

*Hazard Recognition: Hurricanes, Back-to-School, Material Handling, HU
 Safety Principle #8: Our work is never so urgent or important
 that we cannot take time to do it safely*

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August 2018

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| 5 Symptoms of Alzheimer's | 6 Hurricane preparedness – (part 1) | 7 Hurricane preparedness – (part 2) | 8 Hurricane preparedness – (part 3) | 9 Human Performance - Communication | 10 Back-to-School safety - pedestrians | 11 Get plenty of Vitamin C |
| 12 Safety for Overhead Crane Operation - (part 1) | 13 Wash those hands | 14 Human Performance – Peer checking | 15 Back-to-school safety - busses | 16 Don't sweat it | 17 Check your time pressure | 18 Tornado Safety |
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Daily Safety and Health Topics

August 2018

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Energy's 12 Safety Principles

1. All injuries are preventable
2. People are the most critical element
3. All Employees are responsible for safety
4. All operating exposures can be controlled
5. Management is responsible for establishing a safe work environment and clear expectations for safety performance
6. Safety is good business
7. Management must audit performance
8. Our work is never so urgent or important that we cannot take time to do it safely
9. Deficiencies must be corrected promptly
10. Employees must be trained to safely perform all assigned tasks and accountable for applying these skills on the job
11. Safety is a condition of employment
12. Off the job safety is an important part of overall safety efforts



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August 1, 2018

Health Focus Tip

TURN DOWN THE HEAT OF SPICY FOODS

Do you ever find your mouth burning up when eating spicy food? When this happens, don't reach for a glass of water to cool down. Water actually spreads the hot sensation inside the mouth. Your best bet is to drink skim or low-fat milk, which contains a protein that calms down the heat from peppers. Nibbling on dry bread or plain rice can also help ease the pain and burning from too many hot spices.

Org Health & Diversity Focus

Many successful people attribute their success to the advice or help of a mentor. This month Organizational Health and Diversity will provide tips on how to be a good mentor and mentee. To learn more about topics related to Organizational Health, Diversity and Inclusion, please visit our site by clicking [here](#).

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August 2, 2018

Health Focus Tip

SUNSCREEN SELECTION

When selecting sunscreen, make sure you chose a sunscreen with all three requirements: broad spectrum (UVA and UVB protection), SPF of 30 or higher and a water resistance of 40 or 80 minutes.

Org Health & Diversity Focus

A mentorship is a relationship in which a more experienced or knowledgeable person offers support and guidance to a less experienced or knowledgeable person.

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Safety, Health and Human Performance Focus

LIVE SAFE – S.T.A.R.

“In the long run, we shape our lives and we shape ourselves. The process never ends until we die. And the choices we make are ultimately our own responsibility.”

- Eleanor Roosevelt

Safety should never be put aside for productivity. Remember to stop, think, before you act and review. It is up to each of us to make the choice to always Live Safe.

Org Health & Diversity Focus

A mentor/mentee relationship can include career advice, role modeling or even emotional support.

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Safety, Health and Human Performance Focus

AVOIDING MACHINE ACCIDENTS

- When working around any moving equipment (a machine that rotates, slides, or presses) always use safety shields, guards, and lock-out procedures.
- Only work on a machine that you have been trained to use.
- Never wear jewelry or loose-fitting clothing that could get caught in the moving equipment.
- Be alert to the hazards you face on your job and learn what you should do to protect yourself against accidents and injuries
- Follow the company's established safety guidelines and procedures.

Org Health & Diversity Focus

It's okay to have multiple mentors in your career. You may not be able to get everything you need from one person.

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August 5, 2018

Health Focus Tip

SYMPTOMS OF ALZHEIMER'S DISEASE

Mild symptoms include confusion and memory loss, disorientation, getting lost in familiar surroundings, problems with routine tasks, and changes in personality and judgment. Early treatment can sometimes slow progression of the disease, so talk with your doctor if you or a loved one shows symptoms.

Org Health & Diversity Focus

Mentoring relationships are important because they can have significant impact and can change the trajectory of a person's career.

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August 6, 2018

Safety, Health and Human Performance Focus

HURRICANE PREPAREDNESS – (PART 1)

One of the most important things you can do this hurricane season is to get yourself, your family and your home prepared. One of the first things you can do is prepare an emergency supply kit.

A basic emergency supply kit could include the following recommended items:

- Water - one gallon of water per person per day for at least three days, for drinking and sanitation
- Food - at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio
- Flashlight
- First aid kit
- Extra batteries
- Whistle to signal for help
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Manual can opener for food
- Local maps
- Cell phone with chargers and a backup battery

More information can be found at www.ready.gov.

Org Health & Diversity Focus

Mentoring relationships can help develop emerging talent for future leadership positions.

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Safety, Health and Human Performance Focus

HURRICANE PREPAREDNESS – (PART 2)

One of the most important things you can do this hurricane season is to write or review your Family Emergency Plan. Before an emergency happens, sit down with your family or close friends and decide how you will get in contact with each other, where you will go, and what you will do in an emergency. Keep a copy of this plan in your emergency supplies kit or another safe place where you can access it in the event of a disaster.

Keep in mind some these factors when developing your plan

- Different ages of members within your household
- Responsibilities for assisting others
- Locations frequented
- Dietary needs
- Medical needs including prescriptions and equipment
- Disabilities or access and functional needs including devices and equipment
- Languages spoken
- Pets or service animals
- Households with school-aged children

More information can be found at www.ready.gov.

Org Health & Diversity Focus

Mentoring is a mutually beneficial relationship because it helps to build a broad, collegiate network of professionals.

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Safety, Health and Human Performance Focus

HURRICANE PREPAREDNESS – (PART 3)

In addition to putting together an emergency supply kit and developing a family emergency plan, here are some other things to consider this hurricane season:

- Know your area's risk of hurricanes
- Sign up for emergency alerts from your community
- If you are at risk for flash flooding, watch for warning signs such as heavy rain.
- Based on your location and community plans, make your own plans for evacuation or sheltering in place.
- Become familiar with your evacuation zone, the evacuation route, and shelter locations.
- Keep important documents in a safe place or create password-protected digital copies.

More information can be found at www.ready.gov.

Org Health & Diversity Focus

One way to be a great mentee is to be respectful of your mentor's time and come to each meeting with a prepared agenda.

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Safety, Health and Human Performance Focus

HUMAN PERFORMANCE - COMMUNICATION

The following is a list of helpful ideas designed to make communications a two way street that is meaningful, productive and increases safety for all involved.

1. Make sure of all intentions, before proceeding with the job or task.
2. Seek to understand the other person before being understood. Use three way communication.
3. Repeat instructions verbatim. Make sure everyone understands what is said and what the intentions are.
4. Communications are always a two-way conversation. Make sure any audio equipment is always working properly. Don't leave anything to chance.
5. When driving your vehicle use the turn signals in plenty of time to communicate to other drivers your intentions.
6. Don't wait until the last minute, planning is paramount to good communications.

Org Health & Diversity Focus

Here's a tip to become an amazing mentor. Set expectations together in the beginning... especially if you're just getting to know each other.

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August 10, 2018

Safety, Health and Human Performance Focus

BACK-TO-SCHOOL SAFETY - SHARING THE ROAD WITH YOUNG PEDESTRIANS

According to research by the National Safety Council, most of the children who lose their lives in bus-related incidents are 4 to 7 years old, and they're walking. They are hit by the bus, or by a motorist illegally passing a stopped bus. A few precautions go a long way toward keeping children safe:

- Don't block the crosswalk when stopped at a red light or waiting to make a turn, forcing pedestrians to go around you; this could put them in the path of moving traffic
- In a school zone when flashers are blinking, stop and yield to pedestrians crossing the crosswalk or intersection
- Always stop for a school patrol officer or crossing guard holding up a stop sign
- Take extra care to look out for children in school zones, near playgrounds and parks, and in all residential areas
- Don't honk or rev your engine to scare a pedestrian, even if you have the right of way
- Never pass a vehicle stopped for pedestrians
- Always use extreme caution to avoid striking pedestrians wherever they may be, no matter who has the right of way

Org Health & Diversity Focus

Reminder, just like any relationship you get what you put in. A mentorship requires an intentional investment of time and energy.

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Health Focus Tip

GET PLENTY OF VITAMIN C

Vitamin C plays many important roles in the body. It supports the immune system, is used to make collagen for wound healing, and helps the body absorb iron. Examples of foods that are good sources of vitamin C include citrus fruits and juices, strawberries, tomatoes, broccoli, leafy greens, and cantaloupes.

Org Health & Diversity Focus

Here's a tip to become an amazing mentor. Know when to wait before giving advice. Not all feedback is helpful feedback.

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Safety, Health and Human Performance Focus

SAFETY TIPS FOR OVERHEAD CRANE OPERATION (PART 1)

- Before use, ensure the crane is suitable for the planned hoisting task. Confirm it has appropriate travel, lift, and capacity.
- Visually and physically inspect the crane before use. Check for damage, wear, and proper operation of all functions.
- Confirm the load weight. Check the capacity of all equipment including the hardware, rope, and slings. Do not exceed these capacities.
- Select the right sling for each lift. Inspect slings and other rigging hardware before use for wear, stretch, or other damage. Do not use damaged or defective slings. Use softeners around sharp corners. Do not splice broken slings.
- When communicating with a crane operator, use clear agreed-upon signals. Except for the stop signal, the crane operator should follow instructions from only one person – a designated signaler. Where a wired or remote controller is used, the operator should become familiar with all of its functions before lifting the load.
- Warn all people in the load lift area before starting the lift. Ensure that the path of the load is clear of persons and obstructions. Do not lift loads over anyone. Center the crane hoist over the load before hoisting to prevent swinging of the load.

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Reminder, don't seek a mentor who's your clone. Find someone who can fill gaps in your skillset.

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Health Focus Tip

WASH THOSE HANDS!

Good hand washing is the single most important thing we can do to reduce the spread of infections. One study found that more than 30% of people do not wash their hands after using a public restroom and 33% do not wash them after coughing or sneezing. To protect your health and those around you, always wash your hands after using the restroom, coughing or sneezing, and before handling food.

Org Health & Diversity Focus

Here's a tip to become an amazing mentor. Don't assume anything about your mentee – ask.

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Safety, Health and Human Performance Focus

HUMAN PERFORMANCE - PEER CHECKING

“We make a living by what we get. We make a life by what we give.” - Winston Churchill

Peer checking is a tool that allows an individual to seek assistance from another equally qualified person to prevent an unplanned error. It is a tool that we use when the action taken could result in an unplanned error. Take time today to provide peer checking for your coworker. Assist in making the job as safe as possible.

Org Health & Diversity Focus

Reminder, mentors are there to provide advice and perspective – not to make unilateral decisions for you. Listen to and evaluate the advice you receive.

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Safety, Health and Human Performance Focus

BACK-TO-SCHOOL SAFETY - SHARING THE ROAD WITH SCHOOL BUSES

If you're driving behind a bus, allow a greater following distance than if you were driving behind a car. It will give you more time to stop once the yellow lights start flashing. It is illegal in all 50 states to pass a school bus that is stopped to load or unload children.

Never pass a bus from behind – or from either direction if you're on an undivided road – if it is stopped to load or unload children.

If the yellow or red lights are flashing and the stop arm is extended, traffic must stop.

The area 10 feet around a school bus is the most dangerous for children; stop far enough back to allow them space to safely enter and exit the bus.

Be alert; children often are unpredictable, and they tend to ignore hazards and take risks

Org Health & Diversity Focus

Here's a tip to become an amazing mentor. Lead by example. Be a positive role model.

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August 16, 2018

Health Focus Tip

DON'T SWEAT IT

Dehydration can diminish energy, impair performance and have serious health consequences. Weigh yourself without clothing just before and after you exercise to measure fluid loss. Each pound lost is equivalent to almost two cups of water.

Org Health & Diversity Focus

One way to be a great mentee, remember your mentor is a volunteer, so maintain a healthy boundary and respect.

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Safety, Health and Human Performance Focus

HUMAN PERFORMANCE - CHECK YOUR TIME PRESSURE

Have you ever had one of those days that was just a good day. You got a whole lot of work done, in a fairly short amount of time. Some distractions raised their ugly head, but you dispatched them professionally and got back to the task at hand. At the end of the day – you were tired, but happy with all of the work you crossed off of your to-do list.

Those days seem to come when we've done some good planning – and worked hard to follow the plan. (Plan your work – work your plan!)

However, when we get behind, and allow ourselves to fall to time pressure, and start trying to handle too many things without proper planning, briefing, questioning attitude and self-checking – things can start to go wrong. That's not good business.

Think about this: When I've got the most work to do is when I can least afford to allow problems to crop up and cause delays. When susceptible to time pressure is when I am most likely to cut corners that could result in a safety incident.

Check your Time Pressure! Plan your work! Work your Plan!

Org Health & Diversity Focus

One way to be a great mentee is to set realistic expectations with your mentor in the beginning.

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Safety, Health and Human Performance Focus

TORNADO SAFETY

When a TORNADO WATCH has been issued, conditions are right for a tornado.

- Look out for dark, often greenish skies, large hail, wall clouds and the loud roar of the wind.
- Be prepared to take shelter and keep informed of the latest storm conditions.
- Conducting regular tornado drills and designating areas as a shelter will enable you to safely take cover without confusion.
- Also have disaster supplies on hand.

A TORNADO WARNING means that a tornado has been sighted and confirmed in the area. When a tornado warning is issued... take cover IMMEDIATELY!

Org Health & Diversity Focus

Effective mentors encourage the exploration of ideas and risk-taking in learning. They also help mentees to shift his/her mental context.

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Safety, Health and Human Performance Focus

HUMAN PERFORMANCE - QUESTIONING ATTITUDE

“The important thing is to not stop questioning.” - Albert Einstein

“There are no foolish questions, and no man becomes a fool until he has stopped asking questions.” - Charles P. Steinmetz

Have a questioning attitude for every task you have today.

Ask yourself questions such as:

- Is it safe?
- What is the safest way to complete this task?
- How can we do it better and safer?

Org Health & Diversity Focus

Effective mentees seek challenging assignments and renegotiate the mentoring relationship when their personal or professional needs change.

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Safety, Health and Human Performance Focus

HOW TO USE JACKS SAFELY

Many people think there is nothing more to operating a jack than to putting it under the load, inserting the handle and jacking away. But every year there are lots of workers who are seriously hurt because they didn't use the jack correctly. To avoid having an accident of your own follow these simple, basic rules:

- Use a jack with a rated capacity that equals or exceeds the load you're lifting.
- Always set the jack on a firm and level foundation.
- To prevent slipping, use a wooden-block softener between the head of the jack and the load.
- When a jack develops any defect whatever, turn it in for repair and be sure to test it under load before putting it back in service.

Org Health & Diversity Focus

Here's a tip to become an amazing mentor. Approach each mentorship differently. Think about what kind of commitment you can and want to make.

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Health Focus Tip

SUMMER FUN AND FOOD

A few simple tips can help you stay healthy while eating at summer gatherings. Look at all food options before choosing your favorites. Share with a friend or choose smaller portions when possible. Put everything you plan to eat on one plate rather than munching as you go.

Org Health & Diversity Focus

One way to be a great mentee is to develop trust and put faith in your mentor.

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Safety, Health and Human Performance Focus

POST-HURRICANE SAFETY

Here are some tips to help keep you and your family safe after a hurricane has passed through your area:

- Listen to authorities for information and special instructions.
- Be careful during clean-up. Wear protective clothing and work with someone else.
- Do not touch electrical equipment if it is wet or if you are standing in water. If it is safe to do so, turn off electricity at the main breaker or fuse box to prevent electric shock.
- Avoid wading in flood water, which can contain dangerous debris. Underground or downed power lines can also electrically charge the water.
- Save phone calls for emergencies. Phone systems are often down or busy after a disaster. Use text messages or social media to communicate with family and friends.
- Document any property damage with photographs. Contact your insurance company for assistance.

Org Health & Diversity Focus

Here's a tip to become an amazing mentor. Seek out classes or projects related to the skills your mentee wants to develop and introduce it to them.

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Health Focus Tip

CHOKING FIRST

If someone starts to choke but they can speak and they are not turning blue, this is a sign that they have partial airway blockage, and it is best to encourage them to cough to remove the obstruction themselves. Skin, lips or nails turning blue and not being able to speak are signs of total airway blockage. Begin first aid immediately and have someone call 911.

Org Health & Diversity Focus

One way to be a great mentee, be open about what your needs are and provide feedback to your mentor.

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Safety, Health and Human Performance Focus

HANDLING 55 GALLON DRUMS SAFELY

In the typical workplace, drums are used to store material, to ship it, to dispense it for use, and to store wastes. All these drums must be moved from time to time. Like most things, there's a right way to move a drum and several wrong ways to do it. By taking a few precautions before you attempt to move a drum, you can help prevent serious and painful injuries. Before you move a drum, put on a pair of thick gloves. The gloves will help protect your hands.

Also:

- Plan your route in advance for anything that might cause you or your equipment to trip or slip.
- Check the drum for burrs, which could cause a laceration.
- Check the drum for liquids, which could cause you to lose your grip.
- Check the bung to make sure it is tight enough to prevent leaks.
- If you are moving the drum using a pallet, make sure the pallet is in good condition.

Org Health & Diversity Focus

Here's a tip to become an amazing mentor. Take a genuine interest in your mentee as a person.

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Safety, Health and Human Performance Focus

SAFETY TIPS FOR OVERHEAD CRANE OPERATION - (PART 2)

- Slide the sling fully onto the hoisting hook and ensure the safety latch is closed. Do not load the hook tip or hammer a sling into place.
- Secure unused sling legs. Do not drag slings or leave loose materials on a load being hoisted.
- Keep hands and fingers from being trapped when slack is taken out of a sling. Step away before the lift is started.
- Move the load and controls smoothly. Minimize load swing.
- Walk ahead of the load during travel and warn people to keep clear. Use a tagline to prevent rotation or other uncontrolled motion. Raise the load only as high as necessary to clear objects. Do not ride on the hook or load.
- Set loads down on blocking, never directly on a sling. Do not pull or push loads out from under the hoist.
- Do not leave the load (or the crane) unattended while the load is suspended.
- Where crane operation by other personnel must be restricted, employ lockout and tagging procedures.
- Store slings off the floor in a clean, dry location on hooks or racks. Do not leave slings, accessories, or blocking lying on the floor.

Org Health & Diversity Focus

One way to be a great mentee, recognize your mentor's limitations and be appreciative of their support.

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August 26, 2018

Safety, Health and Human Performance Focus

PREVENTING HEAT ILLNESSES – RISKS YOU MAY NOT REALIZE

- Your body reacts to high external temperature by circulating blood to the skin which increases skin temperature and allows the body to give off its excess heat through the skin. When the muscles are being used for physical labor, less blood is available to flow to the skin and release the heat.
- Sweating is another means the body uses to maintain a stable internal body temperature in the face of heat. Sweating is effective only if humidity is low enough to permit evaporation and if the fluids and salts lost are adequately replaced.
- When the body cannot dispose of excess heat, it will store it. When this happens, the body's core temperature rises and the heart rate increases.
- As the body continues to store heat, the individual begins to lose concentration and has difficulty focusing on a task, may become irritable or sick and often loses the desire to drink.
- Co-workers often notice the symptoms of heat stress before the individual. You can do your part by coaching each other, making it easy for co-workers to coach you and following your training and procedures for work

Org Health & Diversity Focus

Here's a tip to become an amazing mentor. Be forthcoming about mistakes you've made.

*Hazard Recognition: Hurricanes, Back-to-School, Material Handling, HU
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August 27, 2018

Health Focus Tip

VITAMIN D IN FOODS

While not all seafood is rich in Vitamin D, salmon, swordfish and mackerel can be good sources. Don't eat seafood? You can find vitamin D in fortified cereals, fortified milk and in egg yolk.

Org Health & Diversity Focus

One way to be a great mentee, remember to show gratitude, honesty and respect to your mentor.

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August 28, 2018

Safety, Health and Human Performance Focus

SCHOOL ZONE DRIVING SAFETY TIPS

- Be on the lookout for school zone signals and ALWAYS obey the speed limits.
- When entering a school zone, be sure to slow down and obey all traffic laws.
- Always stop for school busses that are loading or unloading children.
- Watch out for school crossing guards and obey their signals.
- Be aware of and watch out for children near schools, bus stops, sidewalks, in the streets, in school parking lots, etc.
- Never pass other vehicles while driving in a school zone.
- Never change lanes while driving in a school zone.
- Never make U-Turns while driving in a school zone.
- Never text while driving in a school zone.

Org Health & Diversity Focus

Here's a tip to become an amazing mentor. Celebrate your mentee's achievements.

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August 29, 2018

Health Focus Tip

SLEEP AND WEIGHT

In a study conducted by the Mayo Clinic, research subjects who were sleep deprived, sleeping 5.2-6.5 hours per night consumed up to 549 more calories daily. If you are looking to lose or control your weight, get your sleep.

Org Health & Diversity Focus

One way to be a great mentee, take responsibility for your own learning and absorb all the knowledge you can.

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August 30, 2018

Safety, Health and Human Performance Focus

SAFE BENDING, LIFTING AND CARRYING

Good ergonomic design and the use of human performance tools in the workplace are important to preventing lower back injuries, as are the rules for safe lifting and carrying. Always follow these rules, even for lifting light objects:

- Place your feet apart for good balance.
- Bend your knees.
- Hold the object as close to your body as possible.
- Lift smoothly and slowly.
- Pivot with your feet – don't twist your back.
- Push, rather than pull a load.
- Share the load with a partner.
- Get mechanical assistance for heavy loads.

Org Health & Diversity Focus

Reminder, diversity of mentorship is important so seek out a variety of perspectives on a more informal basis.

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August 31, 2018

Safety, Health and Human Performance Focus

HUMAN PERFORMANCE - HUMAN ERROR TRAPS

The incidence of human error increases when a person is sleep deprived, under stress, using drugs or alcohol, or is otherwise preoccupied. Something as simple as bright lights can dramatically increase a person's tendency to take risks. Inevitably, some of these mistakes will place the worker in the line of fire.

Situational awareness includes being aware of the condition of those working around you. Check on each other throughout the work day. Ask your co-workers how they are feeling.

In the case where your co-workers work alone all day, call them up and ask how they are and let them know that you simply want to ensure that they are safe.

Org Health & Diversity Focus

Anyone can be a mentor – even without knowing it. If you go with the perspective that you have something to learn from everyone you meet, you can collect a lot of informal mentors along the way.

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