



Don't Let Safety Slip Away

It's all too easy to slip on wet or smooth surfaces. Floors and stairs that are waxed or polished, or made of tile, marble, or other smooth materials can be hazardous. Adding a little water, ice, oil, grease, or chemicals can create dangerous conditions.

Remember the following tips to help prevent slips, falls, and painful injuries in your work area:

- Clean up spills, drips, and leaks immediately.
- Put up signs or barriers to keep people away from temporary slip hazards.
- Wear shoes with anti-skid soles. Ask your supervisor about the right shoes for your job.
- Avoid turning sharply when you walk on a slippery surface.
- Keep your hands at your sides and not in your pockets.
- Walk slowly and slide your feet on wet, slippery, or uneven surfaces.
- If possible, sand oily or icy spots immediately.
- Report slipping hazards when you see them.
- Most important, be careful, take your time, and look where you're going.



When To Fight Or Run

Although they are no substitute for having trained fire fighters on the scene, fire extinguishers can be helpful if used properly and wisely.

Remember:

- **Do not attempt to fight a large fire with an extinguisher.** Get out of the building immediately and call for help.
- **Most extinguishers are emptied in less than a minute.** Unless the fire is small and contained, an extinguisher may quickly prove ineffective.
- **Always leave yourself a way out.** Keep your back to a safe exit. If you can't put the fire out right away and it starts to spread, evacuate the building immediately.

The most effective way to use an extinguisher is by using the **PASS** technique.

Standing 6 to 8 feet from the fire . . .

- **P**ull the pin.
- **A**im the hose at the base of the fire.
- **S**queeze the trigger.
- **S**weep back and forth with the extinguisher.



Defensive Driving

Defensive driving is driving to prevent accidents, despite incorrect actions of others or adverse weather conditions. Drivers who are safety-conscious have developed good habits and practice them daily.

Every time you get behind the wheel, remember:

- **Keep alert and focused on your driving.** Keep your mind and body free of distractions such as playing with the radio or talking on your cell phone. Concentrate on the road as road hazards can pop up in a split second.
- **Obey all traffic laws.** Pay attention to changing speed limits and other posted warnings. Make a full stop at stop signs, and remember, a yellow light means slow down and prepare to stop, not speed up and try to beat the red light.
- **Be courteous to others.** Give other drivers a break. Road rage leads to accidents. Defensive drivers take it easy and get home safely.
- **Adjust your driving to suit weather conditions.** Driving on wet or slippery surfaces is not the same as driving on dry surfaces. When the weather is bad, slow down and adjust your driving time and habits to the road conditions.
- **Stay a safe distance from the vehicle ahead of you.** One vehicle length for each 10 mph is the standard rule. This will give you time to apply your brakes gradually so that you do not go into a spin or stop so suddenly that you are rear-ended.
- **Anticipate traffic problems.** Defensive drivers constantly scan the road and look for potential problems such as; curbside vehicles pulling out into traffic without warning, drivers running stop signs and red lights, unexpected stops and turns by other drivers, drivers changing lanes without signaling.

Are You Prepared To Evacuate?

Would you know what to do if an emergency situation like a fire, explosion, or natural disaster hit your workplace? One of the most important things you will need to know in any emergency is how to evacuate safely.

- **Know your evacuation route.** Check the escape plans posted around the facility which directs you to the nearest exits.
- **Know alternate escape routes** in case you are not able to reach or use your assigned exit.
- **Pay attention during drills.** Know how to exit safely even if there's blinding smoke or no lights.

Handling Items In High Places

Getting a box down from a high shelf may not seem like a safety issue, but if you don't take care, you could end up with a sore back or injury.

Here's how to move things safely from high places:

- Use a stool or platform instead of a ladder.
- Push up on the load to check how heavy and stable it is.
- See if you can break it down into smaller pieces.
- Get help if you think you might need it.

Protect Your Hearing

Noise is measured in two ways—loudness and pitch. Loudness is measured in decibels (dB). Pitch is measured in hertz (Hz).

- You run the risk of hearing loss if you are exposed to an average of more than 90 dB, over an 8-hour work day.
- High-pitched, shrill noises are more likely to harm your hearing than low-pitched noises.
- Noise that is both loud *and* high-pitched have the worst effect on hearing.

People don't "adjust" to harmful noise—they lose their hearing. That's why it's so important to always wear required hearing protection on the job.

The Shocking Truth

Electricity must have an uninterrupted path, or circuit, to follow. If your body becomes a part of that circuit, electricity will pass through it. Even "household" voltage (110-120) can produce enough electrical energy to kill you, especially if the electricity passes through vital organs, such as the heart or lungs.

Electricity always follows the path of least resistance, so it's important to provide an easy path for the current to follow. This is called a *ground*. Always make sure electrical equipment is properly grounded before you turn it on.