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WHAT TO DO IN A WORKPLACE FIRE

When you hear a fire alarm:
- ➔ Evacuate using your assigned evacuation route. If that route is blocked, use your alternate.
- ➔ Close doors behind you as you leave.
- ➔ If you encounter smoke, crawl low under the smoke.
- ➔ Once outside move away from exits. Go to your assigned assembly area and report to the person taking a head count.
- ➔ Remain outside until you are told it is safe to re-enter the building.

If you are unable to get out of the building:
- ➔ Create an area of refuge in a room with windows. Use wet cloth to seal cracks under doors and vents against smoke.
- ➔ Don't break windows. Open the window just a crack if you need air.
- ➔ Stay low under smoke, and cover your nose and mouth with a wet cloth.
- ➔ Signal for help by using a phone or hanging something in the window.

If you discover a fire:
- ➔ Activate the nearest fire alarm.
- ➔ Call 911 immediately. Don't assume that someone else has already done this.
- ➔ Evacuate the building.

If you fight a fire with an extinguisher:
- ➔ Call 911 or get a co-worker to do that.
- ➔ Make sure everybody else in the area has been warned and is evacuating.
- ➔ Select the right extinguisher for the type of fire.
- ➔ Give up and evacuate if the fire is not extinguished by the time the extinguisher is empty.
- ➔ Don't try to fight a large or spreading fire—evacuate.
- ➔ Read the instructions and get familiar with the parts and how to use it. Don't wait until something catches fire.
- ➔ Keep your fire extinguisher close to an exit.
- ➔ Keep your back to an unblocked exit when you are using your extinguisher on a fire. You want to be able to escape easily if things get out of hand.
- ➔ If smoke fills the room, leave immediately.

NMAO Monthly Safety Newsletter **October 2006**

Fire Safety Quiz

Stay safe from this common hazard

October 8-14 is Fire Prevention Week so take time this week to inspect your work area for fire hazards. Also, take this fire safety quiz to find out how much you know about workplace fire hazards and preventive measures.

1. **What are the three basic ingredients needed to start a fire?**
   a. Gasoline, matches, and wood chips
   b. A source of ignition, oxygen, and fuel
   c. Hydrogen, oxygen, and flame
2. **In the event of a fire in your work area, your best course of action is:**
   a. Leave the area using a designated escape route
   b. Attempt to fight the fire and rescue others
   c. Shelter in a room without windows
3. **What characteristic of flammable liquids makes them an especially dangerous fire hazard?**
   a. They are odorless, so you don't know they are present
   b. They can spill easily, spreading a fire
   c. They give off invisible vapors that can be ignited a long distance from the liquid itself
4. **If a fire alarm sounds, but you see no sign of fire, you should:**
   a. Ignore it
   b. Respond as if there were a real fire
   c. Ask a co-worker what's going on
5. **A fire extinguisher containing which of these materials would be most effective for fighting an electrical fire?**
   a. Carbon dioxide (CO_2) b. Water c. Either "a" or "b"
6. **Which of these words is an acronym for how to use a fire extinguisher?**
   a. PUSH b. PULL c. PASS
7. **Why is good housekeeping an important way to prevent workplace fires?**
   a. When things are neat, you can see fire hazards more easily
   b. It helps reduce the amount of materials that could catch fire
   c. There is no relationship between housekeeping and fire prevention

Answers:
(1) b (2) a (3) c (4) b (5) a (6) c (**P**ull the pin, **A**im at the base of the fire, **S**queeze the trigger, and **S**weep back and forth) (7) b

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HOW LOUD IS LOUD?

Loudness is measured in decibels (dB).

Busy urban street	90 dB
Electric drill	95 dB
Power lawn mower	100 dB
Snow blower	105 dB
Chain saw	110 dB
Live rock concert	110-120 dB

Exposures to noise over 85 dB can cause hearing damage. The amount of damage depends both on the length of exposure and the decibel level. The louder the noise and the longer the exposure, the more likely you are to suffer permanent hearing loss.

CUT PREVENTION

Follow these tips to use utility knives safely:

- **Choose the right knife for the job.** For example, serrated edges are better for cutting cardboard, boxes, and rope. Straight blades are better for cutting clean edges. Also look for blade guards and secure grip handles.
- **Keep blades sharp.** They're safer because they require less force.
- **Never leave knives unattended.** Store them retracted or sheathed in a drawer or toolbox.
- **Plan** your task before using a utility knife.
- **Work in a well-lighted area.**
- **Always cut away from your body.**
- **Always cut on a cutting board** or sturdy surface.

FOCUS ON THE GOAL

One of your most important performance goals is to keep the workplace safe. Keep your eyes focused on that goal every day!

PROTECT YOUR EYES

Workplace eye injuries are caused by:

- ☹ Flying objects (particles, bits of metal or glass, wood chips, etc.) hitting the eye while you are using tools and equipment
- ☹ Chemicals splashing in the eyes
- ☹ Bumping into protruding objects

How can you prevent eye injuries?

- Wear the right eye protection for the job.
- Know the eye hazards before you begin.

Getting Enough Sleep?

Test your knowledge of good sleep habits

Studies show that most Americans don't get enough sleep. But coming to work all worn out could put you at risk of an accident. Find out more about good sleep habits with this quiz. Circle T for True and F for False.

1.	Exercising right before bedtime will help you get to sleep.	**T**	**F**
2.	A little alcohol before bed will help you sleep more soundly.	**T**	**F**
3.	Always go to bed and get up at the same time, even on weekends.	**T**	**F**
4.	Keeping a light on will help you sleep.	**T**	**F**
5.	Running a fan in your bedroom can help block out noise.	**T**	**F**
6.	Sleeping pills are recommended for long-term use.	**T**	**F**
7.	Drinking warm milk before bed might help you sleep.	**T**	**F**
8.	Eating heavy or spicy food soon before bedtime can help you sleep.	**T**	**F**
9.	Exercising regularly earlier in the day can help you sleep more soundly.	**T**	**F**
10.	Alert your supervisor if you feel that fatigue could create a safety risk.	**T**	**F**

Answers:
(1) F—Don't exercise within 2 hours of bedtime. (2) F—Alcohol may help you get to sleep, but you may wake up too early and not get back to sleep. (3) T
(4) F—Humans are wired to sleep at night so make your sleeping area dark. (5) T
(6) F—Only use sleeping pills as a last resort temporarily. (7) T
(8) F—Avoid heavy, spicy food within 2 hours of bedtime. (9) T (10) T

Accident Prevention

Always thinking

After an accident on the job, people often wonder what they could have done to have prevented it. That, of course, can help avoid similar accidents in the future. But the best way to prevent job accidents is to think about prevention *before* an accident happens, not after. For example, think about:

- → What could go wrong before you start any job. Then take the necessary precautions to prevent accidents, such as eliminating hazards or wearing personal protective equipment.
- → The information, procedures, and techniques you've learned in safety meetings and training sessions that could help prevent an accident.
- → Requirements of safety rules and regulations that apply to the job.
- → The equipment, tools, materials, etc. you need to perform jobs safely.
- → Any additional steps you could take to ensure safety in your work area.
- → How you can encourage co-workers to take proper safety precautions and work more safely.
- → Ideas for improving safety performance in your department and your organization.

In addition, use your safety sense to protect you and your co-workers. That means using common sense full-time and paying attention to your "gut feelings." If something just doesn't seem right to you, it probably isn't.

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SORE, TIRED FEET?

Standing for long periods or doing a lot of walking on the job can cause sore, tired feet. That's not too surprising, considering that the foot is such a complex structure, with 26 delicate bones and numerous muscles, tendons, and ligaments.

How can you make your feet comfortable? One important step is to wear shoes that fit right. A properly fitted shoe should:

- ➔ "Feel right"—and not pinch or squeeze
- ➔ Provide a firm grip for the heel (otherwise the foot may slip, causing irritation and instability and possibly turning the ankle)
- ➔ Offer arch support—lack of which can cause flattening (or further flattening) of the foot
- ➔ Allow movement of the toes—a shoe that is too narrow or shallow will surely result in fatigue and pain

Furthermore, avoid undue pressure on the feet and the lower back by wearing shoes that are not completely flat or that have inappropriately high heels. The bones at the top of the foot may suffer from pressure, in which case, padding may be added under the tongue of the shoe. A shoe that laces up can give the foot extra support by tightening the laces (but be careful—overlong laces can be a tripping hazard).

Also, inspect your shoes regularly for wear or damage that could expose your feet to danger. Air your shoes between wearings. And don't wear shoes if they're wet inside (a likely forerunner of "athlete's foot").

Where's My Car??!!

Protect your vehicle from theft

This month is National Crime Prevention Month, which makes it a good time to think about a common form of crime—vehicle theft and theft of items from vehicles. You probably take a lot of precautions to protect your home against break-ins, but do you take the same care and precautions with your vehicle? Follow these tips for making sure that you don't become a victim of theft.

- Park in the safest place possible. Avoid isolated, poorly lit spots.
- Never leave your vehicle running or your keys in the car when you're not in it—even to duck into the convenience store for just a minute.
- Always lock your vehicle and roll windows up all the way. Set the alarm, if you have one.
- Lock stuff you wouldn't want to lose in the trunk or put it out of sight if you don't have a trunk.
- Don't leave valuables like your wallet in the glove compartment.
- If you have to leave your key with a parking lot attendant or valet, leave only the ignition key. Also make sure not to leave other keys on the ring, such as keys to your home.
- At work or at the gym, keep vehicle and home keys locked up (in a locker or desk), or keep them in your pocket.
- Make sure your vehicle is adequately insured against theft and theft of expensive accessories.

First Aid for Falls

Everyone needs to know the basics

Here's what you need to know:

Strains and Sprains:

- ✚ Call 911 if necessary.
- ✚ Elevate the injured part and immobilize the area.
- ✚ Apply a cold pack to reduce swelling.
- ✚ After swelling goes down, apply heat to increase blood flow.

Fractures:

- ✚ Call 911 and immobilize the injured limb.
- ✚ Splint the injury if necessary to keep it from moving.
- ✚ Apply ice wrapped in a towel to closed fractures (no exposed bones).

Head Injuries:

- ✚ Call 911 and don't move the victim.
- ✚ Have someone hold the victim's head still and check breathing.
- ✚ Cover the person to stabilize body temperature.

Bleeding:

- ✚ Call 911 if bleeding is severe.
- ✚ Wear gloves or place a barrier (clean cloth or plastic) between your hand and the blood and apply direct pressure to the wound.

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This Article is from the US Naval Safety Center.

Safety Walk-Throughs

Topic/issue: Workplace Safety

Source: USS *John S. McCain* (DDG 56)

Description: Safety walk-throughs are part of the weekly divisional routine. By catching problems early, they can be dealt with in a timely manner before they become a mishap. During recent zone inspections, safety walk-throughs have found several common safety hits: eyewash stations that are unsat, nonskid strips that need to be installed, missing safety chains and securing pins around ladders, and deteriorated lagging.

As a normal part of a divisional routine, *John S. McCain* involves the safety petty officer, who conducts standardized walk-throughs with the same intensity as during a Division In The Zone (DITZ) inspection. DITZ inspectors have raised the bar and increased their scrutiny on standardized safety inspections. By holding divisions to a high standard, we can identify, track and resolve problems early.

As a means to best streamline parts acquisition for safety items such as safety chains and nonskid strips, *John S. McCain* has developed Stuff Mart. We have ordered material in bulk and keep and issue out of a central location. This prevents multiple orders of the same safety material from numerous work centers throughout the ship and also ensures a near constant supply of critical safety-related items.

The number one culprit behind conditions mentioned, and often found during DITZ, is the lack of replacement material on hand when discovered. This results in unreasonable deferment and worse—safety mishaps.

The USS Lake Erie (CG70) developed and uses a safety zone inspection form to conduct ship-wide safety zone inspections. If you would like a copy of the inspection form please contact James Schell.

Dangerous Attitudes

Six ways you could get injured

Here are six dangerous attitudes to avoid—along with examples of why to avoid them!

1. **Carelessness.** *It was lunchtime, so Steve left the cartons in the aisle figuring he could unpack them after his break. Leah, not expecting the boxes to be there, tripped over one on her way to lunch.*
2. **Cynicism.** *When Carl threw his coat over the fire extinguisher, Mark gave him a look. "What's the big deal?" Carl growled. "Not like we're ever going to need it."*
3. **Overconfidence.** *Lou was helping Joe unload some cartons. "Go on," said Joe, "pile another couple on. I can handle it." Half way to his destination, Joe dropped the whole stack of boxes. One of them landed on his toe.*
4. **Foolishness.** *Tom never wears a seat belt. "I'm a good driver," he says.*
5. **Ignorance.** *Jesse got a mild shock from a piece of electrical equipment but didn't report it because he didn't think it was a big deal. The next day another employee got a severe burn using the same equipment.*
6. **Recklessness.** *Laura needed a couple of reams of paper that were stored on a high shelf in the supply room. Instead of using a stepladder, she climbed up on the lower shelves, lost her grip, and fell painfully on her back.*

Are you convinced to always have a serious attitude about safety?

Don't Take Chances

Confined spaces are dangerous places

Make no mistake about it: Working in a confined space could put your life at risk unless you're properly prepared, as this true story proves ...

A worker entered the confined space of a wastewater holding tank that was 4-feet in diameter and 8-feet deep to repair a drain line. Sulfuric acid was used to unclog the floor drain leading to the holding tank. The worker suddenly collapsed and fell face down into 6 inches of water at the bottom of the space. A second worker attempted a rescue and was also overcome and collapsed. The first worker was pronounced dead at the scene. The second worker died 2 weeks later. Cause of death was attributed to asphyxiation by methane gas. Sulfuric acid vapors may have also contributed to the deaths.

Don't take any chances. When you enter any confined space, make sure you:

- Understand the hazards, including information on exposure, signs and symptoms, and consequences of exposure.
- Are properly equipped with PPE to protect against the specific hazards.
- Maintain communication at all times with the outside attendants.
- Alert the attendant when a hazard is recognized.
- Exit the space as soon as possible when ordered by an authorized person, when recognizing signs of danger, or when an alarm sounds.