

## news & notes

### PLAYING IN THE BIG LEAGUES

June is National Safety Month. What better time to team up with co-workers to make your work area a safe place to work?

You can do a lot to keep yourself safe on the job, but you can't be completely safe all by yourself. Why not? Because there's always the possibility that someone else may cause an accident that injures you. That's why everybody has to watch out for everybody else.

How to lead your team to the big leagues:

- Pay attention to safety training.
- Follow all safety rules and procedures.
- Discourage co-workers from taking risks.
- Always use assigned PPE.
- Watch for hazards as you work.
- Eliminate or report any hazards immediately.
- Know what to do in an emergency.
- Ask whenever you're not sure how to do something safely.

### SUPPORT THE TEAM

Support your team by playing it safe every day. Remember, the pros:

- Never cut corners or take shortcuts—or let teammates do so.
- Never forget to use personal protective equipment.
- Never fool around on the job.
- Never let personal feelings or problems get in the way of safety.
- Never begin a job without being sure how to complete it safely.
- Never disregard what's going on around them.
- Never ignore hazards, even if the hazard doesn't affect them directly.



"Hey -- it says here that the workplace is safer when you can count on your co-workers."

# The CNR Safety Program Newsletter

CDF Northern Region  
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## Team Up for Safety

### How teamwork can make the workplace safer

Can you imagine a football team in which each player runs his own plays? Or a baseball team in which outfielders ignore balls that don't come right to them, figuring it's someone else's job to catch the ones that fall in between? What about a basketball team in which players never pass the ball but instead each one tries to score all the baskets herself?

There might be some outstanding players on these teams, but they won't be very good teams—and they won't win many games.

It's the same with safety. If we don't work together to make the workplace safe, we won't win any safety awards. And we may end up having accidents.

Here are tips for being on a safety team:

- **Know how to do your job correctly and safely.** Your co-workers count on you to do so. Don't let them down.
- **Know an unsafe condition when you see one.** If you see a hazard, and it's something you can safely correct yourself, do so. If you can't fix it yourself, report it to your supervisor. If it can't be eliminated immediately, make sure other workers are aware of the problem.
- **Know what unsafe behavior looks like.** When you see a co-worker doing something unsafe, point it out. Say something like, *I'm concerned about your safety. I don't want to see you get hurt. But if you keep doing that, you may have an accident.*
- **Ask for more information when you need it to work safely.** Whenever you're unsure, ask your supervisor.
- **Think of ways to improve safety.** Share them with your supervisor and co-workers so that the workplace can be safer for all.



# Danger in the Air

## Always select the right respirator

When you need to use a respirator to protect against airborne hazards, be sure to wear the type of respirator specified for the job and the hazards:

- Use an air-purifying respirator when the area has enough oxygen, but dangerous levels of an airborne contaminant.
- Use an air-supplying respirator when the area has too little oxygen, when airborne contaminant levels are at or above the IDLH (Immediately Dangerous to Life and Health) level, or when working in a confined space.
- If you're not sure which respirator to use:
  - Consult the company's respiratory protection program.
  - Check the material safety data sheet (MSDS) for the hazardous substance.
  - Ask your supervisor.

### news & notes

#### WAKE-UP CALL FOR DROWSY DRIVERS

The National Sleep Foundation (NSF) reports that 51 percent of America's adult drivers feel sleepy when they are on the road. In addition, nearly 2 in 10 drivers, or approximately 14 million, say they have actually fallen asleep at the wheel in the past year.

According to NSF's 2002 Sleep in America Poll, tired drivers fail to consider the dangers they pose to themselves and others. NSF Executive Director Richard L. Gelula says, *This is a wake-up call to everyone who drives a motor vehicle: Driving while feeling drowsy or fatigued is a lethal combination and is no less an impairment than driving while drunk.*

Most likely to drive while drowsy are males and young adults between the ages of 18 and 29. Least likely to do so are drivers over the age of 65. Gelula says that NSF is alarmed that so many people stay on the roads without stopping, in spite of feeling sleepy. Instead, a companion should take over, or if that's not possible, pulling over in a safe place for a 15- to 20-minute nap is recommended. NSF says caffeine can promote short-term alertness, but it takes about 30 minutes to enter the bloodstream.

#### WHAT'S A SAFE ATTITUDE?

A safe attitude means that you recognize and appreciate risks on the job. You tune in to potential accidents before they happen—and make sure they don't. You also suggest ways to improve safety in your work area and throughout the facility.

Also remember these important points:

- Check the cartridge/canister color-coding to be sure an air-purifying respirator protects against the specific contaminant.
- Know when to replace cartridges and canisters.
- Make sure the respirator provides a snug fit.
- Work with a buddy in highly hazardous situations.
- If you experience a problem with a respirator, get out of the area immediately and go where the air is safe to breathe. Report the problem to your supervisor.

## Warning!

### Pay attention to safety signs and tags

Safety signs and tags warn you of hazards in the workplace. They also tell you what personal protective equipment (PPE) to wear and what other special precautions you need to take, so remember these important rules:

- Pay attention to safety signs and tags and do what they tell you to do.
- Look for safety signs and tags in other parts of the facility and follow their instructions.
- Place safety tags as close as possible to the hazard and secure them so that they can't fall off or be unintentionally removed.
- Place tags where they will be most visible to other employees.
- Never block or cover up a safety sign or tag, even for a minute.
- Never remove a sign or tag unless you've been authorized to do so by your supervisor.
- Never deface a sign or tag by adding or crossing out words, changing a picture or symbol, or making any other alterations.
- Ask your supervisor for an explanation whenever you don't understand the safety message contained on a sign or tag.

Safety signs and tags are an important part of our overall effort to eliminate accidents and prevent injuries. But signs and tags work only if everyone reads and heeds them—every day. Keep alert to hazards, and keep safe.



# Safety Is a 24/7 Concern

## Team up to make your home safe

According to the National Safety Council, there were 29,500 fatalities and 7.1 million disabling injuries that occurred in the home in the year 2000. These numbers easily dwarf the accident statistics for job deaths and injuries, which were 5,200 and 3.9 million, respectively, in the same year.

### Protect Your Home and Family

Team up with family members to make your home safe. Here are steps you can take to prevent home accidents:

- Teach your children to hunt down home hazards and report them to you.
- Make sure everyone wears personal protective equipment like helmets when biking and skateboarding, and safety glasses when using power tools.
- Keep stairways uncluttered and properly lighted.
- Use appliances, tools, and equipment safely, and teach your children how to use them.
- Have an emergency escape plan and practice it regularly with the whole family.

## news & notes

### BE SUN WISE

Skin cancer is the most common form of cancer in the United States, with more than a million cases reported annually. It's also the most preventable form of cancer. June is Cancer from the Sun Month. Be sun wise this summer and follow these steps from the U.S. Environmental Protection Agency (EPA):

- **Limit time in the midday sun.** The sun's rays are strongest between 10 a.m. and 4 p.m. Whenever possible, limit exposure during these hours.
- **Seek shade.** Remember the shadow rule: Watch your shadow. No shadow, seek shade!
- **Use sunscreen.** Apply sunscreen (at least SPF 15) liberally on exposed skin and reapply every two hours when working or playing outdoors.
- **Wear a hat and cover up.** A hat with a wide brim offers good sun protection to your eyes, ears, face, and the back of your neck—areas particularly prone to overexposure to the sun. Also wear tightly woven, loose-fitting, and full-length clothing.
- **Wear sunglasses.** Sunglasses that provide 99 percent to 100 percent UVA and UVB protection will greatly reduce sun exposure that can lead to cataracts and other eye damage. Check the label when buying sunglasses.
- **Watch for the UV Index.** The UV Index provides important information to help you plan your outdoor activities in ways that prevent overexposure to the sun. Developed by the National Weather Service and EPA, the UV Index is issued daily in selected cities across the United States.

## Ergonomics Checklist

### Prevent musculoskeletal disorders

Musculoskeletal disorders (MSDs), such as low back strain, tendinitis, and carpal tunnel syndrome, often occur when (1) a motion is repeated on the job thousands of times a day; (2) excessive force must be used to complete a task; (3) the posture required to do the work is an unnatural one; or (4) the environment is extreme or inappropriate in some way—such as very cold or poorly lighted. If any of these points apply to your work, use this checklist to make sure you're working in an ergonomically safe way.

- ❖ Stretch before your shift.
- ❖ Organize your workstation to minimize physical strain.
- ❖ Rotate jobs whenever possible to give your body a rest from repetitive motions.
- ❖ Pace yourself and take scheduled work breaks.
- ❖ Select hand tools that are appropriate for the job and offer a comfortable grip.
- ❖ Perform jobs with wrists straight (not bent) whenever possible.
- ❖ Grasp objects using your full hand and all your fingers.
- ❖ Avoid clothes and jewelry that are tight around the wrist.
- ❖ Carry materials with a palms-down grip.
- ❖ Use power tools instead of hand tools whenever possible on repetitive jobs.
- ❖ Periodically stretch and shake out your hands and fingers.
- ❖ Report any symptoms of MSDs to your supervisor right away.



# Hot Enough for Ya?

## Watch out for symptoms of heat stress

As temperatures climb this summer, watch out for these symptoms of heat distress:

- Dizziness
- Headache
- Weakness
- Rapid heartbeat
- Nausea
- Cramps
- Chest pain
- Labored breathing
- Diarrhea

If a person is also running a temperature, shows signs of confusion, or becomes unconscious, he or she may be suffering from heatstroke—a life-threatening emergency. Call for medical assistance immediately.

While waiting for emergency help to arrive, get the victim out of the sun. Lay the person down, loosen or remove clothing, and try to bring the victim's temperature down. Monitor temperature if possible and try to have someone who knows CPR standing by.

If the person remains conscious, isn't confused, and is not running a temperature:

- Get the victim out of the sun.
- Lay the person down, elevating the feet slightly, and loosen clothing.
- Apply cool compresses and give the person cool (not iced) water to drink.
- Watch for signs of heatstroke.

### news & notes

#### A SAFE WORKPLACE IS NO ACCIDENT

Safety is everyone's responsibility. Are you doing your share? Do you:

- ✧ Recognize and report hazards?
- ✧ Pay attention to safety training?
- ✧ Follow safety rules and procedures?
- ✧ Look out for co-workers' safety?

#### OVERKILL OR SAFE PRACTICE?

People often wonder if they need to wear safety glasses or goggles while wearing a face shield. The answer is yes. A face shield can't protect your eyes completely. That's why it's called a *face* shield. For example, safety glasses or goggles will prevent chemical splashes that may come up under the shield.

#### ARE YOU PREPARED?

Are you prepared to face an emergency in the workplace? This is a good time to think about this important issue because June 15-21 is Preparedness Week. Can you answer yes to all of the following questions?

- ✓ Do you know where the fire alarm nearest your workstation is?
- ✓ Do you know the location of fire extinguishers and how to use them?
- ✓ Do you know the location of the nearest emergency exits?
- ✓ Do you know your responsibilities for shutting down operations or systems in an emergency?
- ✓ Do you have an alternate escape route in case your primary route is blocked by fire or smoke?
- ✓ Do you know where to find first-aid supplies?

If you have any questions about these or other emergency preparedness issues, ask your supervisor about them today.

## First-Aid Quiz

### What do you do in a medical emergency?

- |   |          |          |
|---|----------|----------|
| 1. If an accident occurs, immediately move the victim away from the scene and then call for help. | <b>T</b> | <b>F</b> |
| 2. The first thing to do if a person is bleeding is to apply pressure to the wound.               | <b>T</b> | <b>F</b> |
| 3. To treat shock, cool off as much as possible.  | <b>T</b> | <b>F</b> |
| 4. If a person is unconscious and not breathing, use the Heimlich maneuver.                       | <b>T</b> | <b>F</b> |
| 5. Signs of heart attack include shortness of breath, anxiety, and perspiration or vomiting.      | <b>T</b> | <b>F</b> |
| 6. Looking for swelling and deformity is one way to detect a broken bone.                         | <b>T</b> | <b>F</b> |
| 7. Tiredness, confusion, and hot skin are all symptoms of heatstroke.                             | <b>T</b> | <b>F</b> |
| 8. If a co-worker gets chemicals in the eye, flush the eye for 5 minutes.                         | <b>T</b> | <b>F</b> |
| 9. Never touch a person who is in contact with live electrical current.                           | <b>T</b> | <b>F</b> |
| 10. First-degree burns are more serious than third-degree burns.                                  | <b>T</b> | <b>F</b> |

**Answers:** (1) F. Never move an accident victim unless absolutely necessary. (2) T. (3) F. To treat shock victims, lay them down, cover them up, and raise feet above heart level. (4) F. Use CPR. The Heimlich maneuver is for people who are choking. (5) T. (6) T. (7) T. (8) F. Flush the eye for at least 15 minutes. (9) T. (10) F. It's the other way around.