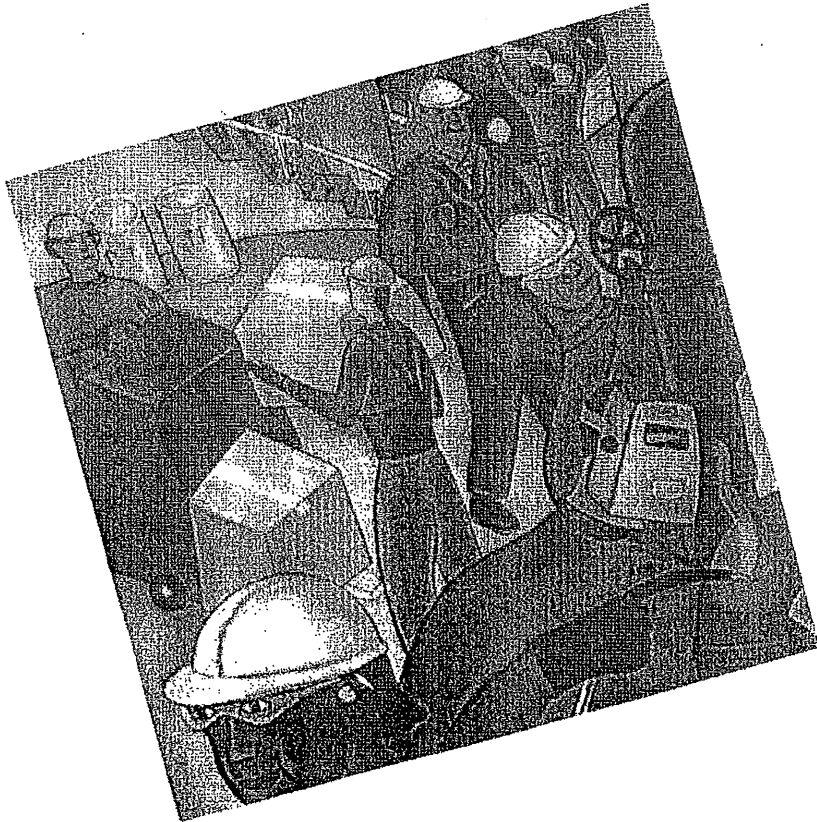

SAFETY & HEALTH



PARLAY
INTERNATIONAL



KOPY KIT®
REPRODUCIBLE
RESOURCES

#1630

Accidents Cost Everyone

On-the-job accidents and injuries affect everyone in the company. Just looking at dollars and cents, here's what accidents can mean for the company...

- Lower company productivity;
- Higher insurance rates;
- Lower profits, fewer bonuses;
- Layoffs;
- Higher medical expenses;
- Factory closures.



But that's not the whole story.

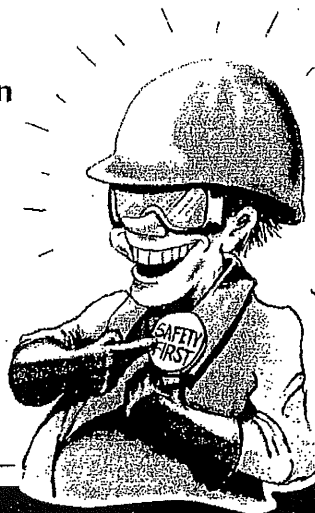
Accidents often take a personal toll, causing...

- Stress on the job;
- Loss of hopes and dreams as a result of disabling accidents;
- Chronic pain and disability;
- Death of a loved one.

You do your part to keep the high cost of accidents down when you...

- Take extra time and care;
- Use the right equipment;
- Follow safe work practices;
- Encourage others to practice safety.

**Accidents cost money, lives and careers.
Everyone benefits when we keep safety in mind.**



ATTITUDE & AWARENESS



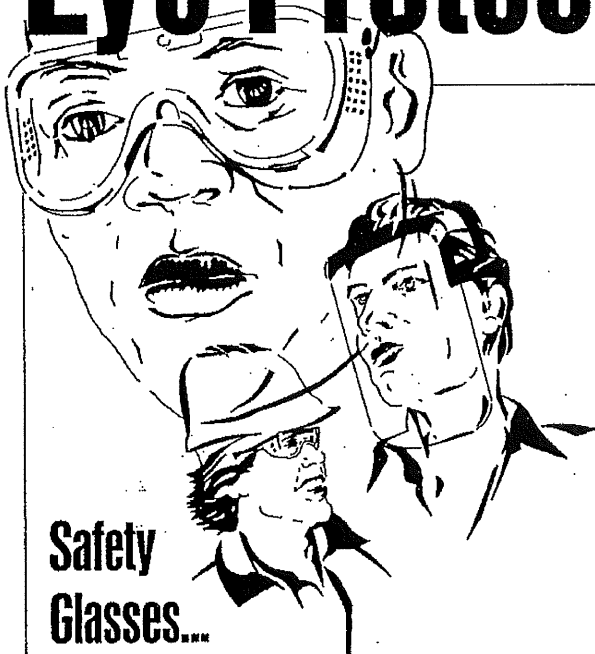
**SAFETY
IS**

Everyone's

JOB



Choosing and Using Eye Protection



Safety Glasses...

- ⊕ look like normal glasses, but have impact-resistant lenses
- ⊕ have extra strong frames
- ⊕ meet ANSI safety standards
- ⊕ are available in prescription form
- ⊕ may have side shields, cups or tinted lenses for added protection

Safety Goggles...

- ⊕ like safety glasses, are impact-resistant
- ⊕ protect against hazards from many directions
- ⊕ may have indirect ventilation to protect from splash hazards

Face Shields...

- ⊕ protect the face from chemicals, heat or glare
- ⊕ do not protect the eyes—must be used with safety glasses or goggles
- ⊕ may be worn with helmets when working with molten materials

To Protect Your Eyes...

- ⊕ Use the right eye protection at the right time.
- ⊕ Never rely on regular glasses or contact lenses to protect your eyes.
- ⊕ Never use face shields in place of safety glasses or goggles.
- ⊕ Ask your supervisor if contact lenses are safe to wear at your worksite.
- ⊕ Always keep your eye protection equipment in good repair, replacing if scratched or cracked.

Don't take chances with your eyes. Use the right eye protection for your job.

Slips, Trips and Falls

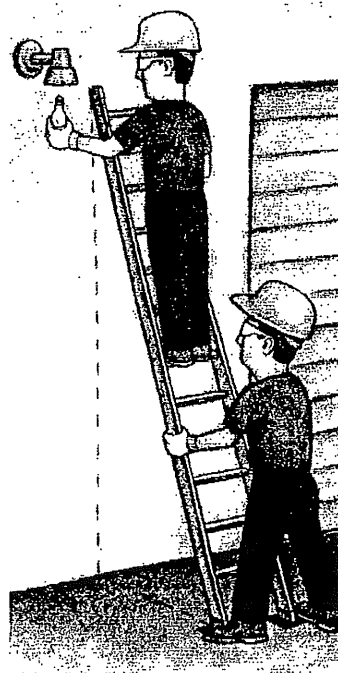
Avoid slips and trips...



- Ⓛ Make sure walkways and stairs are well lighted.
- Ⓛ Look before you walk—make sure your pathway is clear.
- Ⓛ Wear slip-resistant, well-fitted footwear.
- Ⓛ Clean up debris after each job and report accidental spills immediately.
- Ⓛ Secure wires, cords and cables away from walkways.
- Ⓛ Use safety cages and fall restraint devices when available.
- Ⓛ Walk, don't run!

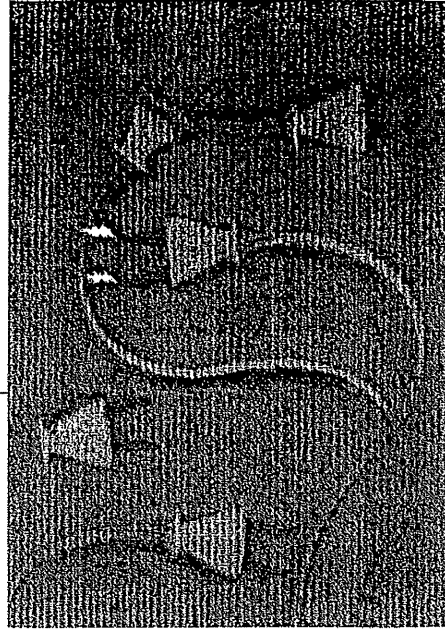
Use ladders safely...

- Ⓛ Use the 4-to-1 ladder rule—set the base of the ladder one foot away from the wall for every four feet of ladder height.
- Ⓛ Tie off the ladder or have someone support the base.



- Ⓛ Never use the top two rungs of a ladder.
- Ⓛ Never over-reach, especially while on a ladder.

Working Safely With Electricity



To prevent unsafe conditions and actions, follow this checklist:

ALWAYS...

- ✓ Check equipment, cords and attachments before each use.
- ✓ Report any damaged equipment promptly.
- ✓ Make sure equipment is properly grounded and plugged into grounded circuits.
- ✓ If flammable or corrosive chemicals are nearby, use extreme caution with electricity. Follow your company's procedures for operating electrical equipment in their vicinity.
- ✓ Use your company's lockout/tagout procedures to ensure that equipment is turned off—and stays off—during maintenance and repairs.
- ✓ Stay clear of energized parts whenever possible. If you must work with energized parts, always use protective equipment, such as rubber gloves, sleeves, blankets, mats and nonconducting tools.
- ✓ Keep conductive materials away from sources of electricity—these include steel wool, metallic cleaning cloths and some chemical solutions.

NEVER...

- ⊘ Never modify or remove a guard.
- ⊘ Never use electrical equipment in wet or damp locations unless the equipment was designed to be used there. Always use a ground fault circuit interrupter (GFCI) in damp areas.
- ⊘ Never use equipment that you know is damaged.
- ⊘ Never leave an electrical panel door off or open.

Lifting Basics

Safe lifting can save you from serious injury.

Think Before You Lift

- ? Do you have firm footing and a clear path?
- Is it safe to lift it alone?

Ask a coworker for help or get mechanical help if a load is heavy or awkward.

Lifting the Load:



1. Tuck your pelvis

...by tightening your stomach muscles, to keep your back aligned. Keep your feet shoulder-width apart.



2. Bend your knees

...to let your legs do the lifting. Be sure to maintain the natural curve of your back



3. Hug the load

...to keep under it as much as possible. Be sure to grasp the load at opposite corners.



4. Avoid twisting

...by pointing your feet, knees and chest in the same direction. Lift the object and then turn your whole body.

Putting It Down: Use the same technique in reverse.

Reading Material Safety Data Sheets

A Material Safety Data Sheet—the MSDS—is designed to tell you everything you need to know to use a chemical safely. Although there are many different types of MSDSs, each must include the eight parts listed below.

Chemical Name

- The name on the label.
- Date the MSDS was prepared.
- Name and address of the manufacturer.
- Phone number for emergencies.

Hazardous Ingredients/ Chemical Identity

- Names of dangerous substances in the chemical.
- Safe exposure limits such as PEL (Permissible Exposure Limit) or TVL (Threshold Value Limit).
- Common names for the chemical.

Physical Characteristics

- How it looks and smells.
- Boiling and melting temperatures.
- Evaporation rate (percent volatile).
- How easily it dissolves.
- How heavy it is—so you know whether it will sink, float or dissolve in water.

Fire and Explosion Data

- The “flash point”—the lowest temperature when it could catch fire.
- Whether it’s flammable or combustible.
- The best way to put out a fire involving the chemical.

Reactivity

- Conditions that can cause it to burn, explode or release dan-

gerous vapors.

- Substances that react with it.

Health Hazards

- The dangers of inhaling or touching it.
- First aid procedures to follow.
- Dangers for people with medical conditions.

Usage, Handling and Storage

- How to clean up a spill or leak.

- How to handle, store and dispose of the chemical.

Special Protection and Precautions

- Personal protective equipment that should be used.
- Other equipment for working with the chemical.
- Special procedures.
- Signs that might be posted.
- Information not covered in other sections.

Material Safety Data Sheet May be used to comply with OSHA's Hazard Communication Standard, 29 CFR 1910.1201. Standards must be consulted for specific requirements.		U.S. Department of Labor Occupational Safety and Health Administration Form-Mandatory Form 1 Form Approved OMB No. 1218-0072	
IDENTITY (As Used on Label and List)		Note: Blank spaces are not permitted. If any data is not available, or no information is available, the space must be marked to indicate that.	
Section I		Emergency Telephone Number	
Manufacturer's Name		Telephone Number for Information	
Address (Number, Street, City, State, and ZIP Code)		Date Prepared	
		Signature of Preparer (optional)	
Section II — Hazardous Ingredients/Identity Information			
Hazardous Components (Specify Chemical Name, Common Name(s))		OSHA PEL	ACGIH TLV
		Other Limits Recommended	by (agency)
Section III — Physical/Chemical Characteristics			
Boiling Point		Specific Gravity (20° C)	
Vapor Pressure (mm Hg)		Melting Point	
Vapor Density (Air = 1)		Evaporation Rate (Boyl's Approx. = 1)	
Solubility in Water		Appearance and Color	
Section IV — Fire and Explosion Hazard Data			
Flash Point (Method Used)	Flammable Limits	LEL	UEL
Extinguishing Media			
Special Fire Fighting Procedures			
Unusual Fire and Explosion Hazards			

Always read the MSDS before working with any chemical!

HAZCOM

Fire Extinguishers: Choosing the Right Extinguisher







All fires aren't the same. Be sure to use the right extinguisher for the right fire. The wrong extinguisher can make the fire worse!

Read the label on the extinguisher. There are four kinds...







Type A (green label),
for fires involving

-  wood
-  paper
-  cloth
-  rubbish




Type B (red label),
for fires involving
flammable gases/
liquids, including

-  gasoline
-  solvents
-  vapors
-  gas leaks







Type C (blue label),
for

-  electrical fires



Type D (yellow
label), for fires
involving com-
bustible metals, such
as

-  magnesium
-  sodium
-  potassium
-  sodium
potassium alloys

Be prepared. Don't wait for a fire to start before you find out:

-  what kinds of fire extinguishers you have, and where they are

101 Stress Relievers

Need a quick—or not so quick—stress-break? Fresh out of ideas? Try one of these:

ANGRY? TALK TO A FRIEND ABOUT IT.

Apologize for a mistake. **Meditate.** Stand up and stretch.

Ask for help.

Call up an old friend.



Build a model ship.

TELL someone "I love you." a joke.

STOP AND YAWN.

Stop and look out the window.

Change coffee break to exercise break.

Work a crossword puzzle.

Close your eyes. What do you see?

Count to ten—or 1000—before exploding. Count your blessings—make a list.

CLIMB A MOUNTAIN.

Cut back on caffeine.

WATCH A REALLY GOOD MOVIE.

Plan ahead.

DAYDREAM spend your coffee break at the beach.

Do one thing at a time.

Eat a good breakfast.

Forgive someone.

Fly a kite.

Get a massage. Get a pet.

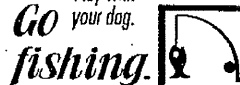
Find someone you're grateful to and thank them.

Go fishing.

Get a good night's sleep.

GO

for a brisk walk, swimming.



Get up fifteen minutes early.

Keep a journal of thoughts and feelings.

to work a different way.

Hug a tree.

Hug someone you love.

Laugh at something you did.

Leave the car at home and take the bus.

Lie in a hammock.



Lift weights.

Listen to the birds.

Make love.

LOOK

at the big picture. closely at a flower, leaf, blade of grass or tree trunk. off into the distance.

Play a round of golf.

Make a list. Then follow it.

WASH THE CAR.

Plant a flower.

Read a good book.

- ✓ Take a child to the playground.
- ✓ Take a deep breath and let it all out.
- ✓ Take a leisurely stroll.
- ✓ Take a long bath.
- ✓ Take a nap.
- ✓ Take an herb tea break.
- ✓ Take one day at a time.
- ✓ Take the back roads.
- ✓ Take the stairs.
- ✓ Take time for the sunset—or sunrise.
- ✓ Take up knitting.

Massage your temples.

Quit smoking.

Write a poem.

Write a letter to the editor.

READ SOMETHING FUNNY EVERY DAY.

Ride your bike to work.

- ... a cat in your lap.
- ... on some music.
- ... plants in your office.
- ... your feet up.

Share feelings with someone.

Work out at the gym.

WEAR EARPLUGS WHEN IT'S NOISY.

Do a good deed.

TALK TO YOURSELF: "I CAN DO A GREAT JOB." "I CAN STAY CALM UNDER PRESSURE."

Paint a peaceful scene—in your imagination.

Make time for play.

Spend an evening without TV.

Write... down your fears. down your dreams. your congressman.

PRACTICE LAUGHING OUT LOUD.

Watch a cloud for five minutes. Watch an ant or other insect for five minutes.

Sit by a fire.

Turn cocktail hour into exercise hour.

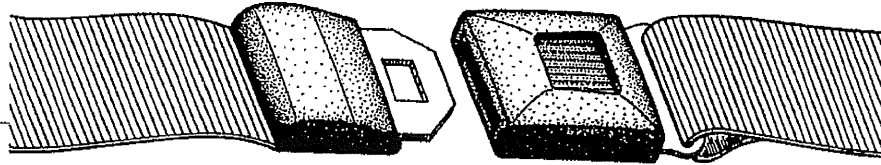
Walk barefoot in the grass.



CLASP YOUR HANDS BEHIND YOUR HEAD AND STRETCH YOUR SHOULDERS.

Roll your shoulders behind your head and stretch your shoulders.

Safety Belts Can Save Your Life



Don't let these excuses keep you from buckling up:

Safety belts are uncomfortable.

Newer safety belt design allows for total freedom of motion while driving.

It's better to be thrown out of a car than be trapped by the safety belt.

People who are thrown from cars are 25 times more likely to be killed than if they had been held securely in their seats. Just being thrown around inside the car can kill or injure.

I only drive around town—I'm not at risk.

Most car accidents happen within seven miles of home—and 80 percent of all serious injuries and deaths happen at less than 40 miles per hour.

I'm a good driver. I won't get in an accident.

Weather, road conditions and other drivers can cause even a superb driver to be involved in a crash.

When it comes to risking your life by not wearing a safety belt, there's no good excuse. Buckle up to protect yourself—and your loved ones.

SAFETY HAZARDS



Customer Focus on Loss Control

Innovative Safety and Health SolutionsSM

Car Phones and Safety

The use of car phones and cellular phones has grown at a phenomenal rate over the past several years. Mobile phones permit their users to conduct business while traveling, allow families to check in with each other, and provide a measure of heretofore unheard-of safety—since help is literally a phone call away when needed, no matter where you are. But despite the positive aspects of both car phones and cellular phones used in cars, they have also created a new safety hazard.

Using a phone or a CB radio while driving is a distraction, just as changing tapes or CDs, or adjusting the radio, or lighting up a cigarette, distracts you from driving. Anything that takes your attention away from the full time task of driving can be *hazardous to your health*. The more tasks a driver tries to perform simultaneously, the more likely it is that one of the tasks will suffer. New drivers and the elderly are most likely to be affected by the distraction, but no one is immune.

A study by the Rochester Institute of Technology showed that drivers who have cellular phones in their cars have a *34 percent greater risk* of being involved in accidents. In one recent case, a driver going through an intersection dropped her car phone. As she was picking up the phone, the light turned red and she broadsided another car, sending its driver to the hospital with serious injuries. Make sure *you* use car phones and cellular phones in a safe manner.

When you dial a car phone, you must take your eyes off the road, and at least one hand off the wheel, for several seconds to punch in the numbers, yet some people perform this function while they are driving, even when they are traveling at 50 mph in heavy bumper-to-bumper traffic. Under the same conditions—driving in fast or heavy traffic—would you feel safe if you *closed your eyes and took at least one hand off the wheel* for several seconds? Safe driving always requires that you keep your eye on the road, and often requires the accurate use of *both* your hands on the steering wheel.

Remember these safety tips:

- Use a car phone *only* while parked safely.
- If you plan to use a car phone while driving, install a “hands free” phone. This normally means you won’t be able to use your cellular phone.
- Use the phone’s built-in memory to dial frequently-called numbers.
- Don’t engage in emotional, stressful or frustrating calls while driving.
- If you use a portable phone, secure it with a seat belt in the passenger seat so it doesn’t become a missile during quick stops or evasive maneuvers.
- When driving conditions deteriorate, stop talking on the phone, so that you can give your full attention to the task of driving safely.

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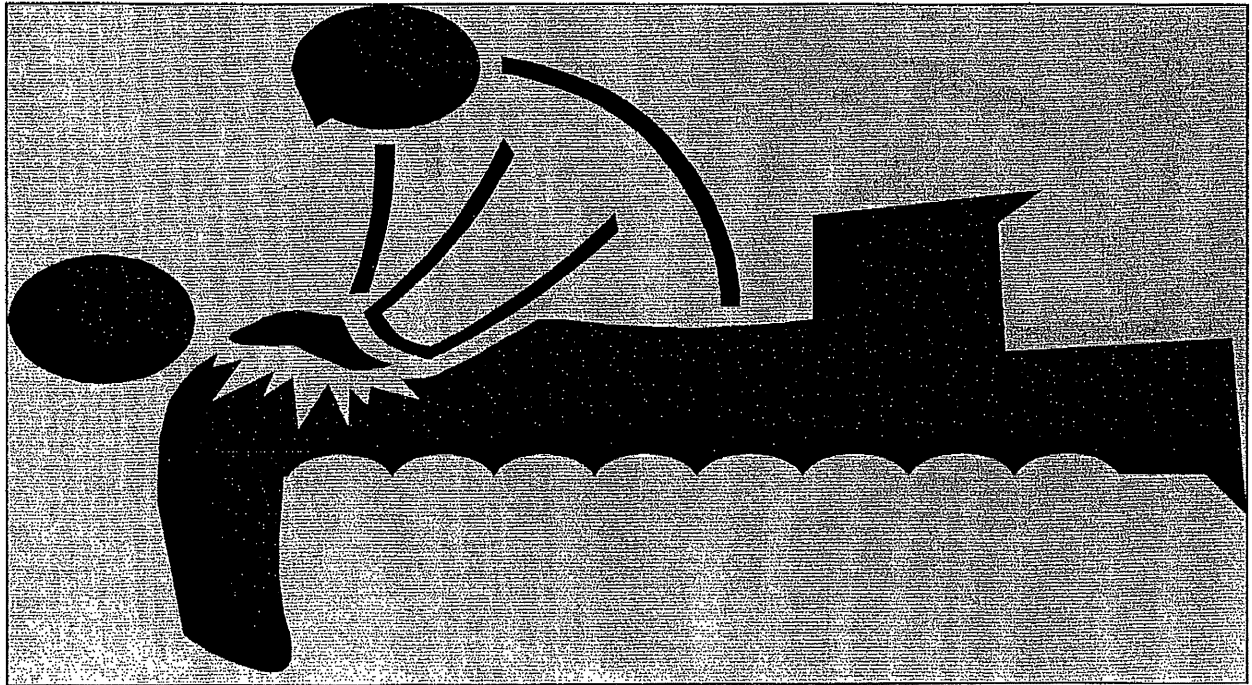
CFLC 32 Car Phones and Safety

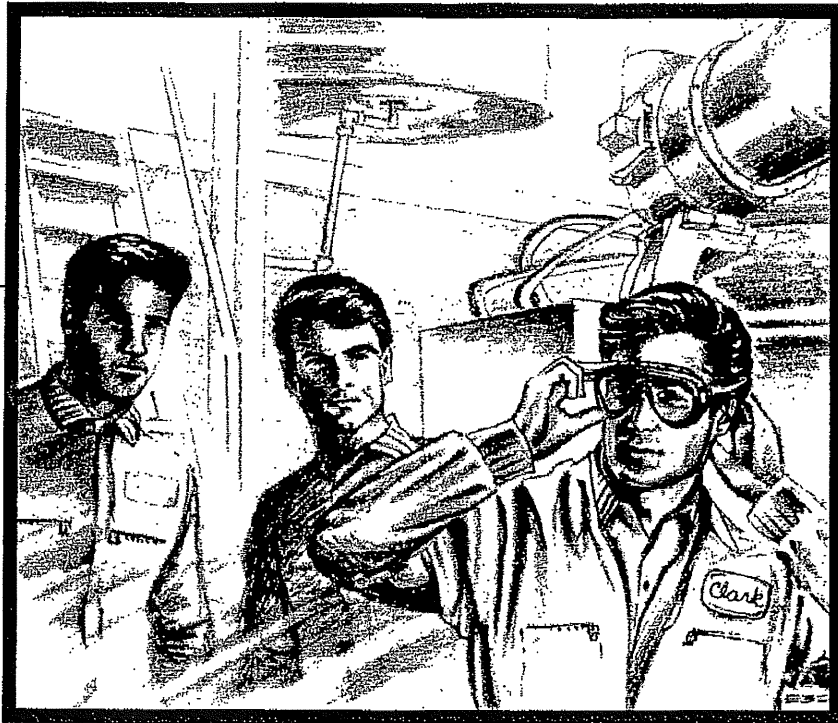
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For more information, contact your local Hartford agent or your Hartford Loss Control Consultant. Visit The Hartford's Loss Control web site at <http://www.thehartford.com/corporate/losscontrol/>



Workers' Compensation Packet





Use Eye Protection

Lift With Your Legs,



Not Your Back.

Preventing Repetitive Motion Injuries

If you do the same hand movements over and over on the job, you may suffer repetitive motion injuries such as carpal tunnel syndrome. You may experience:

- aching wrist
- numbness in fingers
- hand weakness
- pain extending up the arm

Repetitive motion injuries are a problem for...

- painters
- textile workers
- word processors
- cashiers
- electronics assemblers
- others who work with their hands.

What can you do about repetitive motion injuries?

Position your hands correctly...

- Adjust your work so you can keep your wrists and elbows straight.
- Use hand tools that are the right width, size and shape for you.

Give your hands a break...

- Pause and shake out your hands. Let them dangle.
- Do hand exercises.
- Wear a hand and wrist brace.

Hand Exercises

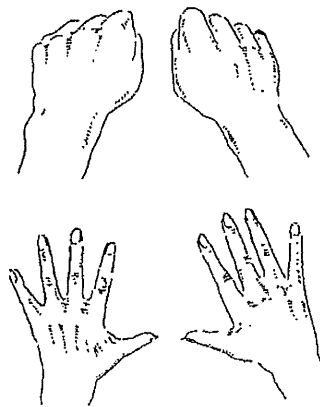
Wrist Rotation

Make a fist and rotate your entire hand from the wrist in one direction. Repeat 15 times. Change directions and repeat 15 times. Do these same rotations again with your fingers extended.



Hand Stretch

Make a fist, then extend your fingers as far apart as possible. Hold for 10 seconds. Relax. Repeat five to 10 times until hands feel relaxed.



Protect your hands from repetitive motion injury. The best time to start is before symptoms begin.

Guard Against Machine Injuries

Safety guards are meant to protect you.

Kinds of guards...

- enclosure guards
- remote control
- removal devices
- two-handed tripping devices
- interlocking devices
- electronic safety devices
- moving barriers

When operating machines...

- Never remove or bypass a guard or other safety device.
- Never operate a machine if a guard is missing, modified or not working right.
- Make sure guards removed for maintenance are replaced and working right before operations resume.

Stay safe and productive...

Never remove a guard to increase your productivity. If you believe a guard is making it hard to meet your production goals, talk to your supervisor. Don't sacrifice your safety to get a job done faster.

Work with guards, and they'll work for you!



First Aid For Strains & Sprains

Sprain: a torn ligament, usually in a joint.
Strain: a torn muscle or tendon.

The Symptoms Are the Same:

- Pain
- Swelling
- Difficulty moving the joint
- Black and blue areas

First Aid...

- Stop using the injured part immediately.
- Raise the injured part above the level of the heart, resting it on blankets.
- Firmly (but not tightly) wrap a strain in an elastic bandage.
- Apply ice wrapped in a towel or bag for periods of 30 minutes, with 15-minute breaks in between.
- After 48 hours, moist heat and gentle stretching are okay.

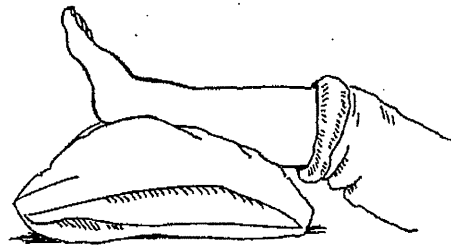
If there is a chance of a broken bone, don't move the joint. Apply a splint if possible.

Get Medical Help If...

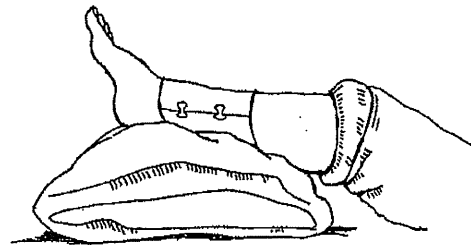
- There is a chance that a bone is broken.
- A sprain is moderate or severe.
- Pain is very strong or lasts more than 24 hours.
- Swelling doesn't go down after 24 hours.

Preventing Strains and Sprains

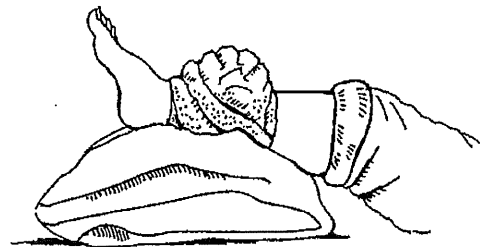
- Warm up for any physical activity, whether it's work or play.
- Get in shape and wear proper equipment for your activity.
- Slow down and stretch when your activity is finished.
- Use proper lifting techniques.



Elevate the injured part.



Wrap a strain in an elastic bandage.



Apply ice for periods of 30 minutes.



First Aid For Eye Injuries

Preventing Eye Injuries...

- Wear safety glasses, goggles or shields when necessary.
- Read emergency directions on chemicals before using them.
- Post the phone numbers for medical help and the poison control center in clear sight.

Small Particles in the Eye (dirt, sand, or dust)...

- ⦿ Do not rub your eyes.
- ⦿ If the particle is under the upper lid, dislodge it by pulling the upper lid down over the lower lid.
- ⦿ If it's under the lower lid, pull down the lower lid. Look in a mirror and use sterile gauze to pull the particle out.
- ⦿ If these methods don't work, rinse the eye with water, holding the lids open.

⦿ Do not apply neutralizers, ointments or drops to the eye.

⦿ If the chemical is an acid, rinse the eye with water for 15 to 20 minutes.

⦿ If the chemical is an alkali or "base," call a doctor or poison control center and follow their directions.

Large Particles in the Eye...

- ⦿ Do not try to remove the particle.
- ⦿ Gently place gauze or clean cloth in a circle around the outside of the eye.
- ⦿ Place a crushed cup over the object.
- ⦿ Wrap a bandage around both eyes.
- ⦿ Keep the victim calm and still.
- ⦿ Get medical help.

Black Eye (eye has been struck)...

- ⦿ Cover the eye with a clean, dry dressing.
- ⦿ Place ice or a cold pack over the dressing.
- ⦿ Get medical attention.

Chemicals in the Eye...

- ⦿ Get the victim to an eyewash station or other source of running water quickly.
- ⦿ If the victim is wearing contact lenses, remove them.
- ⦿ Keep the injured eye lower than the other eye, to stop chemicals from getting into both.

Dislocated Eye (eye has come out of its socket)...

- ⦿ Do not try to replace the eye.
- ⦿ Cover the eye with a clean, moist dressing.
- ⦿ Cover both eye sockets.
- ⦿ Go to an emergency room immediately.



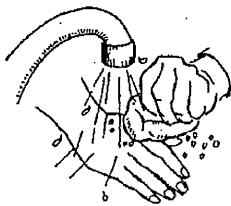
First Aid For Minor Wounds

Even if you suffer a small puncture wound or laceration, you may need a tetanus booster shot. If it's been several years since your last booster shot, check with your doctor.

A minor wound is one that is small or on the surface of the skin. It may not bleed or, if it does, the bleeding stops quickly.

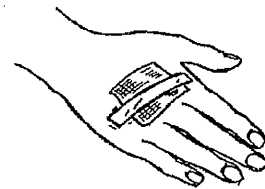
There are Four Kinds of Minor Wounds:

1. **Cuts**, which can be caused by any smooth, sharp object such as a knife or a piece of broken glass.
2. **Lacerations**, which are cuts with jagged edges. They can be caused by sharp objects such as serrated knives or machinery.
3. **Abrasions or scrapes**, which occur when the skin is dragged across a rough surface, such as concrete.
4. **Punctures**, which are holes in the body. They can be caused by a stick, metal bit, staple, nail, or any other object that pierces the skin and enters the body.



Treating Cuts and Scrapes

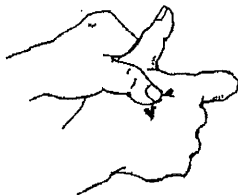
- Wash the wound with mild soap and water.
- Rinse with clean water.
- Let the wound air dry.
- Cover the wound with a sterile bandage.



Treating Lacerations and Punctures

Because these types of wounds are often caused by machinery or rusty objects, there is a danger of infection from debris left in the wound.

- Clean the wound and surrounding skin with mild soap and water.
- Apply pressure around a puncture wound to help it bleed and clear away any debris that may be trapped inside.
- Bandage a puncture wound lightly; bandage a laceration as you would a cut or scrape.



Remember, even a minor wound can become infected. If the area around the wound is red, tender, or swollen after a few days, see your doctor.

FIRE SAFETY & EMERGENCY RESPONSE

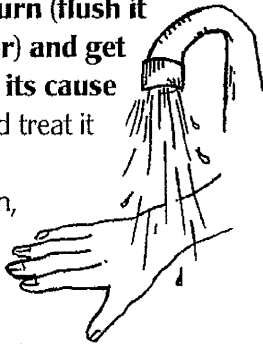


First Aid For Minor Burns

Minor burns can be first degree—red skin and possibly small blisters—or even second and third degree if they cover only small areas of the body, and aren't on the hands, face, feet or genitals. Anything else should be considered a major burn, requiring immediate medical attention.

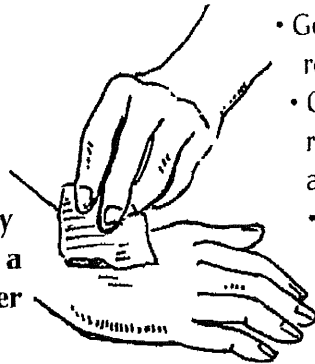
Treating Minor Burns

- **Cool the burn (flush it with water) and get rid of its cause**
- Watch for shock and treat it if you need to
- Don't scrub the burn, break blisters or use neutralizers or ointments
- After flushing, cover the burn with a sterile bandage



Heat Burns

- Rinse with plain tap water until pain goes away
- **Dry the burn by patting it with a sterile bandage, and cover**



Chemical Burns

- Follow any directions on the container's label
- **Brush the chemical off if it is dry**
- Rinse the burn with water for 15 to 20 minutes



Electrical Burns

- Get the victim away from electrical current without touching it yourself
- Check breathing and heartbeat—do rescue breathing and CPR if necessary and you know how
- Treat minor burns where electricity entered and left the body with cool water



Customer Focus on Loss Control

Innovative Safety and Health SolutionsSM

Ten Easy Steps to Effective Return-to-Work

What is "Return-to-Work"?

"Return-to-Work" is a process designed to help injured workers get back to work quickly and safely.

Why Should My Organization Have a Return-to-Work Strategy?

Employer Benefits

- Controls direct and indirect costs
- Reduces production downtime
- Reduces need to train replacement workers
- Increases morale and improves operations
- Reduces workers' compensation fraud

Employee Benefits

- Expedites a speedy recovery
- Supports a sense of self worth
- Allows employee to stay in same or similar job
- Prevents interruption of salary and/or benefits

How Do I Set Up a Return-to-Work Program?

- Develop a policy for Return-to-Work** that reflects your company's commitment to assisting injured employees in getting back to work. Include the expectation that all employees will participate.
- Establish a Return-to-Work team** and assign an individual or the RTW team to be responsible for the program. Include both management and labor (union) representation in the planning process and on the team.
- Develop functional job descriptions** that describe physical and other job requirements for all positions.
- Identify opportunities for transitional duty** at your facility. Ask for suggestions from employees. Consider adaptations to existing jobs and reorganization of existing job tasks.
- Educate all employees, including managers, and medical providers** about your Return-to-Work program. "Sell" Return-to-Work as a benefit to employees.
- Establish a procedure for early reporting** of any injury or illness.
- Send the injured employee for medical treatment right away.** Send a copy of the functional job description to the physician with the injured employee. Arrange for transportation of the employee to the doctor, or provide an escort. Talk to the injured worker to determine if he/she has enough information about workers' compensation, his/her medical condition, and how to speed recovery.
- Stay in touch with the injured employee.** Maintain communication among all parties (injured worker, employer, medical provider, insurance carrier), keeping everyone updated and informed.
- Investigate the incident.** Determine possible causes and solutions to prevent similar incidents.
- Bring the injured employee back to work in an appropriate capacity as soon as possible** (according to medical recommendation). Perform a workstation assessment if necessary to verify job demands and to determine opportunities for modification, such as modifying workstations, restructuring job tasks, providing short-term retraining, providing special adaptive equipment, offering scheduling flexibility, and offering temporary, alternative productive work.

For more information, refer to The Hartford's Disability Management Program Guidelines Return-to-Work (publication no. 102547 Rev.) and *Return-to-Work: A Win-Win Opportunity in Ten Easy Steps* (TIPS S 500.102)

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CFLC 105 Ten Easy Steps to Effective Return-to-Work

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Reviewing Potential Workplace Hazards

Here are some questions that might be asked about the safety, health, and general conditions under which work is performed at your facility:

- Is the floor clear of materials that could trip a worker?
- Is lighting adequate?
- Are there any electrical hazards that could be accidentally activated at any individual workstation, or elsewhere at the job site?
- Are there any explosive hazards present or likely to develop (during processes, in storage areas, etc.)?
- Are any tools (including hand tools), machines, or equipment in need of repair?
- Are appropriate guards in place on tools, machines, and equipment? Have workers been successfully trained not to remove or bypass the guards?
- Is there excessive noise in the work area, interfering with concentration and/or communication?
- Is fire protection equipment readily accessible, and have employees been trained to use it? Are emergency exits clearly marked?
- Are motorized vehicles properly equipped with working brakes, overhead guards, backup signals, horns, steering gear, and identification, as necessary? Are all employees who operate vehicles and equipment properly trained and authorized?
- Has appropriate personal protective equipment, properly fitted, been provided to workers? Have workers received any needed training in its use, and are they, in fact, using it?
- Is ventilation adequate, especially in any confined spaces?
- Have any employees complained of headaches, breathing problems, dizziness, or strong odors?

Remember, these questions are only samples. Add more questions of your own which are appropriate to your particular environment. For instance:

- Does any work have to be performed in extremes of heat or cold?
- Is work done on different working and walking levels (heights), requiring guarding against potential hazards of falls or falling objects?

Each time your answer to one of these questions reveals a condition that could be dangerous, you should determine, record, and complete the most appropriate corrective action or actions.

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CFLC 34 Reviewing Potential Workplace Hazards

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The “Formal” Loss Control Program

These nine elements form the basis for a well-rounded “formal” loss control program.

1) Managerial Direction

- Reports required? (investigations, inspections, safety committee, progress reports, loss costs)
- Who follows-up to make sure proper action is taken?
- Who reviews reports? Who is ultimately responsible?
- Are loss control results part of managerial performance measurements?

2) Basic Operations

- Tailored to your unique operations/processes/issues?

3) Employee Selection and Training

- Written position descriptions?
- Background checks?
- Reference checks?
- Credential checks?
- Prior employer checks?
- Effective interviewing/screening?
- Tailored development & review programs?
- Extra hazard training?
- Rules & regulations training?
- Hazard communication training?
- On-the job training?
- Development and career path training?

4) Workplace Accidents and Losses

- First aid facilities?
- What records go with employee to medical office?
- What losses are investigated?
- Who investigates?
- What action is taken on the investigation?
- Who takes the action?
- Automatic sprinkler tests & inspections?
- Emergency plan/evacuation plan?
- Training and drills?
- Critiques of drills?
- Investigation reports?

5) Communication

- Operation manuals?
- Newsletters/news bulletins?
- Suggestion system?
- Letters, booklets?
- Payroll inserts?
- Meetings?

6) Loss Control Organization

- Defined duties and responsibilities?
- Accountabilities spelled-out?
- Organization chart?
- Meetings, subjects, records kept?

7) Materials

- Selection?
- Placement?
- Handling?
- Processing?
- Attention to hazardous material handling and storage?
- Attention to toxic and flammable materials?

8) Equipment

- Selection?
- Arrangement?
- Use?
- Maintenance? (preventive, not crisis?)
- Attention to hazardous equipment?

9) Results/Benefits

- Who measures? Who follows up?
- What managerial action taken?
- Fewer injuries?
- Less damaged material and equipment?
- Lower operating and replacement costs?
- Lower insurance rates? Lower OSHA incidence rate?
- Overall effect on bottom line?

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CFCL 46 The “Formal” Loss Control Program

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Safety Awareness Ideas

Here are some quick and easy ways to help your employees be more aware of safety every day. These ideas *cannot* take the place of a fully implemented safety program, but they can help.

1. **Give Supervisors More Accountability.** Expect supervisors to make regular inspections of work areas, submitting completed inspection checklists to the Safety Director. Any injuries resulting from malfunctioning equipment not identified by the inspection could be the responsibility of the supervisor.
2. **Get Workers Involved in Safety Inspections.** Choose workers at random to complete daily safety surveys of their own departments or work areas. Choose different workers each day. This encourages workers to focus on safety as they perform their surveys. Identified hazards are referred to the appropriate person for corrective action. Make sure the hazards are actually corrected!
3. **Choose a "Safety Slogan of the Week."** Choose workers at random to come up with the motto for that week. Reward them with a special cap, belt buckle, chance of a drawing, etc.
4. **Focus on Work Groups.** Complete a review of injury trends by department, and use department meetings to discuss problem areas. Solicit suggestions from workers, and issue a challenge to the work group to achieve a reduction in injury rates over a certain time period.
5. **Start a Safety Suggestion Program.** Install a system where a person who spots a hazard can fill out a safety observation form to report the unsafe condition, and require management to respond to that individual within a certain time period. Give awards for the most useful suggestions, and give recognition for *all* suggestions.
6. **Install an "Injury Traffic Signal"** at each doorway. The traffic light "turns" yellow for any minor injury and red for any lost time injury. Three days after the incident, the light "turns" back to green.

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CFLC 11 Safety Awareness Ideas (part 1)

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Safety Awareness Ideas

Here are some quick and easy ways to help your employees be more aware of safety every day. These ideas *cannot* take the place of a true safety program, but they can help

1. **Lead Supervisors Can Give Weekly Five-Minute Safety Talks.** Topics for discussion can include recent injuries at the plant, trends, regulations, policies, etc. Supervisors' evaluations can depend at least in part upon their holding these sessions.
2. **Involve Everyone in Safety Efforts, from the Newest Employee...** Assign new workers to walk through the plant, observing until they find one safety violation. The new employee reports the unsafe condition to his or her trainer, who must then respond appropriately or assign correction of the hazard to the responsible person. This exercise can be part of regular training for each new employee.
3. **...to Top Management.** Each member of upper management should serve a term on the safety committee, and/or attend safety meetings each month. Not only will this demonstrate management's commitment to safety, but it will bring fresh faces and ideas to the safety program. Of course, this will work only when top management fully supports this idea; if the management "invitee" fails to attend, workers will be even more skeptical!
4. **Use Random Safety Surveys to Reward Safe Workers.** Develop a safety checklist for each department or work area, and use it to conduct a random survey of each area. Areas that demonstrate at least 95% compliance may receive a reward, such as leaving early on Friday. Another easy reward is to open the vending machines for one break.
5. **What's Wrong With This Picture?** Take photographs of trip hazards, housekeeping problems, unlabeled chemicals or other safety hazards around the plant. Post the photos on employee bulletin boards, and invite workers to submit entries to identify the hazards and suggest solutions. Draw winners from the correct entries. Prizes could be gift certificates, lunch tickets, small merchandise, etc.
6. **Get the Big Picture with an Accident Scene Map.** Much as police track crimes on maps, you can track accidents by using push pins on a diagram of the plant. Use different colors to represent different types of injuries. Employees--and the safety committee--can easily understand patterns of injuries, or identify specific work areas where injuries occur more often.

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CFLC 12 Safety Awareness Ideas (part 2)

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