

News & Notes

WATCH YOUR BACK!

Safe lifting is important for everyone—but it's especially important if your job involves frequent lifting. Here are 15 steps to safer lifting recommended by NIOSH (National Institute for Safety and Health).

Proper Lifting Technique

To avoid painful and often prolonged back injuries:

1. Warm up your muscles by stretching.
2. Plan the lift. Ask yourself:
 - Is the load an awkward size or shape?
 - Is it too heavy for one person? Do I need help?
 - Do I need a tool to assist me?
3. Get someone to help and/or a tool if you need it.
4. Bring the load as close to your body as possible.
5. Use a wide, balanced stance with one foot slightly ahead of the other.
6. Tuck your pelvis. By tightening your stomach muscles you can tuck your pelvis, which will help keep your back in balance while you lift.
7. Bend at your knees instead of your waist. This helps keep your center of balance and lets the strong muscles of your legs do the lifting.
8. Lift the load slowly using your legs.
9. Use smooth movements.
10. If two people are lifting the load, synchronize the lifting by counting down (3,2,1 lift), following the same lifting technique.
11. Set the load down using the leg and back muscles; comfortably lower the load by bending at the knees.
12. Avoid reaching when setting the load down.
13. Always lift a balanced, even load.
14. Use mechanical lifting devices for heavy or awkward loads.
15. Make sure you use the same safe techniques when you set your load down.

HOLIDAY RIDDLES

- 1) Why did the elf push his bed into the fireplace ?
- 2) Where do snowmen go to dance?
- 3) Who says "Oh, Oh, Oh!"?
- 4) Why do mummies like gift exchanges so much?
- 5) How do you know when Santa's in the room?
- 6) Where do snowmen keep their money?

Answers on Page 2 Safety Bits and Pieces

SAFETY TIPS OF THE MONTH

Remember these tips when planning on attending any party:

- Have something to eat before consuming alcoholic beverages.
- Eat high protein foods that will stay in your stomach longer and slow the absorption of alcohol into your system.
- Remember only time will eliminate the alcohol from your body.
 - Know your safe limit.
 - Never drink and drive.



"It's that time of year, so I'm going through the motions of being good for goodness sake. What are you doing?"

Safety Matters



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HOLIDAY SAFETY TIPS

It's easy to get caught up in the hustle and bustle of the holidays. Use these expert tips and precautions as a guideline and spread the spirit of safety this holiday season.

KNOW THE DANGERS OF HOLIDAY DECORATIONS

- The National Fire Protection Association recommends that if you're going with a live tree, get it fresh. An old tree with dry needles is a fire hazard. If it's an artificial tree, make sure it's fire-retardant. Set up the tree in a sturdy tree stand and keep it clear of the fireplace, radiator, heater or any other heat sources. Also, make sure it's not in the way of traffic or blocking any doorways.
- Check your string of lights before you use them. Holiday lights should be inspected (even if they're new) for frayed wires, bare spots, gaps in the insulation, broken or cracked sockets, and excessive kinking or wear before putting them up. Make sure you don't overload your electrical outlets. Periodically check your wires, making sure they aren't warm to the touch. Turn off your lights whenever you leave the house unattended.
- Breakable ornaments, small trimmings and sharp hooks can be extremely dangerous when there are kids and pets in the home. Keep an eye out for small objects, items with removable pieces, candy or anything that can be swallowed and choked on. When wrapping presents, keep track of your tape, scissors and ribbons, and put them away when you're done using them.

GET RESPONSIBLE AT GET TOGETHERS

- Whether you've got people over or you're out and about visiting others, make sure children are always supervised. If the place you're visiting isn't child-proofed, be aware of the potential danger spots and watch the children closely. Make sure pets are in a safe area so they can't slip out of the house, be stepped on or find a way to get to items they can easily choke on or swallow.
- Where there's a party, there's food. And you can never be too careful when it comes to food safety. Keep food covered, your hands washed and hot foods and liquids out of the reach of children. The Virginia Department of Agriculture and Consumer Services recommends these 4 food storage rules:
 1. *The Chill Factor* – Refrigerate perishables within 2 hours of purchase or preparation, or within one hour if the temperature is above 90° F.
 2. *The Thaw Law* – Never defrost food at room temperature. Use the refrigerator instead. If you're planning to cool right away, use the microwave or submerge food in cold water using an airtight container.
 3. *Divide and Conquer* – Split up large amount of leftovers into smaller, more shallow containers.
 4. *Avoid the Pack Attack* – Don't over-stuff the refrigerator. Keep food safe by allowing cold air to circulate.And just in case, keep emergency numbers on hand. To reach the poison center that serves your area, contact the American Association of Poison Control Centers at 1-800-222-1222.
- Always designate a driver when attending an event or party that involves alcohol. If alcoholic beverages are served, party hosts should cut off serving alcohol well before the party's over. They should also have plenty of coffee available and be able to offer a place for guests to sleep.

BE ON THE LOOKOUT WHEN SHOPPING

- Try to shop in pairs. Avoid parking the car in dark, isolated areas. Be suspicious of strangers that come up to you for no reason. They may be trying to distract you in order to take your purse, packages or other belongings.
- Make purchases with a check or credit card, and avoid carrying large amounts of cash. When you hand your card over to the salesperson, never let the card out of your sight. When you get home, keep a record of purchases you've made on your card, and check them against your monthly statement.
- Keep an eye out for identity theft. According to the Federal Trade Commission, if your identity has been stolen contact the fraud department at one of the major credit bureaus: Equifax (1-888-766-0008), Experian (1-888-397-3742) or TransUnion (1-800-680-7289). The bureau will place a fraud alert on your file and notify the other two bureaus of the alert.

Safety Bits and Pieces

TREATING SPRAINS AND STRAINS

When should you treat a sprain yourself and when should you let a doctor treat you? According to health professionals at the Mayo Clinic, get immediate medical attention for a sprain if:

- You hear a pop when the joint is injured.
- The injured part of your body is very swollen and you can't use it.
- You run a fever and the injured area is red and hot to the touch.

What about a muscle strain? The Mayo Clinic experts advise seeing a doctor if:

- The area swells up quickly and is very painful.
- You think you might have torn a muscle or even broken a bone.
- There's no improvement within two or three days.

FOLLOW ME!

Did you know that your co-workers may look to you for lots of things at work: your knowledge of hazards, advice about proper procedures, feedback about safe behavior, and help in avoiding accidents, to name just a few? One of the best ways to fulfill your role as a safety leader is to set a good example.

Here's how:

- Follow every safe work procedure every day, from using personal protective equipment to practicing good housekeeping.
- Avoid obviously unsafe acts like wearing jewelry around machinery or running through the work area.
- Report things that don't seem right.
- Obey all safety procedures and rules.
- Find ways to make the job safer. Your expertise can help you spot hazards and come up with ideas for improving safety performance.
- Take an interest in safety. Ask questions and contribute to safety committees/teams and the like.
- Participate in safety training, discussion groups, and demonstrations. Show that you're involved.

HOLIDAY RIDDLES ANSWERS

- 1) Because he wanted to sleep like a log!
- 2) The Snow Ball.
- 3) Santa walking backwards!
- 4) Because of all the wrapping!
- 5) You can sense his presents.
- 6) In a snow bank, where else?



Work Safer—Today

10 steps you can take now to protect your safety

Safety is too important an issue to put off until tomorrow. Act today to protect your safety on the job. Don't wait for a near miss or an accident to happen before you work safer. Here are 10 simple steps you can take to improve safety in your work area and protect yourself and your co-workers from injuries:

1. Pay attention to your work at all times.
2. Avoid unsafe acts or behavior.
3. Follow all safety rules and procedures.
4. Be especially careful with new tasks, tools, substances, and equipment.
5. Always wear assigned personal protective equipment.
6. Never come to work under the influence of drugs or alcohol.
7. Read and follow safety directions on chemical container labels and in safety data sheets.
8. Report any unsafe conditions to your supervisor right away.
9. Ask questions when you're not sure about how to do a job safely.
10. Take safety training seriously and use what you learn on the job.

Statistics tell us that someone, somewhere, is injured on the job every 18 seconds. Safety experts tell us that virtually all accidents can be prevented. So why are there still so many workplace accidents? Because too many people are not following these 10 simple steps to working more safely. Are you?

ON THE LIGHTER SIDE



"It's a real pet, Andrew. You don't press a button to play with it."

QUOTATION OF THE MONTH

"Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit."
Aristotle, Greek philosopher and scientist



From the State of Delaware's Office of Highway Safety... Safe Family Holiday

It's a wonderful time of the year. The time of year when we celebrate our accomplishments,, consider our challenges, and join friends and family in welcoming the New Year. Here at OHS, we find ourselves doing the same thing.

Like you, we look forward to celebrating the holidays. But there is a balance between having fun and being responsible behind the wheel. Our goal is to keep families safe while travelling on Delaware roadways during this very special time of year. Awareness and enforcement are the cornerstones of our annual Safe Family Holiday campaign:

- The DUI Tree project brings awareness of the number of alcohol-involved crashes between Thanksgiving and New Year. You can find DUI Trees at Beebe Hospital, BayHealth Medical Center, and Al DuPont. Or, you can check out our virtual DUI Tree for weekly updates during the holiday season at www.duirealtime.com.
- Holiday Mocktail events are planned statewide to encourage responsible party planning. Each event features a non-alcoholic party punch and smart party snacks. Take a peek at our Safe and Sober Party Guide for mocktail recipes and party planning tips. Mocktail books are always free of charge and available online at www.ohs.delaware.gov.
- Be aware that enforcement is statewide and ongoing from now through the end of the year. Enforcement includes sobriety checkpoints and overtime patrols looking for speeding and impaired drivers, as well as anyone who is not properly secured in a seat belt. Remember to give yourself plenty of time to get to your destination, never drive impaired, and always buckle up.

From all of us here at the Office of Highway Safety, Have a Happy and Safe Holiday Season!
Drive Safe. Arrive Alive DE.