

## Safety Principle # 4

All operating exposures can be controlled

### April 2020

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**April 1, 2020**

### **Office Daily Safety Message**

COVID-19 is thought to spread mainly from person to person. This includes between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly inhaled into the lungs. Spitting around others could spread the virus the same way as coughing or sneezing on or near someone, including spitting due to the use of tobacco products.

Remember, be mindful of those around you when spitting, coughing, or sneezing in order to stop the spread of COVID-19. We all need to be responsible and do our part!

“Workout Wednesday”

Walking is critical for joint health. The majority of joint cartilage has no direct blood supply, and as such gets its nutrition from synovial fluid inside the bones or joint fluid that circulates as we move. Weight bearing activities such as walking compresses the cartilage, bringing oxygen and nutrients into the area.

Your joints love a good walk!

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**April 2, 2020**

**Office Daily Safety Message**

Do you know that April is National Distracted Driving Awareness Month?

Thousands die needlessly each year because people continue to use their cell phones while driving. Join the National Safety Council this April in urging those you care about to:

**STOP USING CELL PHONES WHILE DRIVING**

## **Safety Principle # 4**

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**April 3, 2020**

### **Office Daily Safety Message**

Safer Workers Mean Safer Roads for All

- Every 7 seconds, someone is injured in a car crash
- Every 15 minutes, someone is killed
- Many of the crashes occur during the work day or the daily commute
- Motor vehicle crashes are the #1 cause of workplace death

Employers have a significant role in reducing vehicle crashes. Through workplace policies and education, employers can help protect their workforce, protect their organizations and, in turn, protect employees' own families and communities.

Remember to JUST DRIVE!

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**April 4, 2020**

### **Office Daily Safety Message**

#### First Aid Kits

Kits should be checked monthly to ensure all items are properly stocked and that items are available if needed. Items with an orange label or inside an orange package will expire and expiration dates can be written on the outside of the package to allow for easier identification. We never know when we will need to use these items so properly inspecting the kits is vital.

You can order First Aid Kits from your local storeroom along with all necessary items.

Was your First Aid Kit checked this month for expired items as well as missing items?

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**April 5, 2020**

### **Office Daily Safety Message**

Your cell phone is dirtier than you think!

Fun fact: Each square inch of your cell phone contains roughly 25,000 germs, making it one of the filthiest things you come in contact with daily. That's something to think about the next time you press your face to your phone.

Supplies needed to clean and sanitize your cell phone:

- Distilled water
- Isopropyl alcohol, 70%
- Spray bottle
- Microfiber or lens cleaning, lint-free cloth
- Cotton swabs or wooden toothpicks

In a small spray bottle, mix a one to one ratio of water and alcohol, give the bottle a good shake, and lightly spray the microfiber cloth. Use a cotton swab or wooden toothpick on hard to get to areas.

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**April 6, 2020**

**Office Daily Safety Message**

**“It was JUST...”**

It was just a quick call

It was just a short trip

It was just one drink

It was just a picture

It was just an email

It was just a glance

It was just a text

It was just a bite

**JUST is all it takes**

**Don't be a distracted driver!**

## **Safety Principle # 4**

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**April 7, 2020**

### **Office Daily Safety Message**

#### Slips, Trips, and Falls

Slips, trips, and falls cause numerous injuries every day. However, they are among the easiest hazards to correct.

Take the time to look around your work site for these hazards and work to prevent them. Take care not to cause any slip, trip or fall hazards as you go about your daily activities.

Don't let a slip, trip or fall keep you from enjoying all that life has to offer.

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**April 8, 2020**

### **Office Daily Safety Message**

“Workout Wednesday”

Walking tones muscles in both legs and feet, and it can also tone muscles in the arms if you use certain workout techniques.

Upright Row Technique:

While walking, make a fist with each hand and bend your elbows. The knuckles should face one another with the palms facing you. Start with your elbows at hip level and your elbows slightly higher than your hands. As you walk, raise your arms until your fists reach your armpits. Push your elbows back using your shoulders and upper-back muscles, allowing your fists to reach your shoulders. Lower your arms and fists back down to your hips and repeat.

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**April 9, 2020**

### **Office Daily Safety Message**

Office workers should work to maintain a neutral posture. Keep your head centered over your neck and shoulders while keeping wrists flat and elbows resting at your side. Make sure your feet are comfortably touching the floor. If this isn't possible, please use a footrest.

How are you maintaining your neutral posture?

## **Safety Principle # 4**

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**April 10, 2020**

### **Office Daily Safety Message**

Take Care of Each Other!

We must look out for each other. We are our Brother's & Sister's Keepers! We must make sure we all get to where we are going together. It's so easy to turn our heads while walking by assuming all risks have been identified and mitigated. Take notice and act when you see something. Remember, if you are not part of the solution, you are part of the problem! If you walk by an unsafe act and say nothing your silence signals approval (and that is unacceptable!). Step Up, Speak Out and Stand Up for Safety! There are many safe ways to get things done. All you must do is find one and apply it.

Safety must be a Value, not a Priority ... Priorities CHANGE!!!!

## **Safety Principle # 4**

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**April 11, 2020**

### **Office Daily Safety Message**

#### Fire Safety

Make sure all employees are properly trained in fire safety and all fire extinguishers are fully loaded and operational. Should a fire erupt, call 911, follow company protocol, and evacuate to your assigned muster point. Remember, we are not fire fighters, but should all know how to use the fire extinguisher for small fires only.

Know what to do in case of a fire. Time matters.

## Safety Principle # 4

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**April 12, 2020**

### **Office Daily Safety Message**

#### Safeguards During Weed Wacker or String Trimmer Operation

- Eliminate Weed Wacker activities where possible by landscaping or using a weed killer to reduce the need for use of the Weed Wacker
- Ensure all safety devices on the Weed Wacker are in place and functioning correctly
- Read the owner's manual to understand the specifics of the machine you are using
- Remove any objects or people that could be struck by flying debris during weed clearing activities before beginning work
- Wear the proper PPE while using a Weed Wacker. Proper PPE includes:
  - Safety glasses
  - Face shield
  - Long sleeved shirt
  - Gloves
  - Long pants
  - Long socks
  - Safe footwear

It's the time of the year for yardwork so don't forget your safety gear!

## **Safety Principle # 4**

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**April 13, 2020**

### **Office Daily Safety Message**

What is Distracted Driving?

Distracted driving is any activity that diverts attention from driving, including talking or texting on your phone, eating, and drinking, talking to people in your vehicle, fiddling with the radio, entertainment, or navigation system – anything that takes your attention away from the task of safe driving.

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing.

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**April 14, 2020**

### **Office Daily Safety Message**

When visiting alternate work sites:

- Ensure that you know the emergency evacuation plan
- Ask for a building orientation so that you will know where fire exits, first-aid kits and AED's are located
- Be sure to sign the visitors log
- Know where the rally points for evacuation and shelter in place are located
- Never use elevators during an emergency

Have a safe visit!

## **Safety Principle # 4**

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**April 15, 2020**

### **Office Daily Safety Message**

“Workout Wednesday”

Weather nasty outside?

Just walk in place!

Walking for fitness burns up to 300 calories per hour and is simple to do. Walking in place is just as effective as walking on a track. All you need is enough space to march, supportive shoes, and comfortable clothing.

## **Safety Principle # 4**

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**April 16, 2020**

### **Office Daily Safety Message**

#### Good Housekeeping

Good housekeeping reduces clutter which results in a safe and efficient work environment.

Keep storage and work areas free from accumulation of materials which could cause tripping, fire and ergonomic strain hazards.

Immediately report building safety issues such as, loose tiles, torn/uneven carpets, water leaks, etc... to the facilities help desk.

Look around, do you need to tidy up your desk area?

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**April 17, 2020**

### **Office Daily Safety Message**

#### Memory and Hazards

The human memory can be an amazing thing, but it is also very flawed. While there are people that can remember small details about an event decade later, others cannot remember where they set their phone down. Memory should never be relied on as the sole safeguard against a hazard. If this is the case, the hazard is not protected against at all.

Can you name some safeguards that are in place for protection in your office?

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**April 18, 2020**

### **Office Daily Safety Message**

Shortcuts are a Bad Choice

The decision to take a shortcut can be influenced by many different factors. At the end of the day, shortcuts are a choice made by an individual. It is important to realize this fact and take steps to avoid taking shortcuts especially when it comes to safety on the job. Always hold yourself to a higher standard and do not take the easy way out.

Realize that shortcuts affect more than just you!

## **Safety Principle # 4**

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**April 19, 2020**

### **Office Daily Safety Message**

Find a spill?

If you notice a spill on the floor, be the one who cleans it up. Do not assume someone behind you will do it because they may not notice it. Be your brother's and sister's keeper and own what you see and do the right thing.

## Safety Principle # 4

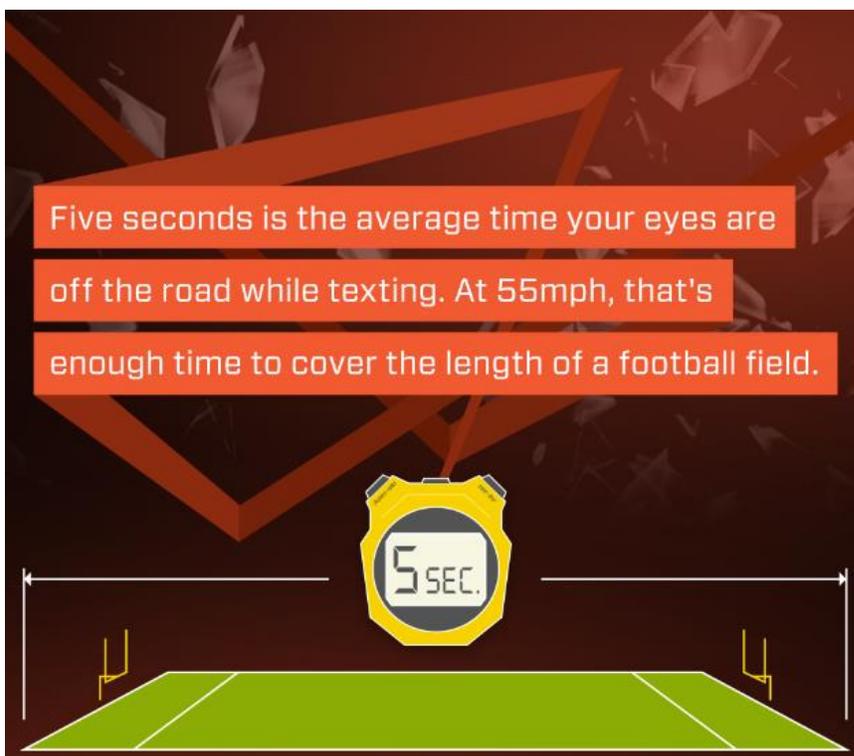
All operating exposures can be controlled

April 20, 2020

### Office Daily Safety Message

To prevent tragedies due to distracted driving, motorists are urged to:

- Turn off electronic devices and put them out of reach before starting to drive
- Be good role models for young drivers and set a good example. Talk with your teens about responsible driving
- Speak up when you are a passenger and your driver uses an electronic device while driving. Offer to make the call for the driver, so his or her full attention stays on the driving task
- Always wear your seatbelt. Seatbelts are the best defense against unsafe drivers



## **Safety Principle # 4**

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**April 21, 2020**

### **Office Daily Safety Message**

The question is not “Can I” but “How can I safely” lift the items needed to be moved.

Lifting items that are too heavy or bulky items can result in serious injury. Always ask yourself, “Is this the best way to move these items.” A few minutes extra to properly lift a load will eliminate a life time of pain.

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**April 22, 2020**

**Office Daily Safety Message**

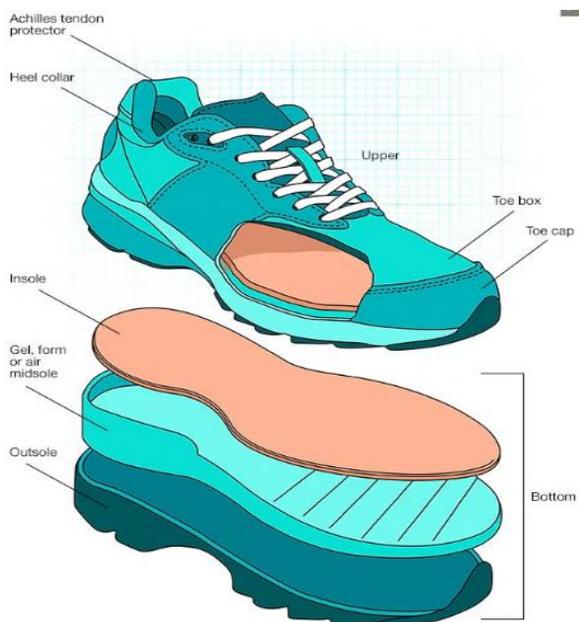
“Workout Wednesday”

What should I look for in a walking shoe?

Walking shoes should have more support in the arch because that is where the impact is the greatest when you walk. The best walking shoes also have plenty of all-over cushion to support your foot as you go.

Look for helpful features in walking shoes:

- Achilles tendon protector – this reduces stress on the Achilles tendon by locking the shoe around the heel
- Heel collar – cushions the ankle and ensures proper fit
- Upper – holds the shoe on your foot and is usually made of leather, mesh, or synthetic material
- Insole – cushions and supports your foot and arch
- Gel, foam, or air midsole – helps cushion and reduce impact when your foot strikes the ground
- Outsole – contacts the ground while creating positive traction to help prevent slipping
- Toe box - provides space for the toes and helps to prevent calluses



## **Safety Principle # 4**

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**April 23, 2020**

### **Office Daily Safety Message**

When you walk to or from your parked car, do you consider the risks that are present?

It is important to back into your parking space each time so that you are ready for departure. This also gives you a better view of what is around you when you are leaving and keeps pedestrians or other employees walking through the parking lot safe. Below are some additional tips for parking lot safety:

- Eliminate distractions when you walk to your vehicle so that you will be aware of any danger present.
- Consider using a buddy system or flashlight if leaving after dark or arriving when it is not yet light outside.
- Have your keys in your hand so that you do not lower your eyes or become distracted once outside.
- Walk confidently and use the panic button on your keys if necessary.
- Always complete your Circle for Safety and check the back seat of the vehicle before getting inside.
- Once inside, lock the doors immediately and turn on your headlights if visibility is limited so that others can see you and so that you can see any hazards that are near you.

## **Safety Principle # 4**

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**April 24, 2020**

### **Office Daily Safety Message**

Safety in the workplace is everyone's responsibility and injuries affect everyone in the workplace, not just the person who gets hurt. When you recognize a hazard do not just keep it to yourself. Doing this may protect you but it leaves everyone else in that area vulnerable to an injury or incident.

See something, say something!

## **Safety Principle # 4**

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**April 25, 2020**

### **Office Daily Safety Message**

No one has all the answers. If you do, you are under-utilized and under paid. For the rest of us, there will always be times when we need help from someone else. It is important to feel comfortable asking for help when you need it or mentoring others when they need assistance.

Mentoring can be your way of sharing knowledge!

## **Safety Principle # 4**

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**April 26, 2020**

### **Office Daily Safety Message**

#### Leave Yourself an Out

We hear this often when referring to SMITH driving techniques but this can also be used beyond a vehicle. All too often, many individuals are injured at work due to putting themselves into the line of fire or finding themselves in a place where they cannot escape danger. From a dropped load falling onto your foot to rear-ending the car in front of you - these are just a few scenarios that most likely could have been prevented if you would have left yourself an out.

Name some ways to leave yourself an out and avoid the line of fire.

## **Safety Principle # 4**

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**April 27, 2020**

### **Office Daily Safety Message**

Moving Around at Your Workplace

Remember the following:

- Walk, don't run
- Watch for spills on the floor or other obstacles and take the initiative to clean them or ensure that they're cleaned
- Use the handrail on the stairs
- Look where you're going; you'll have time to read later

Don't forget your 30 for 30 and avoid death by sitting!

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**April 28, 2020**

### **Office Daily Safety Message**

It can be frightening to think of the negative effects' technology can have on our brains. While most individuals recognize the dangers of using a cellphone while driving, many do not realize the impact of just having a cellphone in our presence can have on our ability to focus and problem solve. When completing tasks that require your full focus, consider putting your cellphone in a different area where it will not serve as a distraction for you.

Remove the distraction of your cellphone and allow yourself to fully focus!

## **Safety Principle # 4**

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**April 29, 2020**

### **Office Daily Safety Message**

Are you getting enough physical activity?

Office workers need a work-life balance. Remember to stay active. Take the stairs instead of the elevator or use your 15-minute break to go on a walk. If you are sitting for a long period of time. Get up and move around the office. Remember to stay hydrated by drinking lots of water. Don't forget your sleep. Lack of sleep can lead to physical and mental problems. Take advantage of the company's wellness program. It is a great benefit to help aid in your overall wellness.

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**April 30, 2020**

### **Office Daily Safety Message**

Safety Strong

What did I do this month to become Safety Strong?

- Entered a qualified close call/good catch?
- Acted to correct a safety issue by reporting the issue to facilities?
- Cleaned up the coffee spill in the breakroom?
- Turned the coffee pot off at the end of the day?

Can you name others?