



Fire Prevention What You Can Do

You can do a lot to help prevent fires in our workplace. Remember that fire results from combining fuel, oxygen, and heat.

1. **Fuel:** Paper, wood, flammable substances such as gasoline
2. **Oxygen:** A gas present in the air
3. **Heat or Ignition Source:** Flame, electricity, friction, spark, chemical reaction

To prevent fires, keep fuel, oxygen, and heat from coming together. OSHA requires employers to have a fire prevention plan that covers workplace fire hazards and contains procedures and responsibilities for preventing fires. Know and follow your fire prevention plan, and practice good housekeeping to keep fuels away from heat and ignition sources.

- Dispose of waste promptly and properly.
- Keep work areas free of dust and lint.
- Keep combustible materials away from lights and machinery.

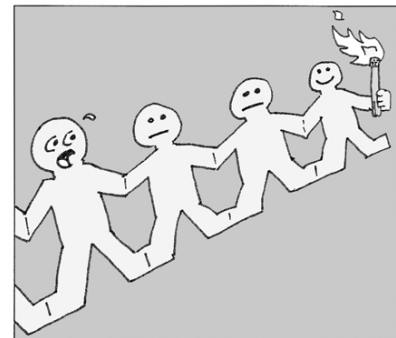
Remember to use and maintain electrical equipment properly. Electrical equipment causes the largest number of workplace fires.

- Replace cords and wires that are frayed or have worn insulation.
- Don't overload circuits, motors, fuses, or outlets.
- Make sure you have good ground connections.
- Don't run heating equipment or machinery unattended overnight.
- Keep bearings lubricated so they don't run too hot.
- Keep machines and motors clear of dust and grease.

Here are other ways to avoid exposing fuels to heat sources:

- Smoke only in permitted areas. Put out cigarettes and matches care fully.
- Use space heaters only when necessary and in well-ventilated areas.
 1. Refill space heaters only when they're turned off and cool.
 2. Place space heaters so they can't fall over.
- Perform welding and cutting operations only in separate, fire-resistant areas.

Also prevent fires that result from chemical reactions by reading labels and material safety data sheets (MSDSs) so you don't use or store incompatible substances together.



"Hey, pass it on: Don't play with matches!"



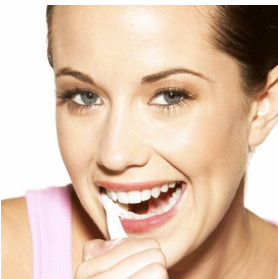
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SEVENTH INNING STRETCH

Even if your team isn't in the World Series this month, you can still take a seventh inning stretch at work. So says Jack Bastable, national health and productivity leader of CBIZ Benefits & Insurance. "Instead of an extra coffee break or cigarette break, take five minutes to stretch. Whether it's late in the game or late in the workday, stretching can help you keep your focus and energy."

Research shows that stretching for just a few minutes increases blood flow and circulation, prevents injury and improves overall health. Bastable concludes: "Office workers are prone to carpal tunnel syndrome, lower back pain and frequent snack attacks; stretching helps to combat all three."



Trick or Treat? Make Sure Halloween is a Treat and take these precautions:

- Carry a flashlight with a strong beam and good batteries.
- Ensure young kids are accompanied by adults or responsible older children.
- Ensure older kids travel in groups.
- Follow the rules for crossing streets.
- Approach houses only if they have outside lights on.
- Use driveways and sidewalks; whenever possible don't walk on people's lawns.
- Don't eat treats while walking; wait until you get home.
- Don't run from house to house; it's not a race and running in a costume on unfamiliar terrain can cause slips, trips, and falls.



Be careful with the treats:

- Check all treats before letting kids of any age have them.
- Throw out items with torn wrappers.
- Discard items that may be outdated.
- Don't let kids—or you—gorge! Portion out treats over the next week or so.

These precautions for walking around the neighborhood on Halloween should always be followed anytime you walk at night.

Brush Your Teeth! A key to overall health

According to a report by the U.S. Surgeon General, poor oral health is a factor in life-threatening diseases that kill millions of Americans each year. Gum (periodontal) disease has been linked to heart and lung disease, diabetes, and several other serious health conditions. If you're like many Americans, you don't take as good care of your teeth and gums as you should. Consider these jaw-dropping statistics from the American Dental Hygienists Association:

- 50% of Americans do not receive regular oral health care.
- 75% of the U.S. population has some form of periodontal gum disease.
- 50% of all Americans aged 17 and under have had cavities in their permanent teeth.
- Only about 55% of people who floss do so every day. Women floss more than men and people over age 50 floss more than younger people.
- 75% of patients don't change their toothbrush as often as they should. Replace your toothbrush every 2 to 3 months and after illnesses, such as a cold or flu.