



YCPARMIA Safety Journal

November, 2008

Right or Wrong Moves?

Rate your lifting and carrying technique

When you're lifting and carrying heavy objects, one wrong move could mean a painful strain. So take a few minutes now to rate your technique. For each of the questions, rate yourself on a scale of 1 to 5, where:

- 1 means Never,
- 2 means Rarely,
- 3 means Sometimes,
- 4 means Usually, and
- 5 means Always.

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|--|---|---|---|---|---|
| • Do you examine an object before you lift it? | 1 | 2 | 3 | 4 | 5 |
| • Do you plan a move before you lift? | 1 | 2 | 3 | 4 | 5 |
| • Do you check out your route to look for obstacles? | 1 | 2 | 3 | 4 | 5 |
| • Do you face the load with your feet shoulder-width apart? | 1 | 2 | 3 | 4 | 5 |
| • Do you keep your heels down and your feet pointed out? | 1 | 2 | 3 | 4 | 5 |
| • Do you squat by bending at the knees as opposed to keeping knees locked and bending at the waist? | 1 | 2 | 3 | 4 | 5 |
| • Do you grasp the load firmly with both hands and slide it close to your body? | 1 | 2 | 3 | 4 | 5 |
| • Do you use your leg and stomach—as opposed to your back—muscles to power the lift? | 1 | 2 | 3 | 4 | 5 |
| • Do you raise the load slowly, keeping your head up? | 1 | 2 | 3 | 4 | 5 |
| • Do you make sure you can see over the load before you move with it? | 1 | 2 | 3 | 4 | 5 |
| • Do you walk slowly and look where you're going? | 1 | 2 | 3 | 4 | 5 |
| • Do you hug the load to reduce strain on your back? | 1 | 2 | 3 | 4 | 5 |
| • Do you turn your body as a single unit when making turns as opposed to twisting? | 1 | 2 | 3 | 4 | 5 |
| • Do you reverse the lifting process when you unload by bending at the knees and slowly lowering the load? | 1 | 2 | 3 | 4 | 5 |
| • Do you grip the load on its sides as you lower so that you don't pinch your fingers as you put it down? | 1 | 2 | 3 | 4 | 5 |

TOTAL SCORE: _____

How do you rate?

If you scored anything over 70, you've got a great, safe lifting and carrying technique. A score between 60 and 70 means you're doing a good job, but you need to brush up on your technique. A score less than 60 but more than 45 isn't very good. You could be looking at an injury soon. Anything less than 45 and you need to improve your lifting and carrying technique right now.

STEP AWAY FROM THE VENDING MACHINE!

Snacking at work helps keep energy up and hunger pangs down. But it's not always great for your waistline or your health.

The secret to healthy snacking is to choose snacks made up of the same elements that go into healthy meals such as fruit, vegetables, whole grains, and low-fat dairy products for protein and calcium. The other trick is to avoid the "mindless eating" that comes from stress or boredom and does little more than pack on the pounds.

Here are some tips from WebMD for healthy snacks that are easy to eat on the job and easy to bring from home:

- Trail mix or dried nuts or fruit
- Vegetables like carrot sticks, broccoli florets, or sliced peppers with a lowfat dip
- High-fiber, low-sugar breakfast cereal
- Low-sugar instant oatmeal
- High-fiber, lower-fat crackers with natural-style peanut butter
- Lowfat yogurt or cottage cheese with fruit

Pay attention to the beverages you choose, too. Healthy choices include mineral water, herbal or regular tea, coffee without the creamer and sugar, low-calorie hot chocolate, or lowfat milk.

Lockout/Tagout

What everybody needs to know

When a machine needs maintenance or repairs, we have authorized maintenance personnel to do the job. These folks are specially trained to follow lockout procedures required by OSHA. Lockout is required to prevent unexpected start-ups while someone is repairing or servicing a machine.

The lockout procedure begins when maintenance informs machine operators and others in the work area that a piece of equipment is going to be shut down. Maintenance personnel then shut down the equipment and isolate energy sources so the equipment can't be started. A lock and a tag are placed on the energy isolation device (often a circuit breaker). After that, maintenance personnel make sure any stored energy is released from the machine, and then they test to make sure the power is really off and the machine won't start.

At that point, they're ready to service the machine or make repairs. Once they're finished working, they need to take these important steps. They will:

1. Clean up and inspect the work area.
2. Notify you and your co-workers that they will soon be starting up the machine and ask you to stay clear of the area until start-up is completed.
3. Remove locks and tags and reenergize the machine.
4. Restart the machine and make sure it is working properly.

Flesh-Eating Chemicals?

Yes! Corrosives can be very hazardous

Corrosive chemicals can:

- ✗ Attack skin, eyes, and other tissue
- ✗ Attack other materials
- ✗ Contribute to fire hazards
- ✗ Generate heat and hydrogen gas
- ✗ Be toxic when inhaled

Corrosives are most often thought of as being liquids, such as sulfuric acid and other corrosive acids. But they can also be caustic granules or powders. And corrosive gases or mists are often released from concentrated corrosive liquids. When you work with these materials, read the material safety data sheet (MSDS) and the container label for safety information, such as the health hazards, symptoms of exposure, required personal protective equipment, and safe handling procedures.

Also check the MSDS for first aid for specific materials. Here are the basics:

- Corrosives in the eyes—flush with water for about 15 minutes
- Corrosives on the skin—flush with water and remove contaminated clothes
- Inhalation—move into fresh air
- Swallowing—follow MSDS instructions and call for emergency medical help

A follow-up visit to the doctor is recommended for any exposure to corrosives.

EYES DRY AND FEELING GRITTY?

If you work on a computer all day, you could be at risk for *dry eye syndrome* (DES). DES is just what it sounds like—a lack of natural moisture in the eyes.

The result is redness, itching, burning, blurred vision, a sensation of grittiness, or even the frightening feeling of a sharp object stuck in the eye. DES primarily affects people tied to computer screens in climate-controlled offices.

Reports indicate some 9 million to 10 million Americans have been diagnosed with chronic DES, and many more sufferers have symptoms on an occasional basis. More women than men seem to suffer with it, especially women going through menopause.

What can you do about DES?

☑ **Drink lots of water!** Nothing else keeps the body's water supply replenished.

☑ **Blink more often!** And close your eyes for 10 seconds every 5 to 10 minutes. This allows the moisture to build up again.

☑ **Put a humidifier on your workstation** to add moisture to the air around you.

☑ **Take frequent breaks** from computer work.

☑ **Switch from contact lenses to regular eyeglasses** when you're at work. Free flow of moisture over the eye trumps vanity.

☑ **Moisten your eyes periodically** throughout the workday with eye drops.

If these steps fail, see your doctor. He or she can prescribe special eye drops or an ointment to use before bed.

Put Wheels Under the Load

Use material-handling equipment

Material-handling equipment can help you safely move heavy and awkward-sized loads, and save your back in the process. There may still be some lifting to get the load onto the equipment, but then you don't have to lug it to your destination.

Follow these tips for working with manual material-handling aids:

- ⇒ **Choose the right equipment for the job.** For example, an ordinary hand truck is fine for a load of heavy cartons, but you'll need a curved-bed hand truck for barrels and drums. A cart or dolly might be better for other loads.
- ⇒ **Place heavy objects on the bottom** of material-handling equipment and lighter ones on top for a stable stack.
- ⇒ **Secure bulky, loose, or delicate objects** so they can't tumble off.
- ⇒ **Push rather than pull the load forward** with the strength of your legs and upper body. Maintain a firm grip with buttocks out, back relaxed and comfortably straight, and knees slightly bent. Your hands should be between your upper thigh and chest when pushing.
- ⇒ **If the load is too heavy for manual lifting aids**, you need to use a forklift, a pallet jack, a hoist, or some other powered equipment to lift and move it.



Facts About Diabetes

What you need to know

This month is **National Diabetes Month**, which is a good time to learn that:

- Over 20 million Americans (7 percent of the population) have diabetes. Of that number, more than one-quarter are undiagnosed.
- More than 10 percent of men over age 20 and nearly 9 percent of women over 20 have diabetes.
- 90 percent to 95 percent of people who get diabetes are overweight, are physically inactive, or have a family history of diabetes.
- About 20 percent of people over 60 have diabetes.
- African Americans are almost twice as likely to have diabetes as whites, and Hispanics are a little more likely to have the disease than non-Hispanics.
- People with diabetes are more likely to have:

- Heart attacks and strokes
- Blindness
- Amputations
- High blood pressure
- Kidney disease
- Nervous system disease

- Diabetes is one of the leading causes of death in the United States as listed on death certificates, but may actually be a factor in many more deaths not directly attributed to the disease.

Fortunately, diabetes is treatable through diet, exercise, and medication. A simple blood test can determine if you have diabetes. Everyone should be tested by the time they reach middle age. If you haven't been tested yet, get one this month.

COMMIT TO QUIT

Did you know that tobacco use is the single most preventable cause of death in the United States?

The American Cancer Society estimates that one in five deaths among Americans is caused by tobacco use. **The Great American Smokeout is Thursday, November 20.** If you smoke, commit to quit.

Think about it this way. If you quit now, you'll probably live longer, and you'll definitely be healthier. You'll feel better, and you'll smell better, too. You'll also save a pile of money. Just think about how much cigarettes cost you every month, and how much it'll cost you in medical bills if you get a smoking-related disease like cancer or emphysema.

Think about all that—and then think about quitting once and for all this year.

What to Watch Out For

Top 10 most disabling workplace injuries

The Liberty Mutual Research Institute for Safety releases an annual Workplace Safety Index that identifies the top 10 most disabling workplace injuries for that year. The most recent list includes the following injuries:

1. Overexertion—injuries caused by excessive lifting, pushing, or pulling
2. Falls on the same level
3. Falls to a lower level
4. Bodily reaction—sprains from slipping or tripping without falling
5. Struck by an object
6. Highway accidents
7. Repetitive motion
8. Struck against an object
9. Caught in or compressed by equipment or objects
10. Assaults and other violent acts



You can boil that list down a little further to seven basic work-related safety hazards—overexertion, falls, impact, amputation/crushing, repetitive motion, traffic accidents, and workplace violence.

If you face any of these hazards on the job, be extra cautious every day. The injuries that can result from these hazards are often serious, and sometimes fatal.

Workplace Housekeeping

Test your knowledge

1. Which of these statements about housekeeping is true?
 - a. Many workplace accidents can be traced back to poor housekeeping.
 - b. In most workplaces housekeeping has little effect on safety and health.
 - c. OSHA has no requirements concerning workplace housekeeping.
2. Who is responsible for housekeeping tasks?
 - a. Maintenance
 - b. Designated employees in each area
 - c. All employees
3. How often do you need to attend to housekeeping tasks?
 - a. Every day
 - b. Once a week
 - c. Once a month
4. When should tools be put away in their proper storage area?
 - a. At the end of the shift
 - b. When you're through using them
 - c. Either "a" or "b"
5. Which of these should combustible materials be kept away from?
 - a. Water
 - b. Cold
 - c. Heat
6. In addition to preventing accidents, what else does good housekeeping do?
 - a. Reduces productivity
 - b. Improves quality
 - c. Increases lost workdays
7. Which is a sign of possible housekeeping problems?
 - a. Equipment downtime
 - b. Being unable to find things
 - c. Both "a" and "b"



Answers:

- (1) a (2) c (3) a (4) b (5) c (6) b (7) c