.



"Um...the new nightshift guy wants to know if there's any garlic, mirrors or wooden stakes on the work site..."

Safety Matters



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Steps to a Safer Job

Job hazard analysis protects you

Some job hazards are obvious. Anyone can see them—even an inexperienced employee. Take, for example, a piece of pipe sticking out of a shelf into an aisle at eye level or a grease spot on the floor. But not all hazards jump out at you. Some lurk in unexpected places such as a storeroom, office or stairwell. Some work slowly over time such as a repetitive motion that eventually causes a musculoskeletal disorder. And some, such as an odorless, colorless, poisonous gas like carbon monoxide, are even invisible.

The best way to find hard-to-detect hazards is to make a step-by-step examination of every task involved in performing your job. Here's how:

Step 1—Break your job down into a series of tasks. Unrecognized hazards might be hidden in any one of those tasks, so take a close look at each one in the order in which you perform it.

Step 2—Identify the hazards. Look for anything that could go wrong while you're performing each of the tasks from Step 1. For example, while performing a particular task, could you:

- Make a movement that could cause an injury, such as strain your back from heavy lifting?
- Trip over objects in the work area or fall from a height?
- Be struck by an object?
- Get a hand or an arm caught in moving machine parts?
- Be exposed to equipment hazards such as electrical shock or burns from hot parts?
- Be exposed to chemical vapors, excessive noise, extreme heat, or harmful dust?

Step 3—Look for ways to eliminate hazards. Ask yourself how you could perform each task more safely. Is there something you could do that you're not doing now? For example, are there any special techniques, such as safe lifting, that you could learn and use to make the task safer? Would inspecting equipment or materials thoroughly before every use help eliminate hazards?

There's usually a lot you can do to make a task safer. Of course, before you make any changes, check it out with your supervisor!

You and Your Safety

Safety requires a lot of attention on everyone's part. Numerous safety programs and regulations are created, safety rules, procedures and programs are implemented, safety equipment is purchased, processes are designed to reduce risks and improve employee safety. Safety training and protective equipment are also provided. But all the regulations, programs, equipment and training can't protect a person who doesn't look out for himself or herself. **The sad fact is that most accidents are someone's fault. They are the result of someone not paying attention or not thinking safety is important in their job. That's why the most powerful and effective safety device of all is you!**

Safety Bits & Pieces

ARE YOU A SAFE DRIVER?

Safe drivers keep alert and look out for such accident-causing conditions as:

- ⊕ Places where accidents frequently occur
- ⊕ Vehicle in unsafe condition
- ⊕ Heavy traffic
- ⊕ Poor road conditions
- ⊕ Bad weather
- ⊕ Unfavorable light—bright sun, glare, or darkness
- ⊕ Unsafe personal conditions—tired, distracted, emotionally upset, angry, or under the influence

PREVENT FALLS AT HOME

Falls are among the most common home accidents so fall-proof your home by:

- ☑ Attaching grab bars to showers and bathtubs and using bathmats
- ☑ Installing nonskid carpet on bathroom floors
- ☑ Making sure carpet is firmly attached to stairs
- ☑ Replacing worn treads or carpet on stairs
- ☑ Installing light switches at the top and bottom of stairwells
- ☑ Installing proper handrails on both sides of a stairwell
- ☑ Using nonskid paint on outside wooden steps
- ☑ Keeping objects off the stairs
- ☑ Using a ladder or stepstool to reach high places, not a chair
- ☑ Using the right ladder for a job and using the ladder correctly

THERE'S MORE TO BACK SAFETY THAN SAFE LIFTING

Using safe lifting techniques is an important way to protect your back from injury. But it's not the only way. Here are other things you can do to protect your back—and your co-workers' backs, too:

- Keep walkways clear of tripping hazards, which can lead to falls and back injuries.
- Use ladders properly to prevent falls and back injuries. Don't climb higher than the fourth rung from the top of a straight ladder, for example, or the second on a stepladder. And always hold on to both side rails as you climb and descend.
- Use handrails on stairs to prevent falls.
- Clean up or report spills, which can cause slips and falls.
- Don't jump from platforms or other heights.
- Use good posture and change your working position as often as you can to relieve muscle stress.
- Limit bending and twisting. Place objects on tables rather than floors, for example, so you don't have to bend and lift.

RIDDLE OF THE MONTH ANSWER:

The parrot was deaf.

Accident Q & A

Check out the answers to these important safety questions:

Q. What should you do if you have an accident on the job?

- A. Get proper medical attention if you're hurt or help co-workers by either dialing 911 or soliciting medical assistance from those trained in emergency medical response (a listing of trained individuals should be available at all sites.) Report the incident to your supervisor.

Q. What should you do if you witness a workplace accident?

- A. Write down what you saw so you don't forget. Your evidence can help in the accident investigation.

Q. What should you do if you're on the scene following an accident?

- A. Don't disturb the scene of the accident. You could destroy valuable evidence. Rope off the area until investigators have a chance to examine it.

Q. How can you contribute to an accident investigation?

- A. Provide any information you have about an accident to investigators. Come forward right away and tell what you know. Don't be afraid of getting anybody in trouble. The purpose of the investigation is to figure out what happened and make changes to prevent future accidents. Nobody's looking to assign blame.

Q. What should you do about near misses or accidents where nobody gets hurt?

- A. Report these incidents as well. We need to know about these events so that we can correct any safety problems and make sure that the same thing doesn't happen again and actually cause an injury.

Notable Quotation of the Month

"Whatever you can do, or dream you can, begin it. Boldness has genius, power, and magic in it."

Johann Wolfgang von Goethe

Safety Tip of the Month

Candles are often part of holiday decorations. Candles should never be left burning when you are away from home, or after going to bed. The candle holder should be completely noncombustible and difficult to knock over.

The candle should not have combustible decorations around it.

On the Lighter Side

Two gas company servicemen - one old, one young - were in a neighborhood reading meters. At the last house, a lady watched through the window as they checked the meter. Their truck was parked at the end of the street and, to prove his fitness, the older man challenged the younger man to a race. As they ran to the truck, they were surprised to find the woman from the last house huffing and puffing right behind them.

"What's wrong?" they said.

She gasped: "When I saw two gas men running as hard as you, I figured I'd better run too!"

Food Preparation Safety Tips

Improperly cooked, served, or stored food can make you sick. Follow these tips:

- 🍷 Wash your hands before you prepare food and after handling meat, poultry, or eggs.
- 🍷 Thaw meat completely before cooking it. Frozen or partially frozen meat could be undercooked.
- 🍷 Never thaw a turkey at room temperature because this promotes the growth of dangerous bacteria. Allow 1 day refrigerator thawing for every 4 pounds of turkey.
- 🍷 Cook foods thoroughly. The U.S. Department of Agriculture recommends using a thermometer and cooking foods until they reach these temperatures:

Whole turkey or chicken	180 degrees F (minimum)
Ground turkey or chicken	165 degrees F (minimum)
Casseroles or stuffing	165 degrees F (minimum)
Pork	160 degrees F (minimum)
Ground meat or egg dishes	160 degrees F (minimum)
All other meat products	145 degrees F (minimum)
- 🍷 Don't let perishable food sit out at room temperature for more than 2 hours. After 2 hours either refrigerate it, reheat it, or throw it away.
- 🍷 Keep hot foods hot and cold foods cold. Put on the table only the food you can use immediately; keep the rest of the food hot or cold until you serve it.
- 🍷 Refrigerate leftovers right away; don't leave them out on the counter to cool.
- 🍷 Reheat all leftovers to at least 165 degrees F.