

Safety Principle # 7
Management Must Audit Performance

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July 1, 2019

Office Daily Safety Message

July is Ultraviolet Light (UV) Safety Month

Summer weather is here, and we are all enjoying the outdoors!

It is important to know about UV safety. Extra exposure to UV rays can cause damage to unprotected skin, increase the risk of developing melanoma, basal cell carcinoma, and squamous cell carcinoma. In addition to cancer, UV exposure can cause eye problems such as macular degeneration. Adults and children should take time to protect skin and eyes before spending time in the sun.

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July 2, 2019

Office Daily Safety Message

How Do I Protect Myself from UV Rays?

Sunlight is the main source of UV rays, but you do not have to avoid the sun completely. People who get a lot of exposure to UV rays are at a greater risk for skin cancer. Simply staying in the shade is one of the best ways to limit your UV exposure.

If you are going to be in the sun, remember to:

- Slip on a shirt
- Slop on sunscreen
- Slap on a hat
- Wrap on sunglasses to protect the eyes and skin around them

Don't forget to "SLIP, SLOP, SLAP, and WRAP!" Stay Safety Strong!

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July 3, 2019

Office Daily Safety Message

“Workout Wednesday”

Knee Press

This stretch stretches out the “glutes”, the main extensor muscle of your hip. With your right ankle on your left knee, gently press against the right knee a few times. Of course, after you’re done with the right side, be sure and give the left side some love, too.

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July 4, 2019

Office Daily Safety Message

Happy 4th of July!

Before you fire up the grill, light up a sparkler, launch a firework, or settle in to your hometown's Independence Day parade, make sure to talk to your children about staying safe during these fun July 4th celebrations.

Here are a few firework safety tips:

- Always light fireworks away from other people because they can backfire or launch in an unexpected direction
- Never light fireworks toward homes and keep them away from brush and leaves
- Do not try to relight a defective firework
- Soak all fireworks in a bucket of water before throwing them in a trashcan

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July 5, 2019

Office Daily Safety Message

Grilling Safety

July is one of the peak months for firing up the grill. Enjoy grilling your favorite meals this summer while also keeping your family safe.

- Check gas grill hoses for cracks, holes and leaks
- Keep children away from grills. Gas leaks, blocked tubes, and propane tanks can be a cause of grill fires and explosions
- Never grill indoors, in the garage, in any enclosed area or on a surface that might catch fire
- Keep the grill at least two feet away from decks, siding, branches and any outdoor equipment that can catch fire quickly

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July 6, 2019

Office Daily Safety Message

Water Activity Safety

July is one of the hottest months of the year and many families turn to water activities to beat the heat. However, even fun water activities have serious risks if the proper precautions are not taken.

- Review safe boating practices
- Never consume alcohol while driving a boat
- Before boating, always check that there are enough life preservers on hand for every passenger
- Set water safety rules for your family
- Pools should be enclosed completely with a fence to restrict access to the area. Consider installing wireless outdoor sensors that will alert you via phone or with a chime inside your home if the sensors are activated
- Keep a first aid kit near the pool

Enjoy your water activities but always remember to stay Safety Strong!

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July 7, 2019

Office Daily Safety Message

Food Poisoning

As the weather warms and we spend more time outside, families face new risks.

Here are some tips to avoid poisonings that occur most often in summer:

- Always wash hands and counters before preparing food
- Use clean utensils for cooking and serving
- Store food at the proper temperatures. Refrigerated foods cannot be left out at temperatures above 40 degrees F (5 degrees C). The following foods, and others, can quickly spoil and become unsafe: party platters, meat, poultry, seafood, dairy products, eggs, mayonnaise, and cooked vegetables
- Wash hands with hot, soapy water after handling raw meat, poultry, or seafood. Wash cutting boards, utensils, and dishes after use with these foods
- Use a thermometer when cooking and reheating foods. That will help you to know when they are done and safe to eat
- Do not let food sit out at room temperature for more than 2 hours
- Watch for signs of food poisoning. They include fever, headache, diarrhea, stomach pains, nausea, and vomiting

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July 8, 2019

Office Daily Safety Message

Slips, Trips, and Falls

Although many people may think the most dangerous places to work are factories and plant floors, plenty of dangers abound in an office setting as well. Employees are 2.5 times more likely to suffer a disabling fall in an office setting than anywhere else. However, they are among the easiest hazards to correct.

Below are a few tips:

- Wear footwear that reduces the risk of slips, trips and falls. High heels increase fall risks
- Encourage workers to wear comfortable, properly fitted shoes
- When walking down hallways, stay to the right – same as you would in vehicular traffic
- Remove obstructions such as wastebaskets and cords from walkways
- Clean up spills immediately. If a spill can't be cleaned up right away, place "wet floor" warning signs for workers

What are some other tips that you can share with your group?

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July 9, 2019

Office Daily Safety Message

Unsafe Structural Issues

All unsafe structural issues must be reported to facility management in a timely fashion to prevent coworkers from becoming exposed to these same hazards. Issues such as torn carpet, loose tiles, broken chairs, obstructions in walkways, or faulty equipment are all hazards that required immediate attention. Do not assume that someone else has reported, make the call yourself. Immediate action is necessary to address facility issues to prevent incidents.

See Something, Say Something!

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July 10, 2019

Office Daily Safety Message

“Workout Wednesday”

Seated Toy Soldier

Sit up tall and extend your right arm all the way up towards the ceiling. Straighten your left leg out and raise it up as you bring your right arm down and try to touch your left foot. Do 8–10 on each side.

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July 11, 2019

Office Daily Safety Message

Active Shooter Preparedness

An active shooter is randomly killing or trying to kill in a confined and populated area, such as a workplace. Unfortunately, this risk is real, and we need to be prepared as best as we can for such a traumatic experience. Active shooter situations are unpredictable and can evolve quickly.

- First- plan and develop and emergency action plan to follow in an active shooter incident. Make sure your escape route is the best route. Ask corporate security or local law enforcement to assess your route.
- Second-Train and practice the plan. When employees practice the plan, they are more likely to remember what to do in a crisis.

Run, hide, fight, do what is best for YOU!

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July 12, 2019

Office Daily Safety Message

Fire Extinguishers

Do you know where the fire extinguishers are located in your work location?

How often do you go over the location of fire extinguishers in your work location?

In most cases the person who does the facility inspection and the company that recertifies them are the only ones that can go straight to them without having to look around. The next safety meeting at your work location would be a good opportunity to go over the location of all fire extinguishers and have a discussion on when they should be used. Remember we will never try to put out a big structure fire, but we may choose to extinguish a trash can fire.

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July 13, 2019

Office Daily Safety Message

Parking Lot Safety – Are You a Target?

How are you perceived when you walk in a parking lot?

Are you someone that appears to be evaluating your surroundings or are you someone just not paying attention?

Criminals often select a victim based on the how easily the person can be approached undetected. Simply looking around can reduce your chances of being a target.

You are at a higher risk for an assault or encounter by a predator in parking lots and garages, make sure you heighten your situational awareness skills and pay extra attention.

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July 14, 2019

Office Daily Safety Message

The Buddy System

In adventurous or dangerous activities, where buddies are often required, the main benefit of the system is improved safety. The Buddy System is a procedure in which two people operate as a single unit so that they can monitor and help each other if needed. It is smarter to avoid doing some riskier activities alone, like swimming, surfing, rock climbing, boating, lifting etc., use the Buddy System.

There is nothing like having backup from a buddy when you need it most.

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July 15, 2019

Office Daily Safety Message

Unsafe Behaviors

Most unsafe behaviors do not result in injuries. Therefore, employees that practice unsafe behaviors do not believe any harm will come to them. Enough unsafe actions, however, will result in an injury. It is just a matter of time. By increasing safe behaviors, you will decrease the potential for injury.

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July 16, 2019

Office Daily Safety Message

Chairs and desks wear out just like any other types of equipment. However, broken or missing casters and other parts can make a chair or desk dangerously unstable. To prevent accidents caused by damaged equipment, it should be inspected regularly, and any deficiencies should be repaired or replaced immediately.

When was the last time you inspected your work chair and desk?

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July 17, 2019

Office Daily Safety Message

“Workout Wednesday”

Knee Hugger

With a bent knee, lift your right leg up and grab it with your arms and pull it in as close to your chest as you can. Hold for 5–10 seconds and make sure and do it on the left side, too.

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July 18, 2019

Office Daily Safety Message

See Something? Say Something!

Do not wait for an issue to become a big deal before addressing it, especially when it comes to hazards at work. We do not always have total control over each situation, but there is always something we can do to try to bring it to light or get it corrected. Choosing to act can make the difference in preventing an injury.

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July 19, 2019

Office Daily Safety Message

Dangers of Drowsy Driving

More than 1 out of 3 working Americans are sleep deprived. In today's world many of us are busier than our parents' or grandparents' generations have been. Between long hours at work, children, house work, school, and other obligations, there is more fatigue and drowsiness than ever before. This is a major concern on our roadways.

How can we avoid drowsy driving?

- Get plenty of sleep – Most experts recommend at least 7 hours of sleep
- Eat a good diet and drink plenty of water – taking care of your body is important to be able to function at optimal levels
- Consult your doctor – if you are experiencing unusual or excessive fatigue
- Never drink and drive – remember to also use precautions when using prescribed medication
- Pull over when drowsiness sets in – a ten-minute nap can make the difference in whether you make it to your destination

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July 20, 2019

Office Daily Safety Message

Bike Safely and Enjoy Your Ride

Bicycling is one of the best ways to get exercise, see the sights, and reduce your carbon footprint. However, bicyclists face a host of hazards. They often must share the road with vehicles, and injuries can happen even on a designated path.

Make certain drivers can see you by:

- Wearing neon, fluorescent, or other bright clothing
- Whenever possible, ride during the day
- If you must ride at night, wear reflective clothing and use flashing lights

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July 21, 2019

Office Daily Safety Message

Keep Your Hands Clean

No matter what type of environment you work in, keeping your hands clean is critical to workplace health and safety. Proper hand hygiene is important “to avoid getting sick and spreading germs to others.”

The *Center for Disease Control* indicates that key times to wash your hands in the workplace include:

- Food - Before eating; before, during, and after food preparation
- Injury - Before and after treating your own or someone else's injury (such as a cut or wound)
- Illness - After coughing, blowing your nose, or sneezing; before or after assisting someone, who is ill
- Personal hygiene - After using the toilet
- Contact with waste - After touching or taking out the garbage

Remember the amount of time it takes to sing the “Happy Birthday” song twice, about 20 seconds, is the time you need to scrub and wash your hands well!

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July 22, 2019

Office Daily Safety Message

Air Horns Used for Emergencies

Make sure you know what to do in the event of a fire, storm, violent intruder, medical problem, or other emergency. In offices equipped with air horns, the short blast means to “stay”, and the long blast means to “leave”. As in all cases, be aware of your surroundings and take precautions to protect yourself.

Remember SHORT = STAY and LONG = LEAVE!

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July 23, 2019

Office Daily Safety Message

Office Breakroom

Items used to cook, make, and store food can pose safety risks in the workplace due to germs and fire hazards. Create a safety checklist for your breakroom.

Some common safety precautions for workplace eating areas include:

- Turning off coffee makers after use
- Not placing flammable materials such as foil in the microwave
- Taking food home daily or weekly to keep the fridge clear of spoiled foods
- Washing hands before eating

If your workplace does not use disposable eating utensils, you may also want to have cleaning policies for using reusable items such as mugs and forks. Employees should clean all company kitchenware with antibacterial soap after use.

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July 24, 2019

Office Daily Safety Message

“Workout Wednesday”

Reach for the Stars

Interlace your fingers and reach up towards the sky, as high as you can ... keeping your palms facing up towards the ceiling. Repeat 10 times.

Don't forget your 30 for 30!

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Office Daily Safety Message

In case of an emergency, you will need quick, easy access to the exits.

- Exit signs must be posted to help with emergency evacuations
- All exits must be free of items that could potential block an escape route
- Any door, passage, or stairway that is not an exit or way to get to an exit, must be marked with a sign reading “Not an Exit”; or must be identified by a sign stating what it is, i.e. “To Storeroom or To Basement”, etc.
- All buildings shall post a written emergency evacuation plan in a common area where all employees have access. This plan shall include a detailed map along with a predetermined rally point in the event of an emergency
- Any device used as an exit shall be designed and installed so that it cannot, even in case of failure, impeded or prevent emergency use of an exit
- Keep clear access to equipment shutoffs in case you need to quickly stop them from functioning

If you see unsafe conditions, report them to your supervisor or manager.

It is everyone’s responsibility to help create a safe working environment.

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July 26, 2019

Office Daily Safety Message

Opening Doors - Carefully

We usually do not know if there is someone on the other side of a door which opens out when we open it. Therefore, it is important for us to open doors slowly to give the person on the other side a chance to react to the door being opened. When we are the person on the other side of the door, it is a good practice to assume the door is about to open and position our bodies out of the line of fire when approaching the door.

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July 27, 2019

Office Daily Safety Message

Don't Stand or Climb on Furniture

Standing on chairs, particularly rolling office chairs, is a significant fall hazard. It is not uncommon for workers to fall and hurt themselves as result of standing or climbing on chairs, desks, file cabinets, and other common office furniture.

Protect yourself against these easily avoidable accidents by:

- Use furniture for intended purposes only - Chairs, desks and other workplace furnishings aren't meant to function as ladders. Using them in this way can be a quick path to a serious injury
- Use proper equipment - When you need to reach something overhead, properly use a step ladder or stool designed for climbing to access the items

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Office Daily Safety Message

Forward Head Posture

Forward head posture is a prevalent and an ever-growing problem. The consistent forward head posture, along with a rounded upper back may contribute to neck and back dysfunctions and/or pain. To acquire a better posture, 'suck in' the stomach/abdomen and lift your chest. This will allow you to move the head back into a more neutral position.

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July 29, 2019

Office Daily Safety Message

What happens if you cannot avoid a dangerous situation?

- If you are walking to your car and feel threatened, press the alarm button. The noise will attract attention and possibly make a dangerous person flee.
- If they continue to approach you and demand money or personal items, give them up and back away. Defending your property is not worth risking your life.
- If you are attacked, do what you can to defend yourself. If you can temporarily disable or disorient your attacker, immediately flee and contact the police.
- Remember, maintaining situational awareness will give you a better chance of avoiding dangerous situations by critically evaluating your environment.

Stay Safety Strong by being fully aware of your surroundings and the potential for dangerous situations.

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July 30, 2019

Office Daily Safety Message

Lift with your legs not with your back!

Often, we receive packages that are small but a little heavy. Remember to lift with your legs once your back gives out your quality of life may never be the same. Always ask for help if what you are picking up is large and just hard to handle. If you see someone carrying something that may be heavy be your brother's keeper and offer a helping hand. Never pack so many boxes that you cannot see where you are walking and what's in front of you.

Always remember to stay SAFETY STRONG!

Safety Principle # 7
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July 31, 2019

Office Daily Safety Message

“Workout Wednesday”

Rubber Neck

Sit up tall and drop your right ear down towards your right shoulder (you don't have to touch it!) and hold for a few seconds and repeat for the left side.

Feel the stretch!