

Safety Principle # 1
Safety begins at the top.

January 2020

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January 1, 2020

Office Daily Safety Message

Keep Your 2020 Safety Vision

Happy New Year!

The books are closed on 2019 and we are looking forward with 2020 vision to a great Safety year! Our employees performed many, many safe tasks daily last year and for that we say, "THANK YOU"!

Safety is a continuous journey and we must stay focused each day.

Focused on:

- Hazard recognition
- Defensive driving
- Ergonomics
- Energized work plan
- Slips, trips, and falls
- Things that can kill you!

Stay Safety Strong!

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January 2, 2020

Office Daily Safety Message

It's National Radon Action Month

Radon is a naturally occurring radioactive gas that can cause lung cancer. You cannot see radon, you cannot smell radon, and you cannot taste radon, but it may be a problem in your home.

Radon comes from the natural (radioactive) breakdown of uranium in soil, rock, and water and gets into the air you breathe. Radon can be found all over the U.S. It can get into any type of building – homes, offices, and schools – and results in a high indoor radon level. You and your family are most likely to get your greatest exposure at home where you spend most of your time.

Testing is the only way to know if you and your family are at risk from radon. EPA and the Surgeon General recommend testing all homes below the third floor for radon. Testing is inexpensive, easy, and will only take a few minutes.

You can fix a radon problem. Radon reduction systems work, and they are not too costly. Some radon reduction systems can reduce radon levels in your home by up to 99%. Newer homes are being built with radon-resistant features and can be effective in preventing radon entry, but testing is still recommended.

Check out <https://www.epa.gov> for more information.

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January 3, 2020

Office Daily Safety Message

First Aid Kits

First Aid Kits must be part of your monthly facility inspection 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. The kits will contain necessary items.

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January 4, 2020

Office Daily Safety Message

Take it Easy – Your Body Will Thank You

To prevent overexertion, it is important to listen to your body. Overexertion causes 35% of all work-related injuries and is, by far, the largest contributor to workers' compensation costs.

Good news, overexertion can be prevented by regular exercise, stretching, and strength training to maintain a strong core. All are beneficial in preventing injuries to your body.

The following are some additional tips for work and home to help prevent overexertion:

- Plan a lift before you begin, keep your back straight and lift with your legs
- Limit the amount of time you spend doing the same motion over and over
- Take frequent breaks from any sustained position every 20-30 minutes
- If you work at a desk, move frequently used items close to you, use a footrest, and adjust the height of your computer
- Report pain, swelling, numbness, tingling, tenderness, or loss of strength to your doctor before it becomes a full-blown injury.

Take the time to care for yourself in 2020!

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January 5, 2020

Office Daily Safety Message

Cleaning Up Spills

Ice, oil, water, cleaning fluids and other liquid substances are the most common spills. If there is a slipping hazard in an area, avoid walking in that area so that you do not slip, trip or fall. Always clean up any spills you are aware of immediately and do not assume someone behind you will clean it up. Use caution signs to warn others.

If you see it, own it and be your brother's and sister's keeper.

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January 6, 2020

Office Daily Safety Message

Emergency Preparation

Emergencies can occur when least expected. Ensure your employees are prepared for emergencies by reviewing steps below ahead of an emergency. If there are gaps in your preparations, ensure those gaps are closed immediately.

- Review building evacuation plans at least once annually with all employees.
- Conduct annual emergency drills for each office.
- Know the procedure for contacting authorities (some offices dial 9-911 to contact emergency services).
- Know location of first aid kits, AED machines and fire extinguishers.
- If alarm sounds, focus on evacuating if it is a fire drill or getting to your building's shelter in place location if the alarm is due to weather. Leave all personal belongings behind. Seconds count in emergencies and personal belongings can be replaced, your life cannot.
- If you have a physical limitation with evacuating, ensure your supervisor is aware once the limitation arises so that preparation plans can be made to get you to safety.
- Do not use elevators in the event of a fire

Let's start 2020 with a clear vision of Safety.

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January 7, 2020

Office Daily Safety Message

Lifting Objects

Rearranging your office or desk for the new year?

Offices contain many objects that may be heavy and require lifting such as boxes of paper, cases of water or computer equipment. It is important to remember proper lifting techniques before moving such items.

- Determine if the load needs more than one person to lift. Ask for assistance if needed or utilize a mobile cart/dolly if no one is available to assist.
- Always use the elevator for heavy loads.
- Take breaks if necessary.
- Break the load down into multiple trips if needed and rest in between trips.
- Lift with your legs, never your back. Keep your head up and your back straight, bending with your hips and knees.
- Keep the load close to you and centered with the middle of your body as you walk.
- Keep your eyes focused ahead of you as you carry the load to ensure your path is clear.
- Allow your leg muscles to carry the load down to the ground, do not just drop it.
- Ensure your fingers and toes are not in the way of releasing the load

What other tips can you share to help keep someone Safety Strong?

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January 8, 2020

Office Daily Safety Message

Work-Out Wednesday

Seated Leg Pull-Ins

Warning: Make sure you in a stable chair without wheels!

Slide your backside to the very front of the chair and lean back about 45 degrees or as much as the chair back will allow. With your hands clutching the bottom of the chair seat by your thighs, draw both legs, with your knees bent, up toward your stomach.

Extend your legs straight out at a 45-degree angle without letting them touch the floor to complete one repetition, pause for a second and then draw them back in with control. Aim for about 20 total repetitions.

Be careful not to lean on the chair back, instead use your abs to keep your torso erect.

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Office Daily Safety Message

Parking Lot Safety

Even though the holidays are over, don't let your guard down when it comes to parking lot safety. Stay Safety Strong every day.

When you walk to your car at the end of the day or from your car during the day, 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.

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Office Daily Safety Message

Hazards

A hazard presents the potential for harm. Hazards are often associated with a condition or activity that, if left uncontrolled, can result in an injury or illness.

There are safety processes, human performance tools, and systems in place to identify hazards. Once a hazard has been identified, it is important to eliminate it or to mitigate it immediately so that no one is injured. You can enter close calls and good catches into AirsWeb so that others are aware of the hazard you controlled and can take the appropriate steps if they encounter a similar situation.

What hazard(s) do you believe you will encounter today and what steps will you take to eliminate or mitigate the hazard(s)?

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Office Daily Safety Message

S.T.A.R.

What is STAR? It is Stop, Think, Act and Review. It is part of Human Performance Principles and can save you from hazards, overconfidence, overexertion and inefficiency.

Before you start a task, take the time to stop and think about what you are trying to accomplish. Once you understand the task and the steps you will take, perform the action and then review the action.

- Did the work go as expected?
- Were there any errors or injuries?
- Are there any lessons learned to apply the next time the task or a similar task is completed?

How will you use STAR to help you today and tomorrow to maintain a clear Safety vision in 2020?

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January 12, 2020

Office Daily Safety Message

Winter – Dress for Success!

Two thin layers can be warmer than one thick layer. Why? Air trapped between the layers serves as thermal insulation. Layered clothing is particularly relevant in cold climates where clothing must be able to transfer moisture, provide warmth, and protect from wind and rain.

The clothing layers:

1. No matter how frigid the temperature, wear a light, long-sleeved base layer next to your skin. Thinner layers wick sweat better and dry faster.
2. This is a thin mid-layer made of either wool, polyester, or a blend of the two.
3. A puffy, zippered jacket with a hood. This heat trap is your best friend in frigid temps.
4. A shell made of waterproof/breathable fabric with taped seams. Size it big enough so it fits over everything else.

Being prepared is another way to remain Safety Strong.

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January 13, 2020

Office Daily Safety Message

Outdoor Ashtrays

At times, material inside outdoor ashtrays can catch on fire and create a fire hazard. It is important to take necessary steps to ensure the outdoor ashtrays at your facility do not pose a fire hazard.

Here are a few steps:

- Regular cleaning of the ashtrays is important.
- Any material or trash other than cigarette waste should not be stored in the ashtrays.
- Sand can be placed in the bottom of the ashtray bin to lessen the hazard for fires.
- If you notice the container is full, empty the container and do not assume someone else will do so.

Let's start this year Safety Strong!

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Office Daily Safety Message

Active Shooter Response

We don't want to think about an active shooter situation; however, it's important to be prepared. Although an active shooter is rare in the workplace, it does happen.

Below are tips from The Department of Homeland Security:

- Run. If you see someone with a gun or hear gunfire, run away as fast as possible if you have an accessible escape path – even if others around you don't want to follow. However, help others escape if you can. Leave all belongings behind. If law enforcement is on the scene when you get away, keep your hands visible above your head and follow instructions. Don't stop to move wounded victims.
- Hide. If you can't escape, find a place where the shooter is unlikely to find you. Find a room with a door and lock it. If it doesn't have a lock, barricade heavy furniture against the door. Silence all electronics and do your best to remain calm and quiet. Hide behind large items.
- Fight. DHS recommends confronting the shooter, but only as a last resort when you believe your life is in imminent danger. Act aggressively and throw items at the shooter or use an improvised weapon.

Remember, knowing how to react and reacting quickly can save your life!

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January 15, 2020

Office Daily Safety Message

Work-Out Wednesday

The Vacuum

The vacuum is an isometric abdominal contraction that you can perform standing, lying or seated in a chair. To perform the exercise, sit up straight in your chair and exhale every bit of air from your lungs. With your chest up and out, suck your stomach in like a vacuum and hold it for as long as possible. Visualize touching your navel to your spine, so you have the right idea of how to do the exercise.

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Office Daily Safety Message

Complacency

The term complacency has several definitions. Perhaps the one most suitable in the context of safety is as follows: “a feeling of quiet pleasure or security, often unaware of some potential danger, defect, or the like.” Ironically, this feeling can develop from a perception that you live and work in a safe environment. The message here is never let your guard down. We maintain our safety by doing just that, maintaining it.

Here are a few ways we maintain our safety:

- We maintain a safe workplace by following established protocols and procedures
- We have daily safety messages/meetings to discuss changes and potential hazards that develop from day to day
- We wear the proper PPE for the task at hand
- We report any and all perceived or potential hazards on the worksite or at the office to our supervisors
- We report all close calls and good catches. When reported we can collect information, identify hazards and trends
- We coach, mentor, and watch out for each other throughout the day

Keep your 2020 safety vision!

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January 17, 2020

Office Daily Safety Message

Why Do We Have Safety Meetings?

Safety meetings are an opportunity for management and your safety department to communicate to employees how they can do their jobs safer and better. These meetings are also the perfect opportunity for employees to communicate any safety ideas or concerns that they may have. Participate in your safety meetings. If you don't participate, then your ideas will not be heard.

Who knows, the idea that you have may very well save your co-worker's life or even your own.

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January 18, 2020

Office Daily Safety Message

Vehicle Check-Up Part 1

Rain, slush and mud are hard on your vehicle. Be prepared for the rainy season by conducting a thorough checkup. Use the following checklist as a reference:

- Battery – wet weather places heavy demands on the battery and charging system. Check fluid levels, battery posts, and charging system.
- Lights – check the headlights, side-marker lights, emergency flashers, parking lights, front and rear directional signals, taillights and brake lights. Make sure they work and are clean.
- Brake System – check brakes for proper operation. Pulling to one side, a taut pedal or an unusual squealing or grinding could indicate the need for brake repair.
- Tires - traction is the key to good movement, turning and stopping on wet surfaces. Make sure tires are properly inflated to the pressure shown in the owner's manual or on the door frame.
- Windshield Wipers and Washer Fluid – Blades that streak should be replaced. Fill the washer reservoir bottle with a washer solvent.

Complete your vehicle check-up so that you are not left stranded on the side of the road!

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January 19, 2020

Office Daily Safety Message

Vehicle Check-Up Part 2

Winter driving can be hazardous and scary, especially in northern regions that get a lot of snow and ice. Additional preparations can help make a trip safer, or help motorists deal with an emergency. The three P's of Safe Winter Driving: PREPARE for the trip; PROTECT yourself; and PREVENT crashes on the road.

Below are some suggested items to keep in your vehicle emergency kit during the winter months:

- Flashlight
- Mats that can be placed under tires to increase traction
- Small bag of sand, salt, or kitty litter to spread around tires to increase traction
- Shovel • Cloth or roll of paper towels
- Blanket • Booster cables
- Window-washing solvent to keep the reservoir filled and windshields clean
- Warning devices – flares or triangles
- Fully charged cellular phone

What are some other items that you think for this emergency kit?

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Office Daily Safety Message

Is there ever an excuse not to work safely?

Whether there are deadlines people, looking over our shoulders, or the weather is nasty, we want to take short cuts to get the job done quicker. All the pressures and temptations we face every day we should ask ourselves: "Is there ever an excuse not to work safely?"

Most workplace injuries are the result of people doing something that they knew was wrong by either taking a short cut or by being distracted. They may have thought it was okay to break the rule just once.

If you think what you are about to do is unsafe, it probably is. Stop and think about it.

Is there ever an excuse not to work safely?

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January 21, 2020

Office Daily Safety Message

Keep Your Eye on the Ball

One of life's biggest lessons is to keep your eye on the ball. In other words, stay safety vigilant and safety focused in everything you do. Many good and /or bad things can occur around you each day, however you must stay safety focused on the task at hand.

Don't drop your guard when it comes to safety! There are many distractions in our workplace so we must remain safety focused by not letting anything distract us which may take our eyes off the ball!

Let 2020 be your safety vision.

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January 22, 2020

Office Daily Safety Message

Work-Out Wednesday

Oblique Chair Crunch

Warning: Make sure you in a stable chair without wheels!

With your back straight and abs tight, place your hands behind your head or at the side of your head if necessary. Slowly lift your left knee up toward your right side, as you twist your torso to bring your right elbow down. Touch your knee and elbow together if possible, and then return to the start and repeat with the other side.

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January 23, 2020

Office Daily Safety Message

Safety Responsibility

Every person is the architect of their own fortune, good or bad. Safe acts depend on the individual's acceptance of personal responsibility.

At a young age, we are taught to assume safety responsibilities, "look before you cross the street or playing with matches is dangerous." When safety responsibilities are shunned or rejected, someone must cope with the outcome. In safety, doctors, nurses, and funeral directors deal with the consequences of rejected responsibilities.

Our company has rules and procedures designed to spell out responsibilities for your safety in the workplace. The actual performance and adherence to these rules and procedures is your responsibility.

By accepting, practicing, and accepting safety responsibilities, you ensure your future both at home and on the job.

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Office Daily Safety Message

Cold Stress or Hypothermia

Most cases of cold stress or hypothermia develop in air temperatures between 30° and 50° F. Injuries range from frostbite to brain damage and death.

The effects of cold may not be apparent to the victim. The first symptoms of hypothermia are uncontrollable shivering. The heartbeat slows and pulse weakens, severe shaking or stiff muscles may become evident. The victim may have slurred speech, memory lapses, and drowsiness. Cool skin, slow and irregular breathing and exhaustion occur as the body temperature drops lower. This is a serious condition and requires immediate medical attention.

Frostbite can occur without hypothermia. You may feel a tingling in the affected part, followed by numbness and changes in skin color. Pain subsides as the condition worsens. Blisters may form. Get medical attention as soon as possible.

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January 25, 2020

Office Daily Safety Message

Driving in Rainy Weather

During rainy conditions it is more difficult to see other vehicles, road signs, and the road itself. It is critical to make sure you can see and be seen.

- Slow down! It takes longer to stop or adjust in wet weather.
- Stay toward the middle lanes – water tends to pool in the outside lanes.
- Maintain proper following distance (at least 5 seconds, but more in inclement weather).
- Be more alert when driving in wet or slipper conditions. Watch out for brake lights in front of you.
- If you have your wipers on, you should have your headlights on. Also, be sure to clean your rear vehicle lights. Road Film along with dirt and mud will build up on the lights and cause the lights to be dim and harder for other drivers to see the lights.
- Replace old or brittle wipers.
- Never drive through moving water if you can't see the ground; your car could be swept off the road.
- If possible, stay off the road during heavy thunderstorms. Large flashes or lightning can temporarily blind and disorient drivers, and the accompanying high winds and heavy rain can create deadly driving conditions.

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January 26, 2020

Office Daily Safety Message

G.O.A.L. (Get Out and Look)

Before you drive, do you get out and look? Looking at the surroundings that are in the path of your vehicle can prevent you from hitting a stationary object. Anytime you will back a vehicle and you do not have a spotter, you should get out and look. Look for any objects in the path you will take during backing that may encounter the vehicle. Some examples are stumps, mailboxes, flowerbeds, junk in customer's yards, tree limbs, equipment and other vehicles to name a few.

Discuss with your workgroup what situations will present a need to get out and look and if possible, identify other objects your vehicle may encounter so that everyone will know additional hazards to look for.

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January 27, 2020

Office Daily Safety Message

SMITH Driving Keys

Most Entergy employees are familiar with the Smith Keys or have at least heard of them. Refreshing yourself on what the keys are is always important because we live in a world where so much knowledge and information is filtered to us daily. Below is an overview of the Smith Keys and the items to consider for each key. Always remember that giving yourself space, time and visibility when driving will help keep you safe.

- Aim High in Steering – the goal is to look 15 seconds ahead of the vehicle. This will allow you to see hazards and to make necessary adjustments ahead of time. The average driver has only a 6 second lead time so looking 15 seconds out gives you an advantage and gives you time to make decisions early.
- Get the Bigger Picture – When driving, you want to ensure you have 360-degree awareness around your vehicle. If you are driving in a truck, allow for 6 seconds of following distance and in a car allow 4-5 seconds. When driving in rainy conditions or winter conditions, allow yourself additional time because roads are wet and stopping will take longer. Scan your mirrors every 5-8 seconds to ensure you are maintaining the Big Picture.
- Keep Your Eyes Moving – When driving, your central vision is approximately 3 degrees of clear visibility and peripheral vision is 180 degrees of visibility. You should avoid fixed stares on objects by keeping your eyes moving and not resting on an object for more than 2 seconds. This will also help keep you alert to what is around your vehicle.
- Leave Yourself an Out – Create a space cushion so that you have time and space to adjust. It is hard to keep space between you and other vehicles when driving so think of it the same as maintaining. You will have to continue work to keep the space, but it will allow you an out if you need to take it. When stopping, ensure you have space between you and the vehicle in front of you in case you are hit from behind.
- Make Sure They See You – Everyone should see you when you are driving, and this includes other drivers and pedestrians. They should see you as much as possible. Seek eye contact with other drivers or pedestrians and use your vehicle's warning devices (horn, turn signals, lights, etc.) to ensure they have visibility of you. Proper timing of warning devices is essential.

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January 28, 2020

Office Daily Safety Message

Office Safety for Winter Weather

Offices should take steps to prepare for winter weather ahead of weather events. Since winter weather is often unpredictable, being prepared in advance will save time and help reduce the risk for incidents once weather arrives. Below are steps to take to ensure your office is prepared ahead for winter weather.

- Ensure employees have ice cleats and any other PPE needed before an event.
- Ensure office has enough sidewalk salt or sand for icy/snowy sidewalks and walkways once weather arrives. Plan to have enough on hand to last for several days in case roads become affected.
- Clear walkways covered with snow/ice to ensure employees, contractors or visitors have a safe walkway. Place enough salt/sand out to absorb sidewalks and walkways that will be covered with snow/ice. Consider all routes employees will take to enter/exit buildings.
- Utilize orange safety cones to warn employees of hazards. If your building does not have extra safety cones, order those from a storeroom ahead of winter weather arriving.
- Review preparation plans with all building employees. If there is a preferred entrance/exit to the building, ensure everyone is aware of those plans of winter weather arriving and use cones to block off areas if needed.
- Maintain dry floors during winter weather to avoid slips, trips or falls. Wipe up all spills or wet spots immediately.
- Take short steps and walk at a slow pace when encountering walkways that may be icy or already contain snow or ice.
- Use handrails on stairs.
- Clear snow or ice from all ladders before using them.

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January 29, 2019

Office Daily Safety Message

Work-Out Wednesday

Crunching Knee Raises

Warning: Make sure you in a stable chair without wheels!

You can keep your hands at your sides or place them behind your head to do crunching knee raises. Sit tall in your chair and lift one bent leg at a time toward your chest. At the same time, curl your upper body down to meet your knee. Hold each contraction for a moment then release and repeat with the other leg.

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January 30, 2020

Office Daily Safety Message

Distractions While Driving

Eliminating distractions both before and during driving is crucial for avoiding accidents. Below is a list of general distractions to avoid while driving.

By knowing what some common distractions are, it is easier to understand what to avoid before driving.

- Eating & Drinking while driving
- Talking on the phone or to passengers
- Listening to the radio
- GPS
- Pedestrians
- Traffic
- Wrecks
- Aggressive Drivers
- Billboard Signs

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Office Daily Safety Message

Watch for Deer While Driving

Each year, deer cause over 25,000 vehicle injury accidents and over 200 fatalities. Knowing what you can do to avoid being one of these statistics is important.

When you drive, you should always be alert. If you are driving at night, especially in areas where deer are populated, consider slowing down in case a deer were to jump out in front of you. Increase your following distance also so that you have time to respond if the car in front of you hits a deer.

Maintain a strong questioning attitude and utilize situational awareness also.