

## news & notes

### 10 SAFE WORK HABITS

When it comes to on the job safety you need to think about *how* as well as *what* you're doing. How to do a job safely involves 10 essential behaviors:

- 1. Identify hazards before you begin.** Consider the work area and the materials, tools, and equipment you need to use.
- 2. Wear assigned personal protective equipment.** Inspect it before you put it on to make sure it's in good working order.
- 3. Read all necessary explanatory information,** such as instruction manuals, materials safety data sheets, etc.
- 4. Ask questions.** Never start a job unless you're sure you know what to do and how to do it safely!
- 5. Inspect tools and equipment before you use them** to make sure they are in safe condition. Report any equipment that isn't working properly.
- 6. Avoid distractions.** Focus on what you're doing and keep alert for problems while you work.
- 7. Watch out for co-workers.** Be aware of where they are and what they are doing to avoid injuring them or being injured by them.
- 8. Follow all safety rules and procedures.** Never take shortcuts!
- 9. Report hazards you can't eliminate or control.** Talk to your supervisor right away. Never ignore a potentially dangerous situation.
- 10. Clean up** after yourself when you're finished working. Return every item to its proper place.



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## Safe Work Behavior

### What stands between you and an accident

Why do people take risks on the job? Often it's to save a little effort or shave a couple of minutes off a job. But taking shortcuts can put your life on the line. Safety consultant and speaker Charlie Morecraft knows from experience. He was burned on over 45 percent of his body while working at an oil refinery 25 years ago.

#### Charlie's Story

As Morecraft explains, it was his last day on the job before leaving for a vacation at the beach where he was to join his wife and two children. He received a call to perform a procedure on a pipeline that he had done many times before. There were certain steps he was supposed to follow but Charlie had taken shortcuts in the past without any problems.

He jumped in his truck and drove to the pipeline where he left the truck running. He opened a valve without taking the required safety steps first. He just wanted to get the job done. When the valve was opened, chemicals shot out and splashed him, including his eyes. He blindly started to run for help. When he passed his running pickup truck, he realized that he should shut it off since he wasn't supposed to leave the truck running. However, before he could reach the truck, the chemical vapors ignited, engulfing Charlie. His life would never be the same.

#### Charlie's Warning

Charlie survived but spent many months in a burn hospital where he endured painfully excruciating medical procedures. Then came numerous plastic surgeries designed to minimize scarring but many scars remain. Besides the physical and emotional toll on Charlie, his family suffered as well and his marriage ended.

Eventually Charlie returned to work. He blamed everyone else but himself for his accident but finally came to the realization that if he had followed company procedures, worn the proper personal protective equipment, and done what he was supposed to do, this tragedy might have never occurred.

Listen to Charlie's story and heed his warning: Follow safe work procedures at all times to prevent accidents and injuries.



**"...and remember: Never rush things just to save time."**



# Child Passenger Safety

## Keep your children safe on the road

February 13-19 is National Child Passenger Safety Awareness Week. Why designate a whole week for this issue? Because motor vehicle crashes are the leading cause of death among children in the United States.

According to the Centers for Disease Control and Prevention (CDC), in one recent year, 1,591 children ages 14 years and younger died in motor vehicle crashes and approximately 220,000 were injured. That's an average of four deaths and more than 600 injuries each day.

Of children ages 14 years and younger who were fatally injured that year, more than half were unrestrained, says the National Highway Traffic Safety Administration. Placing children in age-appropriate restraint systems reduces serious and fatal injuries by more than half.

CDC also points out that all children ages 12 years and younger should ride in the back seat, the safest part of a vehicle in the event of a crash. About one-third of the children ages 12 years and younger who are killed in crashes were riding in the front seat. This is especially important for vehicles with front passenger-side airbags. Riding in the back seat is associated with at least a 30 percent reduction in the risk of fatal injury in cars without such airbags.

### news & notes

#### **NEW TREATMENT FOR REPETITIVE MOTION INJURIES**

Active Release Therapy, or ART, targets problems like carpal tunnel syndrome, shoulder tendonitis, back pain, and other repetitive motion injuries. "We take the muscle tissue and release the tight spots that build up," explains certified athletic trainer and doctor of chiropractic medicine, Keith Bartley.

During a treatment session, a trained practitioner applies precise manual pressure and tension to the muscle, and then takes the muscle through its full range of motion while pressure is being applied. The result is a release of tension that develops when a muscle is overused.

ART was developed by Dr. Michael Leahy of Colorado Springs, and it is now being embraced by medical doctors, chiropractors, and physical therapists, says Bartley. Reportedly, in many cases people see positive results in six to eight sessions.

#### **FDA POURS COLD WATER ON GREEN TEA CANCER CLAIMS**

If you've been sipping green tea instead of coffee lately, it may be because you've heard the beverage has cancer-fighting properties. But now the U.S. Food and Drug Administration (FDA) says this isn't so.

According to the FDA, two new studies show no relation between drinking green tea and a reduction in the risk of breast cancer in women, prostate cancer in men, or any other kind of cancer.

So enjoy green tea if you like the taste, but don't expect medical miracles.

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# Oh Say, Can You Hear?

## Protect your hearing from loud noise

Modern life is noisy. We measure just how noisy it is in decibels (dB). For example:

We wake up to an alarm clock (60-80 dB). We brush our teeth with an electric toothbrush (50-60 dB). Then we shower and maybe use a hair dryer (60-95 dB). Breakfast is noisy, too. Consider the coffee grinder, maybe the blender, the garbage disposal, or the dishwasher—all in the range of 60-80 dB—plus the sound of the TV in the background. And you haven't even left the house. It just gets noisier when you do!

At work you could be exposed to noise levels above 80, 90, or even 100 dB. Even if you work in an office, you're exposed to a lot of noise, such as ringing phones (80 dB). According to the American Speech-Language-Hearing Association, an estimated 20 million Americans are regularly exposed to noise at dangerous levels (anything above 80 dB). Prolonged exposure to this kind of loud noise can cause permanent hearing damage.

You only get one pair of ears. Protect them! Wear hearing protection when exposed to loud noise of 85 dB or higher on the job (when around noisy machinery) and at home (for power tools, power mowers, blowers, etc.).



# When the Worst Happens

## Are you ready to act fast?

Hurricanes, forest fires, earthquakes, terrorist bombings. We'd all like to think we're safe from such disasters, but the truth is that no one is immune. It's important, therefore, to think about how we would protect our families in case of an emergency. Answer these questions to prepare yourself for any crisis:

- ➔ What kinds of crisis situations might you face?
- ➔ What would you take if you had to leave?
- ➔ What supplies would you need if you were trapped in your home without power for several days?
- ➔ What would you do if the members of your family were separated? If, for example, you're at work and your children are at school?
- ➔ Do you know the emergency plans of your workplace and your children's schools?
- ➔ Do you have a family emergency plan and have you practiced it with family members?
- ➔ Do you have an out-of-area contact person to relay messages between family members if necessary?
- ➔ Do you have any out-of-area family or friends you could stay with in an emergency?
- ➔ Do you have a plan for providing for your pets?

## news & notes

### CRISIS EVACUATION CHECKLISTS

Here's what to take if you ever need to get out fast in a crisis situation:

#### Minimum list—15- to 20-minute warning

- ☑ **Money:** Cash, credit and debit cards, ID (photographs of family members), driver's license, checkbook, insurance cards, keys for home and car
- ☑ **Water and food:** 24 hour supply (1 gallon of water per person)
- ☑ **Medicines:** A week's supply, if possible, prescription glasses and hearing aids
- ☑ **Change of clothes** sufficient for outdoor weather
- ☑ **Infant clothes** and supplies
- ☑ **Toiletries** (if possible)
- ☑ **Cell phone** (and recharger)
- ☑ **Portable radio** (and extra batteries)
- ☑ **Flashlight** (and extra batteries)
- ☑ **Address book** and phone numbers of relatives, friends, and physicians.

#### Evacuation by car—24 hours notice

- ☑ **Documents:** Insurance policies, birth certificates, legal documents, household inventory and photos, financial records
- ☑ **Clothing** appropriate for season
- ☑ **Water:** 1 gallon per person and pet per day
- ☑ **Nonperishable, ready-to-eat food** for family and pets (opener if necessary)
- ☑ **Diapers and infant food** and supplies
- ☑ **Valuables:** jewelry, coins, heirlooms
- ☑ **Sentimental items:** photos, mementos
- ☑ **Children's books** and favorite toy
- ☑ **First-aid kit**
- ☑ **Blankets** and heavy clothing for blizzard

#### REMEMBER:

Things can be replaced. Always choose life over property.

# Are You Fireproof?

## Check for these common fire hazards

Fire prevention begins with identifying fire hazards in your work area. Use this list to get you started:

- ☒ **Combustible materials.** Ordinary combustibles like trash, paper, cardboard, cloth, and wood—and products made from these materials—can create fire hazards. Other combustible materials, such as oily rags or other materials soaked in oil, can spontaneously combust if left carelessly lying around.
- ☒ **Flammable liquids.** Improper handling, storage, or disposal of flammable liquids used in production processes, as fuel sources, or for cleaning operations is a leading cause of workplace fires.
- ☒ **Heat and ignition sources.** Any source of heat or ignition, such as a match or spark, can lead to a fire when combined with combustible or flammable materials.
- ☒ **Electrical problems.** Overloaded circuits and outlets, damaged cords and wires, defective switches, and damaged plugs can all lead to dangerous electrical fires. Electric coffeemakers, fans, space heaters, and other appliances people often use at work are also potential fire hazards.
- ☒ **Machinery.** Mechanical defects and inadequately lubricated or dirty machinery can also cause fires.
- ☒ **Smoking.** Sneaking a smoke and being careless with butts or matches is a surefire way to start a blaze.



# Danger in the Doorway

## Avoid accidents in doorways

You probably taught your kids not to open a door if they don't know what's on the other side. That's good advice for you to follow, too, when you're on the job. What's waiting for you on the other side of a door just might be an accident. For example:

⇒ Jack throws open a door, which crashes into Kelly, who gets a nasty knock on the head.

**PREVENTION TIP:** Knock or say, "coming through," then open the door slowly. When a door has a window, look to see if anyone is approaching from the other side.

⇒ Bob is repairing some damaged ceiling tiles in a stairwell when Pete pushes open the door behind Bob's ladder. Bob falls off the ladder and down the stairs, suffering a broken leg. Pete is struck by a hammer that drops off the falling ladder. He suffers a gash on the head and a concussion.

**PREVENTION TIP:** Post a sign announcing "Do Not Open; Ladder in Use on Other Side" when you have to work near a doorway.

⇒ While carrying an oversized box into the stockroom, Roger's hands are pinched and scraped between the carton and the doorjamb.

**PREVENTION TIP:** Plan ahead when moving materials. Check your route for any obstacles or hazards like pinch points. Also wear a pair of sturdy gloves to protect your hands.

## news & notes

### DANGEROUS DRIVING DAYS

**QUESTION:** What is the deadliest driving day of the year?

**ANSWER:** If you guessed **July 4**, you were right. But did you also know that **July 3** is the second deadliest?

According to the Insurance Institute for Highway Safety, here are the rest of the top 10 deadliest days on the road:

3. December 23
4. August 3
5. January 1
6. August 6
7. August 4
8. August 12
9. July 2
10. September 2

### SAFETY TIPS FOR WORKING OVERTIME

A study by the University of Massachusetts Medical School shows that working a lot of overtime hours increases the chance of injury on the job. So when you work extra hours, be extra alert and careful. Keep your mind and eyes focused on your work and double check to ensure you've accounted for all possible hazards.

### FEWER AMERICANS LIGHTING UP

According to a study by the Centers for Disease Control and Prevention, the number of Americans who smoke is decreasing. The 46 million people who have quit smoking now outnumber the 45 million who continue to smoke.

**Which group are you in?**

# Change and Safety

## New procedures require new work habits

Keep safe in the face of change by being prepared to adjust your work habits to suit new developments. To adjust safely to a new procedure:

- **Recognize potential hazards** associated with performing a new procedure.
- **Understand the new procedure's purpose**, including its special features.
- **Know the precautions** to take when performing the procedure, including what PPE to use.
- **Know the procedure's steps** and in what order to perform them.
- **Practice the new procedure under supervision** before doing it on your own.
- **Ask your supervisor** if you have any questions about a new procedure.

New procedures may also require you to use different or additional PPE to protect against new hazards. When that's the case, make sure you:

- **Select the appropriate PPE.**
- **Get a good fit.**
- **Inspect PPE** before use to ensure it will protect you properly.
- **Remove it safely** without getting contaminated by hazardous substances.
- **Clean and store PPE properly.**

Keep safety in mind whenever you face change at work.