



## Protect Your Home: Crime-stopping Tips to Prevent Burglaries

October is **National Crime Prevention Month**. Follow these security tips from the Michigan State Police to protect your home against crime.

### DO:

- ◆ Install and use deadbolt locks in all doors, and secure sliders with locks or a piece of wood wedged in the track. Lock windows upstairs and down when you go out. If you lose your house keys, change the locks.
- ◆ Trim shrubs around doors and under windows, and cut any tree limbs that could allow a burglar access to upper floor windows.
- ◆ Make sure your entrances, porches, and yard are well lit at night.
- ◆ Get together with neighbors and maintain a neighborhood watch.
- ◆ Install a peephole or viewer in all entry doors so you can see who's at the door, and require service personnel to verify their identity before letting them in.

### DON'T:

- X Don't hide house keys in mailboxes, planters, under doormats, or other obvious places, and never put personal identification on key rings.
- X Don't leave household keys on the ring when you give car keys to parking attendants or mechanics.
- X Don't trust door chains, because they can be easily broken.
- X Don't open the door to anyone you don't know.



## WORKPLACE FIRE HAZARDS

Risk of fire can be greatly reduced when everyone is more aware. At first it may be a pile of boxes and trash kicked into a corner; then it's some oily rags tossed under a wooden bench. And the next thing you know, there's a fire. Three major causes of workplace fires are poor housekeeping, electrical problems, and improperly handled or stored flammable liquids:

### Good Housekeeping

- Don't let trash and combustible scrap material build up in the work area; dispose of it daily.
- Sweep up dust, lint, and scraps. Dispose of combustible waste and oily rags in covered, airtight metal containers.
- Keep doorways and passageways clear. Stack materials so they don't block sprinklers, fire exits, or fire extinguishers.

### Electrical Safety

- Don't overload circuits, fuses, motors, or outlets.
- Check plugs and cords to make sure they are in good condition, and look for loose ground connections.
- Don't place cords near heat or water.
- Keep combustible materials, such as dust, dirt, or grease away from lights and machinery.

### Flammable Liquids

- Use flammable liquids only in well-ventilated areas and keep them away from ignition sources.
- Store only in approved containers in designated locations.
- To prevent a static discharge when transferring flammable liquids, ground and bond containers.
- Take only as much of a flammable liquid as you need for a job and keep incompatible substances away from each other.
- Clean up small spills quickly, and report large spills or leaks immediately.



## 10 STEPS TO HAPPY FEET AT WORK

Have you ever noticed that your feet often reflect your level of bodily comfort or tiredness at work? Since that's so often the case, identifying the common hazards in your work area and wearing the right kind of footwear will keep your work feet happy.

1. **Choose protective shoes with low heels**, good traction, and a proper impact-resistance rating for your job.
2. **Shop for footwear with special protective features** if you work around sharp objects, electricity, hazardous substances, hot surfaces, or wet or slippery floors.
3. After you find proper protection, **make comfort a priority**.
4. **Shop late in the day** in case your feet swell and get measured for sizes while you're standing.
5. **Pick shoe shapes similar to the shape of your feet**.
6. **Wash and dry your feet every day** thoroughly.
7. **Wear a fresh pair of socks daily**, and keep a spare pair at work to change into during the workday if your socks become damp.
8. **If possible, avoid wearing the same pair of shoes every day**. Rotate between two or more pairs.
9. **Repair or replace your shoes when they become damaged or worn down**—it won't protect you the way it should.
10. **Decontaminate footwear** that contacts any hazardous substance.



## Vehicle Inspection Test: *Is your vehicle safe to drive?*

Circle True or False for these vehicle inspection requirements.

- |  |   |   |
|--|---|---|
| 1. You should inspect your vehicle about once a month.   | T | F |
| 2. You can tell if a tire is properly inflated by giving it a visual check.                          | T | F |
| 3. When tires are out of alignment, they wear in the middle more than on the edges.                  | T | F |
| 4. To test brakes, step on the brake pedal—if it only goes half way to the floor, the brakes are OK. | T | F |
| 5. Replace wiper blades when they leave streaks on the windshield.                                   | T | F |
| 6. The only fluid you need to check is your oil.   | T | F |

**Answers:** (1) False. Inspect your vehicle at the beginning of each workday. (2) False. Use a gauge because tires can lose up to half their pressure without showing it. (3) False. When a wheel is out of alignment, tires wear more on the edges. (4) False. The best way to test the brakes is to put the vehicle in gear and slowly go forward or backward. Step on the brake; if there is any noticeable delay in braking, have the brakes checked. (5) True. (6) False. Also check brake, coolant/antifreeze, and power steering fluids.

### FIRST-AID SAFETY TIP

Bloodborne pathogens are diseases that spread through contact with blood. Two major blood-borne pathogens are the HIV and Hepatitis viruses. Public health officials say approximately 40,000 Americans become infected with HIV every year, and more than twice that number get Hepatitis. Although people who work in health care are most at risk, **anybody who administers first aid to a bleeding co-worker could be exposed**. Even though the risk is small, why take the chance? If you and a co-worker are unloading supplies when she cuts herself with a box cutter and she starts bleeding badly, what should you do to help your co-worker and protect yourself at the same time?

#### WHAT TO DO:

- + First, have someone call for medical assistance.
- + Then, for your own safety, have your injured co-worker apply direct pressure to their own wound until you can get gloves from the first-aid kit. Once you have gloves on, you can apply pressure yourself. Avoid getting blood on your clothes or skin. If there's a danger of blood splashing into your eyes, put on safety glasses too.
- + Once the injured co-worker has been taken away for medical treatment, keep your gloves on while carefully cleaning any blood spills with a disinfectant.
- + Remove any blood-contaminated clothing carefully and wash your hands and any other exposed skin thoroughly with soap and water.