

YCPARMIA Safety Journal

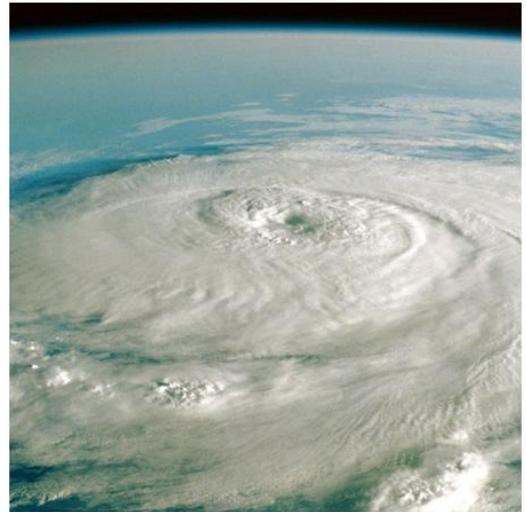
September, 2007

Emergency Action

Are you prepared for an evacuation?

In a workplace emergency you have to act quickly and effectively. So:

- ✦ **Know your workplace's Emergency Action Plan**, including how and to whom to report workplace emergencies.
- ✦ **Know where emergency alarms are located** and how to use them.
- ✦ **Understand how to perform emergency duties** you've been assigned.
- ✦ **Have at least *two* emergency exit routes**—a primary route and an alternate route in case your primary route is blocked by fire or smoke.
- ✦ **Follow EXIT signs** to evacuate safely.
- ✦ **Move swiftly**, but don't run.
- ✦ **Once outside, move away from the building** and its exits so you don't hamper emergency operations.
- ✦ **Know the location of your safe haven** or refuge—the place you should escape to in the event of an emergency.
- ✦ **Report to the evacuation warden** when you reach the safe haven.
- ✦ **Stay in the refuge until notified** by the warden that it is safe to leave.



Also remember these important evacuation safety tips...

- ✦ **Recognize your limits**; don't be a hero.
- ✦ **Do your job and let others do theirs**; everyone has specific jobs for which he or she has been trained.
- ✦ **Remain calm**; help others if you can do so without endangering yourself.

Don't Leave It to Chance

Prepare yourself to deal with a disaster

September is **National Preparedness Month**, which makes it a good time to prepare yourself and your family for a natural or other type of disaster. Here are some preparedness tips from the Department of Homeland Security:

- ✦ Imagine that you're involved in a disaster and picture what you need to do to be prepared.
- ✦ Read your workplace's emergency plan for information about work-related disaster response.
- ✦ Designate a family emergency contact person outside your area, such as an out-of-state relative or friend.
- ✦ Make emergency contact cards for the whole family to carry.
- ✦ Pick a place to meet with your family after the emergency in case you are separated.
- ✦ Check with your kids' school and request a copy of their emergency plan.
- ✦ Plan what you will do with pets if you have to evacuate the area and can't take them with you.
- ✦ Talk with neighbors about how to cooperate in a communitywide emergency.
- ✦ Keep enough supplies in your home to meet the needs of you and your family for at least 3 days, and prepare an emergency supply kit to take with you if you need to evacuate.

Cancer Prevention 24/7

A dozen ways to protect yourself

The good news is that studies show that long-term cell phone use is not linked to cancer. The bad news is that there are lots of other ways to get cancer. In fact, cancer accounts for about 1 in 4 deaths in the United States every year.

But these days a cancer diagnosis isn't necessarily a death sentence. Millions of survivors are living normal, happy lives. You may know some of them, if you aren't one yourself. If you haven't had a brush with cancer—or to stay cancer-free if you're a survivor—follow these tips from the American Cancer Society:

- 1. Maintain an ideal weight.** Both men and women who are overweight are more likely to develop cancer.
- 2. Reduce total fat intake.** Saturated and unsaturated fats have been linked to cancer.
- 3. Include sources of vitamins A and C in your diet.** Sources include leafy greens and yellow-orange vegetables and fruits.
- 4. Include sources of vitamin E as well.** You can get it in whole-grain cereal, nuts, and beans.
- 5. Eat more cruciferous vegetables.** Cabbage, brussels sprouts, and cauliflower are in this category.
- 6. Reduce intake of salt-cured, smoked, and nitrate-cured foods.** Take it easy when it comes to foods like bacon, sausage, ham, and smoked fish.
- 7. Reduce alcohol consumption.** Moderation is the key.
- 8. Give up tobacco products.** Millions have done it successfully.
- 9. Limit sun exposure.** Always use sunscreen when you will be exposed.
- 10. Exercise regularly.** No gym required—walking will do the job.
- 11. Get regular cancer-screening tests**—especially if there's a history of cancer in your family. The key is to catch the disease early.
- 12. Keep alert for changes in your body** that could be signs of cancer, such as a sore that doesn't heal, the presence of thickening or a lump, unusual bleeding or discharge, a change in a wart or mole, a nagging cough or hoarseness, indigestion or difficulty swallowing, or a change in bowel or bladder habits.

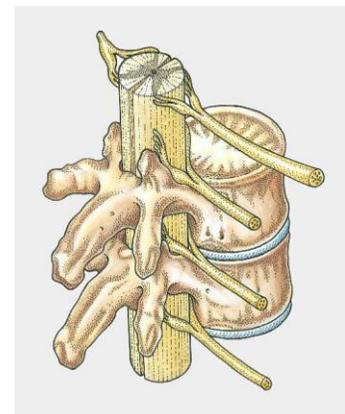
Back Care Checklist

How well do you take care of your back?

On average, 100 U.S. workers a day injure their backs on the job. Many more people hurt their backs working around the house and yard or in recreational activities. Most back injuries are painful. Some are permanently disabling. And once you've injured your back, there's a good chance you could injure it again. But most problems are preventable if you take a few precautions.

Use this checklist to find out how well you take care of your back.

Do you:	Yes	No
⇒ Maintain a healthy weight that takes pressure off your back?	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Exercise regularly to strengthen your back, stomach, and leg muscles?	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Avoid sudden, sharp moves while working?	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Do something relaxing every day to relieve stress?	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Move your body as a single unit rather than twisting it?	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Sleep on a firm mattress with your knees bent?	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Always lift with your legs, not with your back?	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Concentrate on maintaining your back's natural curves with every task you perform on or off the job?	<input type="checkbox"/>	<input type="checkbox"/>



How did you do? Is there a check in every Yes box? If not, you need to take better care of your back to avoid injury.

Reduce the Tension

Do's and don'ts when violence threatens

When people get angry at work, their anger can lead to violence—but it doesn't have to. Follow these do's and don'ts to reduce tension and minimize the chance that anger will escalate into violence if a co-worker or customer gets upset.

DO:

- Remain calm** and courteous.
- Show respect** for the other person, even if you don't agree.
- Focus on the problem** or behavior, not the person.
- Alert co-workers** to the trouble without drawing attention to what you're doing (create an agreed-upon signal with co-workers to use in such situations).
- Call your supervisor**, security department, or the police if the situation starts to get out of control.

DON'T:

- Argue** or raise your voice.
- Respond to a threat with a threat.**
- Do anything to make the person angrier** or increase the danger.

Although in most cases people won't become violent, taking the right steps can reduce the possibility even further. In every case, take all threats seriously and report them to your supervisor.

Good Hygiene Checklist

How to keep clean and healthy on the job

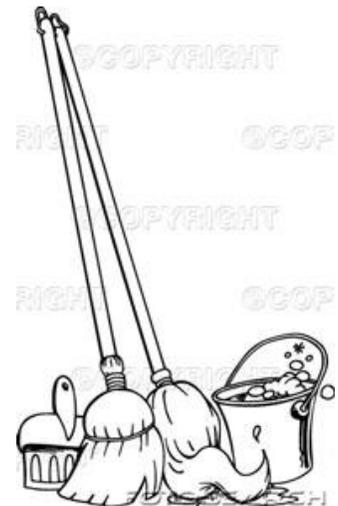
Workplace surfaces can harbor germs and bacteria. And contact with hazardous materials can make you sick. Use this hygiene checklist to keep you well at work—and to send you home healthy, too.

- | | Yes | No |
|---|--------------------------|--------------------------|
| • Do you always wear required PPE and inspect it before each use? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you wash hands frequently during the day, and always after using the toilet and before eating? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you keep cuts and sores covered with a bandage? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you keep your hands away from your mouth, nose, and eyes if they're dirty or contaminated with hazardous substances? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you wear clean work clothes every day? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you remove contaminated clothing and PPE carefully and dispose of it properly? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you wash thoroughly after removing work clothes and before putting on street clothes? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you store and wash street clothes and work clothes separately if there is any risk of cross-contamination? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you keep food, beverages, and tobacco products out of the work area? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you eat and smoke only in designated areas? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you store food for work meals and snacks at the right temperature? | <input type="checkbox"/> | <input type="checkbox"/> |

6 NEEDS FOR A HEALTHY LIFE

We all have different ideas about what makes for a good life. But if you want to live a good, *healthy* life, there are certain basic requirements that apply to everybody:

- 1. Proper nutrition.** Healthcare professionals say that you should eat three meals a day and maintain a well-balanced diet that includes vegetables and fruits, as well as some meat and fish and a reasonable amount of carbohydrates.
- 2. Regular physical activity.** Physical activity is an essential element of good health. Most people need at least 30 minutes of exercise most days of the week.
- 3. Enough rest.** Sleep needs vary from person to person. Most people need a good 7 to 8 hours a day. Lack of sleep can quickly wear your body down, lowering your resistance to illness.
- 4. Preventive health care.** Regular checkups, dental and eye care, and necessary immunizations are all part of maintaining a healthy lifestyle.



Machine Checklist

Always operate equipment responsibly

- Inspect machines before each use.
- Make sure all machines are guarded at:
 - Point of operation
 - Ingoing nip points
 - Rotating parts.
- Never remove or disable a machine guard.
- Know how to turn the power off quickly.
- Read and follow the machine manufacturer's instructions for use.
- Follow training program directions and company procedures.
- Use a push stick, not your hands, to feed materials into a machine.
- Don't rush through your work; pay attention to what you're doing.
- Always be aware of where both your hands are at all times.
- Wear required PPE, such as safety glasses and hearing protection—but generally not gloves, which could get caught in a machine's moving parts.
- Don't wear loose clothing or jewelry, and tie up long hair, that could get caught in a machine's moving parts.
- Don't use a malfunctioning machine; post a "DO NOT USE" sign and report the problem right away.
- Don't try to repair machinery unless you've been trained and authorized.
- If you are authorized to make repairs or perform maintenance, always use lockout/tagout procedures to prevent unexpected start-up.



Why Safety Rules Matter

Consider these real accident reports:

- An office worker spent several years working with a desk and chair that were not properly adjusted for her. She typed steadily for hours without breaks, and did not tell her supervisor when she began to suffer pain in her wrists. She developed carpal tunnel syndrome that required surgery. The surgery was only partially successful, and she was left permanently disabled and in constant pain.
- A worker's arm was crushed when he reached into a conveyor belt mechanism to remove a blockage. He'd turned off the power, but he ignored the safety rule to lock it out. A co-worker who couldn't see him turned the power back on.
- An employee was killed when a piece of metal he was cutting bounced off the table and hit him in the head. He wasn't wearing a hard hat per the safety rules.
- A worker tried to stop a hazardous solvent spill by turning off the valve instead of following workplace rules to evacuate. He wasn't wearing a respirator and was overcome by toxic vapors and died.
- Two workers were killed when a crane fell on them because a co-worker had loaded the crane above its rated capacity.

Don't be one of the 4 million-plus American workers who are injured on the job every year—or one of the 5,500-plus who are killed. Take safety rules seriously.

WATCH YOUR STEP ON STAIRS!

Stairs are a major workplace and home fall hazard. Take these precautions:

- ⇒ Make sure the stairwell is lit.
- ⇒ Take one step at a time.
- ⇒ Use hand rails.
- ⇒ Pay special attention on steep steps.

