

News & Notes

HOME FIRE PREVENTION

Home fires can be avoided by bringing fire safety smarts from the workplace home with you. For example:

- Store flammable materials in tight, labeled containers away from heat and electricity. Keep them in a separate garage or storage building.
- Use oil-based paints only in well-ventilated areas with no ignition sources.
- Put rags soaked with flammable liquids outside or in closed containers.
- Install smoke detectors on every floor, including the basement and attic. Check batteries every month.
- Post fire department number next to all phones.
- Develop and practice an evacuation plan.
- Inspect fire extinguishers monthly.
- Teach everyone to STOP, DROP, AND ROLL if their clothes catch fire.

To prevent electrical fires at home:

- Check wires to ensure insulation is intact.
- Don't overload circuits with too many appliances.
- Don't run cords under rugs.

Keep ignition sources away from flammable materials:

- Use a fireplace screen and clean the chimney yearly.
- Keep kerosene heaters away from burnables.
- Use only kerosene in a kerosene heater and fill it only when the heater is cool.
- Don't smoke around flammable liquids or vapors.
- Don't tuck in electric blankets or pile things on them.
- Turn pot handles away from the stove edge and other burners.



Most accidents occur around or under the house.

HOLIDAY RIDDLES

- 1). What do elves learn in school?
- 2). What color candle burns longer, a red candle or a green candle?
- 3). What did the reindeer say before launching into his comedy routine?
- 4). Why was Santa's little helper depressed?

See **Safety Bits & Pieces** page 2 for answers

Safety Matters



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Always on the Job

Use your safety sense at home, too

More people die and are injured in accidents at home than at work. Over 20,000 people die in home accidents every year, and more than 30 percent of all injuries occur at home. Like accidents on the job, most of these can be prevented. The largest number of serious accidents at home result from:

- Falls
- Drowning
- Poisoning
- Fires

Here's how to protect your family from falls:

- ✓ Keep floors, and especially halls and stairs, free of clutter. Don't stack magazines, tools, laundry, toys, or other items on the floor or steps.
- ✓ Make sure stairways are well lit.
- ✓ Check that all stairs, including those to the basement, have sturdy railings.
- ✓ Tack down any loose pieces of carpet or linoleum.
- ✓ Use nonskid mats or decals in bathtubs or showers.

Small children can drown in bathtubs, so NEVER leave them unattended. If you have a pool, make sure everyone knows how to swim and take these precautions:

- ✓ Never let anyone swim alone.
- ✓ Never let anyone swim when they're tired or have used drugs or alcohol.
- ✓ Fence in the pool and keep it locked when no one's there.
- ✓ Cover the pool when it's not in use.
- ✓ Learn CPR, so if there is an accident you'll be able to act quickly.

Here's how to prevent poisoning:

- ✓ Read labels on household cleaners, paints, and garden supplies, and follow their instructions for use, storage, and clean-up.
- ✓ Store cleaning solutions, pesticides, and other hazardous chemicals in places where children can't reach them.
- ✓ Keep containers closed when not in use.
- ✓ Find out about hazardous materials collections days and dispose of old, used, or unlabeled substances properly.

Bring your safety sense home so you can always be on the job for the safety of yourself and your family.

HOLIDAY SAFETY TIPS

Never use lighted candles on a tree or near other evergreens. Always use non-flammable candle holders. Also keep candles away from other decorations and wrapping paper. Outdoor, be sure to place candles in heavy weighted, non-flammable holders where they cannot be knocked down or blown over.

Have a Safe and Happy Holiday Season !!!

Safety Bits & Pieces

DECORATING DO'S AND DON'TS

The best places for holiday decorations are in lobbies, reception areas, and break rooms. Follow these recommendations:

DO USE

- Artificial trees and greenery made of non-combustible or fire-retardant materials or treated with flame retardant
- Nonbreakable decorations
- Flame-retardant paper or cloth decorations
- UL-approved holiday lights and extension cords only

DON'T USE

- Decorations made of flammable or combustible materials
- Electric lights on metallic trees
- Decorations that block emergency equipment, signs, and exits
- Lighted candles
- Stapling of light cords to the wall
- Cords in aisles, dangling over partitions or anywhere they could be tripped over
- Lights left on overnight or over weekends

BE NEAT FOR SAFETY'S SAKE!

You're much safer when your work area is clean and neat, and everything is in its place. Follow these good housekeeping do's and don'ts to make sure your work area stays safe all the time:

DO:

- ✓ Place scrap and trash in appropriate containers immediately.
- ✓ Keep your work area clean by pitching in with such chores as sweeping and wiping down surfaces and equipment.
- ✓ Keep aisles and stairways clear.
- ✓ Report burned out lights and damaged flooring so that it can be fixed.
- ✓ Clean spills immediately—or report a problem if you can't handle it yourself.
- ✓ Store items in their proper place.
- ✓ Put tools and materials away when you're done using them.

DON'T:

- ✗ Don't leave cords, tools, or other materials where someone could trip over them.
- ✗ Don't stack materials too high. Also make sure the biggest, heaviest items are on the bottom.
- ✗ Don't block fire exits, emergency supplies and equipment, or fire sprinklers.
- ✗ Don't store possibly flammable, combustible, or toxic substances until you've read label instructions.
- ✗ Don't ignore potential safety hazards—remove or report them.
- ✗ Don't allow grease and dirt to build up on machinery and equipment.

HOLIDAY RIDDLES ANSWERS

- 1). The elf-abet.
- 2). Neither. Candles always burn shorter.
- 3). This will sleigh you!
- 4). He had low elf-esteem!

Plug In Electrical Safety

10 ground rules for avoiding shocks

Electricity is nothing to fool around with. It can kill you in an instant. To prevent shocks, burns, electrical fires, and electrocutions, follow these 10 essential rules:

1. Never touch anything electrical with wet hands.
2. Leave electrical repairs to qualified personnel.
3. Make sure electrical equipment is properly grounded.
4. Observe locks, tags, signs, and other warnings about electrical hazards.
5. Don't overload electrical outlets.
6. Turn off any electrical equipment that sparks, shocks, smokes, or smells like it's burning—and don't use it again until it's been properly repaired.
7. Use extension cords only when necessary, and use waterproof cords outdoors.
8. Use ground fault circuit interrupters when operating electrical equipment in wet locations.
9. Make sure electrical connections are tight and plugs and cords are in good condition.
10. When fighting an electrical fire, use *only* an extinguisher approved for electrical fires—never a water-based extinguisher.

Many workplace injuries caused by electricity are the result of failing to follow safe procedures. Follow these rules to stay safe around electricity!

ON THE LIGHTER SIDE



"Let's see how long it takes him to re-boot!!"

QUOTATION OF THE MONTH

In truth a family is what you make it. It is made strong, not by number of heads counted at the dinner table, but by the rituals you help family members create, by the memories you share, by the commitment of time, caring, and love you show to one another, and by the hopes for the future you have as individuals and as a unit.

MARGE KENNEDY,
Author

It's No Accident!

Know your role in incident investigations

You play an important role in investigations. Here's how you can help:

- **Report all accidents and near misses right away.** Even if nobody was hurt, your supervisor needs to know what happened so steps can be taken to prevent future problems.
- **If you witness an accident, write down what happened.** Do so as soon after the accident as possible—what, where, when, who, and why.
- **Don't disturb the scene of the accident.** You could destroy valuable evidence that could help investigators figure out how the accident happened.
- **Provide any information you have about an accident.** Come forward right away and tell what you know. Your information is essential to the success of the investigation.
- **Lend your expertise to the investigation.** If you have special knowledge about the equipment or procedures involved or the circumstances surrounding the accident, tell what you know and offer your suggestions.
- **Encourage co-workers to cooperate** in accident investigations. Remind them that the purpose of an accident investigation is to prevent future accidents—accidents that could involve any one of them.
- **Join with co-workers to implement any corrective measures** that come out of an investigation. Follow new safety rules that result from an investigation.