

## news & notes

### HEADACHE-FREE HOLIDAYS

In honor of the holidays and National Stress Free Holidays Month, here are headache-free holiday tips from the National Headache Foundation (Chicago, IL):

- \* **Plan**—for parties, travel, and shopping. Entering the season without a plan is a headache waiting to happen.
- \* **Make lists**—of everything that needs to be done for each holiday event. Include all items you'll need for each occasion.
- \* **Don't skip meals.** Getting proper nutrition when you're on the run is essential for avoiding headaches and keeping your energy up. If you can't follow your normal eating schedule, pack healthful snacks.
- \* **Avoid last minute shopping.** Hot stores and long lines are a recipe for stress and tension headaches. Either hit the stores early or shop online or by catalogue.
- \* **Stick to normal sleeping and waking times.** Lack of sleep adds stress.
- \* **Drink in moderation.** Sip alcoholic beverages slowly. Alternate non-alcoholic beverages with alcohol.
- \* **Schedule personal time.** Holidays are all about family and friends. But being together with people at close quarters over several days can be stressful. Give yourself a break from all that activity and togetherness. Take a long walk by yourself. Or find a quiet corner to be alone.



# MOC Safety and Environmental Management

## SafetyWorks

Marine Operations Center

December 2005

## Medication Safety Quiz

### Legal drugs can be dangerous, too

We all know that illegal drugs like cocaine and heroin are dangerous. They're dangerous to your health, and they can affect you physically and mentally on the job in ways that could put you and your co-workers at risk. But you may not realize that legal drugs can have health and safety risks, too. Test your knowledge of medication safety with this quiz.

1. The effects or side effects of over-the-counter (OTC) drugs are too mild to cause safety problems on the job. T F
2. If the recommended dosage doesn't seem to be working, the best thing to do is double it and see if that works. T F
3. OTC drugs never expire like prescription drugs. T F
4. Check with your doctor or pharmacist before taking any medication if you already take other medications. T F
5. If symptoms persist after you have taken a medication for the recommended number of days, continue taking it for another week. T F
6. Some prescription or OTC drugs can make driving or operating equipment dangerous. T F
7. Always tell your supervisor if you are taking any medication that could affect your job performance. T F
8. Always choose products designed to relieve only the symptoms you are experiencing, not ones designed to treat a range of other symptoms. T F

#### Answers:

- (1) False. Even OTC drugs can have side effects that can put you at risk at work.
- (2) False. Never exceed the recommended dosage.
- (3) False. OTC drugs have expiration dates, too.
- (4) True. Some medications interact with others, causing serious health hazards.
- (5) False. Stop taking the medication and see your doctor.
- (6) True. Even common remedies can affect your reflexes, judgment, concentration, and alertness.
- (7) True. Always inform your supervisor if any part of your job might be affected by medication.
- (8) True. Always try to select the most specific remedy available.

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### POWER UP SAFELY

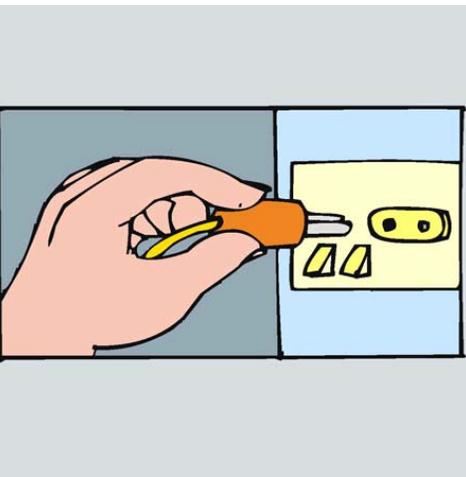
Power tools are handy helpers. But they can slash, cut, and mangle flesh and bones—and deliver paralyzing or even deadly shocks. Stay safe when you use power tools by following these do's and don'ts:

#### **Do:**

- ☑ Use the right tool for the job.
- ☑ Inspect power tools before each use.
- ☑ Make sure guards are in place, intact, and in working order around points of operation and power switches.
- ☑ Make sure tools are switched off before you plug them in.
- ☑ Turn off and unplug tools before cleaning or changing parts.
- ☑ Wear safety goggles and use a face mask if you're creating dust.
- ☑ Use three-pronged grounding extension cords with equipment that requires it.
- ☑ Remove damaged or malfunctioning power tools from service immediately.

#### **Don't:**

- ☒ Put a power tool down until it has completely stopped running.
- ☒ Use cords to raise or lower equipment.
- ☒ Fasten cords with staples, nails, or other items that can damage cord insulation.
- ☒ Plug or unplug equipment with wet or sweaty hands.
- ☒ Use a tool that has a damaged casing, cord, or plug.
- ☒ Continue to operate a power tool that sparks, smokes, gives a shock, or smells like it's burning.
- ☒ Get clothes or body parts near the point of operation.
- ☒ Use electric power tools in wet areas unless the tools have been designed and approved for such use.



# Winter Driving Safety

## Keep safe this holiday season

The holiday season usually means lots of driving—trips to the mall, holiday parties, visits to friends and family. Unfortunately, the weather doesn't always cooperate. Use extra caution and follow these foul-weather driving safety tips to keep safe this holiday season:

- ⊗ **Clear snow off windshield**, rear window, side windows, hood, roof, and both headlights and taillights before starting out.
- ⊗ **Use windshield wipers** and defroster.
- ⊗ **Turn on your headlights** in snow storms.
- ⊗ **Reduce speed** and stay at least 4 seconds behind the vehicle in front. Even if you have four-wheel drive, go slow and avoid risky behavior.
- ⊗ **Brake gradually.**
- ⊗ **Watch for icy patches.** Bridges ice up faster than other road surfaces because they have cold air circulating beneath them. Shady spots stay icy longer.
- ⊗ **If you skid, take your foot off the gas** and steer gently in the direction you want the vehicle to go. Keep your foot off the brake (unless you have antilock brakes).
- ⊗ **Watch out for other drivers.** People may panic and drive poorly in snow or ice. Some drivers go too fast for the conditions and end up in trouble.
- ⊗ **Wear sunglasses on sunny days** to reduce snow glare.

# No-Shock Checklist

## Follow electrical safety rules

Electricity is a powerful force—one not to be taken lightly. In fact, those who take risks with electricity often pay with their lives. Don't wait to be shocked into compliance. Follow these electrical safety rules every day:

- ➔ Make sure your hands are dry—even of sweat—before touching anything electrical.
- ➔ Make sure electrical equipment is properly grounded.
- ➔ Don't overload electrical outlets or circuits.
- ➔ Keep electrical cords away from heat and water.
- ➔ Use extension cords only if necessary and only if they're rated for the job.
- ➔ Use waterproof cords outside and in wet areas.
- ➔ Use approved extension lamps only.
- ➔ Check cords and plugs on electrical equipment to make sure they're in good condition.
- ➔ Don't use equipment with damaged cords or plugs.
- ➔ Match plugs to outlets, including 3-pronged plugs in 3-pronged outlets.
- ➔ Avoid running cords along the floor where they could be damaged.
- ➔ Don't staple or nail electrical cords; you could damage the insulation.
- ➔ Shut down, tag out, and report malfunctioning electrical equipment.
- ➔ Follow manufacturer's instructions for all electrical equipment.
- ➔ Leave electrical repairs to qualified personnel.

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### GIFT-GIVING ADVICE ON TOYS

Buying holiday gifts for children is a joy. But December is Safe Toys and Gifts Month for good reason. When buying toys for the children in your life, remember safety. Follow these buying tips from the Massachusetts Department of Public Health:

- ☺ Match toys to the child's age, interests, and abilities.
- ☺ Look for the letters "ASTM," which show that the product meets the national safety standards set by the American Society for Testing and Materials.
- ☺ Look for safety labels like "Not recommended for children under 3 years of age," "non-toxic," and "washable/hygienic materials."
- ☺ Check the U.S. Consumer Product Safety Commission website ([www.cpsc.gov](http://www.cpsc.gov)) for information on toy recalls. Toys are frequently recalled for safety reasons.

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# Decoration Safety

## Make sure your holidays are safe

Follow these safety tips from the Sacramento (CA) Metropolitan Fire District.

### Tree Safety:

- ☒ To choose a fresh tree, tap it on the ground. If it loses needles, it isn't fresh.
- ☒ Cut an inch off the trunk to help it absorb water.
- ☒ Leave the tree outside until you're ready to decorate.
- ☒ Make sure your tree stand can hold at least a gallon of water, because a 6-foot tree will absorb 1 gallon every 2 days.
- ☒ Check the water level every day.
- ☒ Mix a commercial preservative with the water to prolong freshness.
- ☒ Secure the tree with wire to keep it from tipping.
- ☒ Keep your tree away from floor heaters, fireplaces, or other heat sources.
- ☒ Use only UL-approved lights, and no more than three strands linked together.
- ☒ Turn off the tree lights when you sleep, or if you leave the room.
- ☒ Never use candles, even on artificial trees.

### Outdoor Lights:

- ☒ Use only outdoor lights outside and never use indoor extension cords outside.
- ☒ Examine light strings each year, discard worn ones.
- ☒ Fasten bulbs securely and point sockets down to avoid moisture build up.
- ☒ Connect no more than three strands together.
- ☒ Keep outdoor electrical connectors aboveground out of puddles and snow.

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# PPE Case Studies

## Are these workers protected or not?

**CASE1:** *Keri Houston has to work with a corrosive chemical. To protect herself, she has donned chemical-resistant clothing, gloves, and boots in addition to safety glasses. Will Keri be safe while she works?*

**CASE2:** *Rick Altman is clearing up rubble on the ground under scaffolding. He's wearing a hard hat, leather gloves, and safety glasses. Is he safe?*

**CASE3:** *Jarred Johnson is feeding materials into a machine. He protects himself by wearing safety glasses with side shields, safety shoes, and heavy leather gloves. Is Jarred safe?*

### Comments:

**Case 1:** Keri is not safe. To protect her eyes against splashes, she should be wearing safety goggles, which completely protect the eye. She should also use a face shield to protect against splashes.

**Case 2:** Rick is at risk. What if an object like a tool or some heavy material fell from the scaffold? It might land on his foot and break a bone or worse. He should be wearing safety shoes.

**Case 3:** Jarred is at risk of having a serious accident. One of his gloves could get caught in the point of operation and drag his hand along with it into the machine's moving parts. He should not be wearing gloves for this job.

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### TAKE RESPONSIBILITY FOR PPE USE

OSHA regulations require employers to assess workplace hazards and decide if personal protective equipment (PPE) is needed. If hazards are present or are likely to be, employers need to select the types of PPE that will protect employees from the hazards and require employees to use it.

Employers also need to explain why they selected that type of protection and make sure that it fits employees properly. They need to train employees on each type of PPE they use before allowing them to perform any work requiring the use of that item of PPE. Training must include:

- When PPE is necessary
- What PPE is required
- How to put it on, take it off, and adjust it correctly
- Limitations of the PPE
- Proper care and maintenance of the equipment

All the evidence proves that PPE reduces workplace safety risks. And yet accident statistics show that an alarming number of injured workers were not wearing PPE that could have prevented or at least lessened the severity of their injuries.

This really concerns employers because they can select the right PPE to protect employees, and they can train employees to use it correctly in situations where they might be at risk. But only employees can take responsibility for using assigned PPE every day and reporting any problems.

# Accident Prevention

## Seven common causes of accidents

According to the *Safety Sentinel*, a publication of the University of Alaska, Fairbanks, these are the seven most common causes of accidents:

1. Ignoring a safety procedure
2. Taking shortcuts
3. Being overconfident
4. Poor housekeeping
5. Failure to plan work
6. Starting a job without complete instructions
7. Getting distracted while working

The *Safety Sentinel* offers this advice to prevent accidents from these causes:

1. Know and follow all safety procedures. Don't make your own rules.
2. Take all the steps required to complete a job safely. Never take shortcuts.
3. Be confident but don't develop an "it can't happen to me" attitude.
4. Take housekeeping chores seriously. They're not just for appearances.
5. Anticipate hazards and problems and decide how you're going to handle them safely before you start working.
6. Get the information you need to do a job. If you don't know, ask!
7. Focus on your work. Put personal worries aside. Don't make small talk with co-workers when safety is at stake. All it takes is a moment's distraction to cause an accident.