

# News & Notes

## EVERYONE BENEFITS FROM A SAFE WORKPLACE

- Employees avoid injury and illness.
- The organization is more productive and profitable because less time and money is lost to accidents and missed work time.
- The community has cleaner air and water, and there's less chance of dangerous accidents like fires and explosions that can put lives and property at risk.

## EVERYONE'S RESPONSIBLE FOR WORKPLACE SAFETY

### Management:

- Makes a commitment to provide a safe workplace.
- Develops programs designed to prevent accidents.
- Trains employees to identify hazards and follow safety procedures.

### Employees:

- Take training seriously and apply what they learn on the job.
- Follow safety procedures at all times.
- Stay alert for hazards at all times.
- Report accidents, injuries, and illness immediately.

## WHAT DOES IT MEAN TO WORK SAFELY?

Working safely is more than following specific procedures. It is also the way you approach and think about each task:

- Before you start a job, think about what could go wrong.
- Take the necessary precautions to prevent accidents.
- Focus all your attention on the job at hand.
- Solve safety problems right away—don't ignore them.
- When you're unsure about anything, ask!



## THANKSGIVING RIDDLES

- 1) What side of the turkey is the left side?
- 2) What do you call a bunch of turkeys playing football?
- 3) What do you get if you cross a turkey with a bell?
- 4) What do you get when you cross a turkey with a centipede?
- 5) Is turkey soup good for your health?
- 6) What happened to the turkey whose feathers were all pointing the wrong way?

Answers on page 2 Safety Bits & Pieces

# Safety Matters

Happy Thanksgiving!

Produced by the Insurance Coverage Office

State of Delaware

Issue CXI

November 2015

## Safety Review

### Remember these basic do's and don'ts

#### DO:

- Treat safety as an important job responsibility.
- Think ahead all day, every day, no matter what you're doing.
- Plan each job before you start.
- Consider what could go wrong and how to prevent problems and accidents.
- Read labels, Safety Data Sheets (SDS), and other safety information to help you work safely.
- Inspect tools and equipment before you use them.
- Pay attention to what you're doing and avoid distractions.
- Know what to do in an emergency.
- Take safety training seriously.
- Ask questions when you're unsure of what to do or how to do it.

#### DON'T:

- Ignore any safety hazard—remove it, repair it, or report it.
- Turn a blind eye to co-workers' unsafe actions—talk to them about the risks and the precautions.
- Bypass safety procedures—or let others talk you into doing so.
- Neglect to use required Personal Protective Equipment (PPE).
- Work on hazardous jobs, such as tasks in confined spaces, without a buddy.
- Fool around.
- Ignore good housekeeping requirements in your work area.



"I just read an online article that says you should never believe anything you read online."

## SAFETY TIPS OF THE MONTH

Here are some home safety tips for the upcoming holiday season:

- 1) Don't leave your window blinds up for everyone to see inside as they drive by your house. This can entice a burglar to break in and take all those nicely wrapped gifts or that flat screen TV on your wall that was seen while on the way to break into someone else's home.
- 2) Tear up boxes and put them in a recycle bin before you take them out to the side of the road for trash pickup. If you put a box by the road that contained an expensive, desirable item you're advertising to all that you have that expensive item inside.
- 3) When away, make your home look occupied. Leave a TV, radio and lights on so it appears you are inside. Floodlights are an excellent deterrent for thieves.
- 4) Don't post any information that you are on vacation on social networking sites like Facebook. Wait until you return. Have a safe Holiday season!!

## Safety Bits & Pieces

### WORKPLACE SECURITY

Too frequently we read in the newspaper or hear on the nightly news about an employee who is attacked in the workplace. Sometimes the attacker is a disgruntled former co-worker. Other times it's an estranged spouse or boyfriend. It could also be a customer, thief, or rapist.

You can assist in making your workplace more secure and help ensure that all our security measures and systems effectively protect us all against such dreadful events by taking steps such as these:

- Notify maintenance immediately concerning burned out lightbulbs in hallways, stairways, entrances, exits, outdoor walkways, and parking areas.
- Report any suspicious activity or strangers right away.
- Report any threatening or disturbing phone calls, e-mails, or letters.
- Keep security doors locked at all times.
- Keep fire exit doors closed and secured until needed.
- Keep purses and other valuables locked in a desk drawer or locker.
- Don't lend security IDs, keys, or access cards to anyone for any reason.
- Don't let strangers follow you into the facility through employee entrances or locked doors. Refer them to the main entrance.
- Escort visitors to and from the department or any other areas they need to go.
- Never agree to bring a package into the workplace for a stranger.

### THANKSGIVING RIDDLES ANSWERS

- 1) The part that was not eaten!
- 2) Fowl Play!!
- 3) A bird that has to wring its own neck!!
- 4) A drumstick for everyone!
- 5) Not if you are the turkey!
- 6) He was tickled to death!

### ON THE LIGHTER SIDE...



"A text? See, this is what I mean when I say 'We don't talk anymore.'"

# Computer Ergonomics

Use these tips to prevent strain and pain while using the computer:

### Chair:

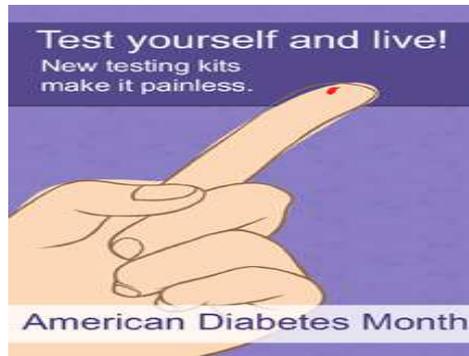
- Chair height is correct when the entire sole of the foot can rest on the floor or on a footrest. The back of your knees should be slightly higher than the seat of the chair. This position allows blood to circulate freely in your legs and feet.

### Display screen:

- Keep the monitor directly in front of you.
- Make sure the topmost line of the screen is not higher than eye level.
- Maintain a viewing distance of 18 to 24 inches.
- Adjust screen and document holder so that you can look from one to the other without excessive movement of the head, neck, or back.

### Keyboard and mouse:

- Adjust the keyboard and/or chair height so that your elbows can hang comfortably at your sides, your shoulders are relaxed, and your wrists are not bent up or down or to either side during keyboard use.
- Adjust the angle of the keyboard so that your forearms are parallel to the floor and elbows at your sides. This allows the hands to move easily over the keyboard.
- Make sure the keyboard is directly in front of you.
- Position the mouse so that your arm is close to your body while using the mouse.
- Maintain a straight line between your hand and forearm while using the mouse.
- Use wrist/palm rests between periods of keying—but not while keying.



### QUOTATION OF THE MONTH

How far you go in life depends on your being tender with the young, compassionate with the aged, sympathetic with the striving and tolerant of the weak and strong. Because someday in your life, you will have been all of these.

George Washington Carver  
American scientist and inventor  
(1860 - 1943)



## From the State of Delaware's Office of Highway Safety... Winter Wonderland

The holidays are almost here. While you are preparing your travel plans, getting excited to celebrate with loved ones and thinking about all the things you will need to do to make it the most wonderful time of the year, take a moment to consider safety – especially on the roadway.

With holiday parties, shopping, travelling to spend time with loved ones, and bad weather; the hustle and bustle of the holiday season leads to more distractions on the road, more drunk drivers, poor visibility, and shoppers everywhere you look. Don't let a crash shake things up this holiday season.

- **Buckle up.** Every trip. Every time.
- **Slow down.** Excessive speed especially on roadways with higher speed limits causes the majority of speed related fatalities.
- **Put your phone away while driving.** We all know that texting while driving is illegal, but using a blue tooth has been proven to cause driver distraction. Concentrate on driving.
- **Walk Smart.** Use a light at night, pay close attention to vehicles travelling on the road and never walk on a roadway while you are impaired.

While you enjoy the winter wonderland, walk safe and drive safe. Law enforcement will be working in order to help keep Delawareans safe so everyone can enjoy a safe holiday without a tragedy. For more information on these and other traffic safety programs, go to [www.ohs.delaware.gov](http://www.ohs.delaware.gov).

**Drive Safe. Arrive Alive DE.**