

news & notes

SAFETY HAZARD CHECKLIST

Make a habit of reporting safety problems.

- ⇒ Accidents and near misses (even if no one got hurt)
- ⇒ Burned out lights in stairwells, hallways, and on outdoor pathways and lots
- ⇒ Damaged or missing safety or exit signs
- ⇒ Poorly stacked materials
- ⇒ Objects blocking aisles, emergency exits, fire extinguishers, or sprinklers
- ⇒ Ventilation problems
- ⇒ Electrical problems
- ⇒ Unlocked doors or gates
- ⇒ Broken windows
- ⇒ Slippery floors
- ⇒ Damaged flooring or stair treads
- ⇒ Loose handrails or guard rails
- ⇒ Broken or malfunctioning equipment
- ⇒ Missing machine guards
- ⇒ Leaking or unlabeled chemical containers
- ⇒ Improperly stored chemicals
- ⇒ Accumulations of combustible trash
- ⇒ Anything that just doesn't feel right

FIVE HABITS OF VERY SAFE PEOPLE

Safe people always:

1. Understand the risks of their jobs
2. Perform jobs the way they are supposed to be done, without taking shortcuts
3. Never become complacent about safety
4. Get involved in efforts to improve safety
5. Know what to do in an emergency

Develop these habits so you'll be a very safe person, too.

SafetyWorks

The Citadel

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Make Safety a Habit

Your personal accident-prevention plan

Do you make a habit of:

	YES
NO	
⇒ Following safety rules and procedures?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Using assigned personal protective equipment (PPE)?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Asking questions when you aren't sure about the safe thing to do?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Reporting all workplace hazards, no matter how small they seem?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Paying attention to safety training and using what you learn?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Knowing two emergency evacuation routes from your work area?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Participating in fire drills and emergency-preparedness activities?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Keeping your work area neat and clean?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Observing No Smoking signs and smoking only in designated areas?	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	
⇒ Reading labels and materials safety data sheets (MSDSs) before handling or storing any hazardous chemical?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Repairing or servicing equipment only if you've been trained and authorized to do so?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Inspecting PPE, tools, and equipment before each use?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Walking (not running) in the workplace?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Obeying all warning signs and keeping out of areas you are not authorized to enter?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Using safe lifting and carrying techniques?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Cleaning up spills that someone could slip on?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Keeping tools and supplies out of walkways where someone might trip over them?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Focusing all your attention on your work and avoiding distractions?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Making sure not to distract co-workers while they are working?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Being careful around machines and equipment with moving parts?	<input type="checkbox"/> <input type="checkbox"/>
⇒ Treating electricity and electrical equipment with caution?	<input type="checkbox"/> <input type="checkbox"/>

Were you able to honestly check the Yes box for all these safety habits? If not, you may be inviting an accident. Don't take the chance.

2011 Hurricane Season

Hurricane season runs from Jun 1- Nov 30. Stay informed about storms that could impact Charleston and visit www.bulldogalert.info for links to The Citadel's *Hurricane Operations Plan* and "*Hurricane Quick Guide*". In the event of a storm emergency, the bulldogalert web site will be updated regularly with important information about the college's current response activities.



"Yes, I appreciate the irony.
Can you just get me the ladder?"



Move It Safely

Seven essentials of hand truck safety

Hand trucks are such simple materials handling devices that it's easy to forget they can also be hazardous if improperly used. Back, hand, and foot injuries are common. To move any materials safely with a hand truck, follow these rules:

1. **Load properly**, keeping the load's center of gravity as low as possible, by placing heavy objects below lighter ones.
2. **Place the load well forward** so that the weight will be carried by the axle, not the handles.
3. **Do not overload**. Keep a clear view ahead.
4. **When you load a two-wheeled truck in a horizontal position**, raise (and eventually lower) the hand truck by squatting and using your leg muscles, keeping your back comfortably straight.
5. **Let the truck bear the load**, while you only push and balance.
6. **Move at a safe speed**. Never walk backwards. Keep the truck under control at all times. Pay close attention at blind corners and doorways.
7. **Always keep your feet clear** of the wheels and watch out when you unload so that you don't drop a heavy object on your toes.

It's also a good idea to wear a pair of gloves to protect your hands as well as safety shoes to protect your feet, especially when moving heavy objects.



Look Out for Safety

If you don't... look what could happen:

- ☛ Bill thought he knew all about one of the chemicals in his plant, so he didn't bother to read the label or MSDS before storing it. Unfortunately, he didn't know the chemical could react with another chemical in the storeroom. When the two substances accidentally came into contact, the whole storeroom blew sky high. Two of Bill's co-workers were seriously hurt. A third died on the way to the hospital.
- ☛ When an employee reported a malfunctioning machine, maintenance came immediately, locked it out, and put a big sign on it that read "DO NOT USE." About a half hour later Carl came to use the machine. He tossed the sign aside and pressed the "on" switch. Nothing happened. He went to the power source and found the lock with a tag warning employees not to use the equipment. Carl took a bolt cutter to the lock and turned on the power. He went back and turned on the machine. Three minutes later Carl was electrocuted.
- ☛ Karen often sneaks off to grab a smoke in a rarely used storeroom that contains a bunch of metal cylinders. Even though there is a sign that reads, "DANGER. FLAMMABLE GAS," Karen doesn't take it seriously. So far she's been lucky. But one day she's going to start a fire or blow herself up.

VISIT: www.citadel.edu/riskmgmt

for more Health & Safety information!

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DANGER! LIGHTNING STORM

If you get caught in a summer lightning storm, follow these tips from the experts at the Oahu (Hawaii) Civil Defense Agency:

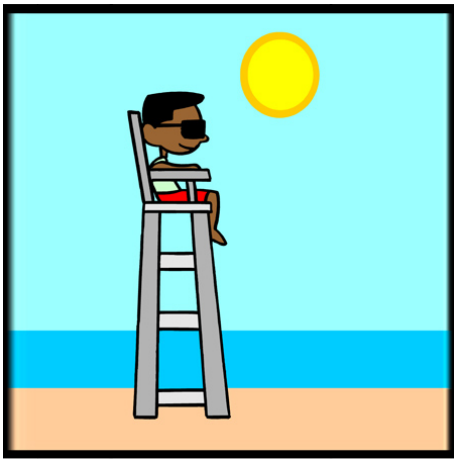
- ☛ Find shelter inside or in a vehicle (not a convertible).
- ☛ If you're outside, don't stand under a tall isolated tree or telephone pole.
- ☛ In an open area, seek shelter in a low place like a ravine.
- ☛ On a hilltop, get to lower ground quickly.
- ☛ In a wooded area, seek shelter under shrubs or small trees.
- ☛ If you're in the water, get out right away and find shelter.
- ☛ If you're in a group in an open area, spread out, keeping several yards apart.
- ☛ Don't touch metal objects such as motor-cycles, bicycles, golf carts, etc., and stay away from metal fences, stairs, or rails.
- ☛ If you feel your hair stand on end, lightning might be about to strike you. Drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground.

WHAT'S YOUR RISK?

Want to know what your risk of having a heart attack in the next 10 years is? Find out at the National Heart, Lung, and Blood Institute's website:

<http://hin.nhlbi.nih.gov/atpiii/calculator.asp>.

You need to know your total cholesterol, HDL cholesterol, and systolic blood pressure (for example, if your blood pressure is 120/80, your systolic pressure is 120).



Get in the Swim

Plunge into summer water safety

Swimming is one of the most popular—and one of the most dangerous—summer activities. Review these water safety rules with your family:

- ⊗ Swim only in areas supervised by lifeguards. Always swim with other people, never alone.
- ⊗ Don't drink alcohol when swimming. It impairs your judgment and may tempt you to take chances.
- ⊗ Check water depths and look for rocks, etc., before you dive.
- ⊗ Never leave children unattended when they are near the water. And make sure the little ones wear lifejackets.

Safety Tips for Pool Owners

- ⊗ Put a fence around the pool that's high enough to keep children from climbing over. Install gates with automatic locks.
- ⊗ Covers for pools should be rigid enough so that a child cannot fall in. Remove the cover completely when the pool is in use.
- ⊗ Set rules for youngsters and stick to them. For example: No swimming alone.

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WORKING UP A SWEAT? DRINK PLENTY OF FLUIDS!

With temperatures climbing, the American Academy of Orthopaedic Surgeons offers this reminder: Keep energized and avoid heat stress by drinking plenty of liquids.

Because you sweat more in hot weather, you require extra fluid intake so that your body's thermoregulation system can keep you cool. When the body becomes overheated, there is an increased demand for blood from the brain, skin, and muscles.

Without enough fluid, dehydration occurs, along with the risk of potentially serious conditions such as heat exhaustion and heatstroke.

The Academy says most people do not realize how much fluid is necessary when working hard or exercising in the heat—either indoors or outdoors. With strenuous activity, you could require at least 3 to 4 quarts of water per day! That's up to a gallon (16 eight-ounce glasses) of fluid.

Because the body absorbs fluids best in small amounts, it's better to drink often, rather than waiting until you get thirsty and drinking a whole quart of fluid at once. Thirst is actually the first sign of dehydration. So by the time you're thirsty, you are already low on fluids.

Be sure to drink plenty of nonalcoholic fluids on a regular basis—especially when you work or play in the summer heat.

Organized for Safety?

Keep an eye out for often-overlooked hazards

Take a closer look at your work area.

- ⊗ Could overloaded circuits cause a fire?
- ⊗ Could someone bang into or trip over an open drawer?
- ⊗ Could tools, materials, or spills on the floor cause a slip, trip, or fall?
- ⊗ Could a carelessly placed sharp or pointed tool injure someone?
- ⊗ Could containers of hazardous substances spill, cause toxic exposure, or start a fire?
- ⊗ Could poorly stacked or stored materials fall and injure someone?
- ⊗ Could oily rags, piled up scrap, or combustible trash cause a fire?
- ⊗ Could an open door or window allow an intruder to enter the workplace?
- ⊗ Could a blocked fire exit prevent you and your co-workers from exiting the building in an emergency?
- ⊗ Could a missing or blocked fire extinguisher leave you powerless to control a work area fire?

If you spot any of these hazards hiding in plain sight, eliminate them. If you can't remove them yourself, report them. Your swift and effective action could save a co-worker—or even yourself—from a painful injury.

Keep your work area neat, organized—and safe. Even if someone else creates the problem, fix it first and then deal with the cause.



Fire Fighter

Can you use an extinguisher effectively?

Decide whether these statements about fire extinguishers are True or False:

1. When you use an extinguisher, stand 4 to 5 feet from the fire. T F
2. The PASS technique stands for Prepare, Assess, Strike, and Secure. T F
3. Aim the nozzle at the top of the fire. T F
4. ABC extinguishers can be used for Class A, B, or C fires as well as for combination fires. T F
5. If you don't have a C extinguisher handy to fight an electrical fire, use an A extinguisher. T F
6. If a fire doesn't go out before the extinguisher is used up, get another extinguisher and try again. T F
7. Fire extinguishers are the main defense against fires in the facility. T F
8. When you use an extinguisher, make sure there is a clear escape route behind you. T F

Answers: (1) False. Stand 6 to 8 feet away. (2) False. PASS stands for Pull, Aim, Squeeze, and Sweep. (3) False. Aim at the base. (4) True. (5) False. Never use water or a water-based extinguisher, such as an A extinguisher, on an electrical fire. (6) False. If the fire doesn't go out immediately, evacuate the area, sound the alarm, and call in professional firefighters. (7) False. Extinguishers only supplement sprinkler systems and other fire prevention precautions. (8) True.

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THINK SAFE, BE SAFE

When you think an accident can't happen, you're likely to get careless. That's when accidents happen. Complacency about safety is one of the greatest job hazards of all. If you're not thinking about safety all the time, you're not going to be completely safe on the job. Keep alert. Keep un hurt!

SAFETY ON THE ROAD

Driving safely is only half of the road safety story. The other half is maintaining your vehicle. A safe vehicle has:

- Lights and signals in good working order
- Good brakes
- Tires with good tread and air pressure
- Good visibility front, sides, and rear
- New windshield wiper blades and plenty of windshield washer fluid
- Regular maintenance (oil changes, tune-ups, safety checks, etc.)

DON'T GET BURNED!

June is the beginning of summer, when the sun's rays are most damaging to unprotected skin. June is also Cancer from the Sun Month. Take this quiz to find out how safe you are in the sun.

- T/F Sunscreens labeled 15 and higher don't protect you against all the sun's rays.
- T/F Suntans are a sign of skin damage.
- T/F Use sunscreens on cloudy days.
- T/F Some medications can make your skin sensitive to the sun.
- T/F Casual exposure to sunlight like taking an outdoor lunch break can expose you to the risk of skin cancer.

All of these statements are true.

Plan for Safety

Take these steps before you start any job

Safe work habits are a prime defense against injuries. And one of the most important work habits is planning for safety before you start any job. Here's how:

1. **Gather information.** Check job procedures, read instructions and warnings, and gather any other data that will help you determine how to do the job safely and correctly. Ask your supervisor to clarify anything you don't understand.
2. **Identify the hazards of the job** and decide how you can eliminate them or take precautions against them.
3. **Think about anything that could go wrong** while you work. By anticipating problems, you avoid being harmed by unexpected hazards.
4. **Give yourself space to work.** Remove from your workspace any tools and materials that you don't need for the job. These items could get in the way or create a hazard.
5. **Check tools, equipment, and materials** to make sure they are safe to use.
6. **Inspect any personal protective equipment (PPE)** you use to make sure it's in good, safe condition so that it can protect you from the hazards you face.