



## **Emergency Action:** Are you prepared for an evacuation?

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

- ↻ **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 assembly area** or refuge—the place you should escape to in the event of an emergency.
- ↻ **Report to the person in charge** when you reach the safe haven.
- ↻ **Stay in the assemble area until notified** that it is safe to leave.
- ↻ **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.



### **WATCH YOUR STEP ON STAIRS!**

Everyone knows that stairs are a common falling hazard. Aside from taking the usual precautions such as using the hand rails and taking one step at a time, also watch out for the following:

- ⇒ Worn or frayed carpeting can catch a toe or a shoe and cause falls.
- ⇒ Pay special attention on steep or poorly-lit stairwells.
- ⇒ Debris on outdoor steps such as Autumn leaves and rain significantly adds to the potential for falls
- ⇒ Damaged or loosened handrails should be reported to Facilities or Maintenance immediately.

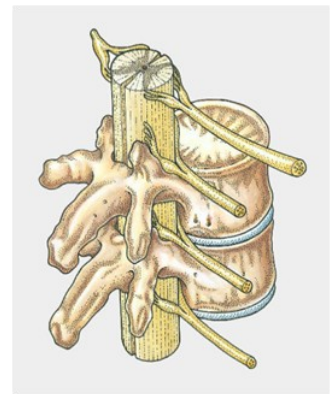


## Back Checklist: How well do you take care of your back?

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 strengthening your back, legs, and core 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, choose a new habit to begin in order to take better care of your back.

## 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.