

**Safety Principle # 6**  
**Safety is Good Business**

## June 2019

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**June 1, 2019**

**Office Daily Safety Message**

Noise – It can be a hazard!

In an office, employees can be subjected to many noise sources, such as:

- Video display terminals
- High-speed printers
- Telephones
- Human voices

Noise can produce tension and stress, as well as damage to hearing. A few measures available to control unwanted noise sources include:

- Place noisy machines in an enclosed space
- Use carpeting, draperies, and acoustical ceiling tiles to muffle noise
- Adjust telephone volume to its lowest level
- Rearrange traffic routes in the office to reduce traffic within and between work areas

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**June 2, 2019**

**Office Daily Safety Message**

Office Tools

Ever thought of paper cutters, staplers, pencils, pens, and scissors as office tools? These are just a few of the office tools that we will use today that can cause cuts, punctures, and related incidents.

Injuries can be prevented by following these precautions when using the above materials:

- Paper cutters – Keep blade closed when not in use. A guard for the blade should be provided and fingers should be kept out of harm's way.
- Staplers – Always use a staple remover. Never test a jammed stapler with your thumb.
- Pencils, pens, scissors, etc. – Store sharp objects in a drawer or with the point down in a holder. Never hand someone a sharp object, point first.

What are some of the other office tools that we use daily or infrequently?  
Does everyone know the proper safe way to use each tool?

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**June 3, 2019**

**Office Daily Safety Message**

June is National Safety Month

When was the last time you updated your smoke alarms?

Whether you have just moved into a new home or you have been living in the same place for years, it's time to make sure your home is up-to-safety standards when it comes to smoke alarms.

Findings by the National Fire Protection Association include:

- One in four homes in the U.S. needs updated fire safety equipment, leaving an astronomical number of families at risk due to aging smoke alarms. The National Fire Protection Association recommends replacing your smoke alarms every 10 years.
- Many homes are also extremely under-protected. The average single-family home in the U.S. should have at least five working smoke alarms. However, 67 percent of homeowners have four or fewer alarms, with 12 percent of homes having just one.

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**June 4, 2019**

**Office Daily Safety Message**

Planning on traveling for vacation?

Here are a few tips to keep your home safe during your absence:

- Tell a neighbor your travel plans and ask them to keep an eye on your property and alert the police to any suspicious activity.
- Lock your windows and doors. Don't forget about doors leading to the garage or second-story windows.
- Have mail and newspaper delivery stopped. Don't forget to ask a neighbor to bring in the garbage bins if left out prior to leaving for vacation.
- Make sure any yard tools are put away. A ladder, rake, or even patio furniture can all be used as tools to gain entry to your home.
- Install an automatic timer for exterior and interior lighting at your home.
- Do not post about your trip on social media until you are return from your trip.

Can you name other tips for keeping your home safe while you are away?

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**June 5, 2019**

**Office Daily Safety Message**

“Workout Wednesday”

Lower Body Exercise: Hip Flexion

Sit tall with the abs in and lift your left foot off the floor a few inches with your knee bent. Hold for two seconds, lower and repeat for 16 reps. Repeat on your right side with 16 reps.

Just another way to keep your body moving while sitting at your desk.

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**June 6, 2019**

**Office Daily Safety Message**

Ready for Work

Coming into work healthy and in the right mindset every day is just as important as being properly trained or having the right tool for the job. Many factors, both on and off the job, affect how well or poorly we do our jobs on any given day.

Some factors are:

- Sickness – We all get sick from time to time.
- Fatigue – Fatigue is a killer. With working a normal week and the addition of home life, we may have people who are too tired to safely perform their work functions.
- Medication – Many medications affect how you feel. Ask your doctor about all side effects. Explain to your doctor what type of work you perform as well as other medications you are currently taking.
- Stress - There is a good stress and a bad stress. We are more familiar with the bad stress. Stress from work demands, home demands, family or health problems affect us every day.

Whether it is sickness, fatigue, medication, or stress affecting you in a negative manner at work, it is important to speak up and address the problem.

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**June 7, 2019**

**Office Daily Safety Message**

Have you reviewed your Emergency Action Plan lately?

Do you know your escape route and assembly area?

If you answered no to either of the above questions, please see your supervisor.

Remember:

- All exit routes shall be kept clear of all obstructions
- Fire exits and escape routes shall be clearly identified
- All exit doorways shall be properly marked with EXIT signs
- Each exit route shall have adequately lighting
- Each doorway or passage that is not an exit shall be marked as "Not an Exit"
- Doors that are used as exit routes shall remain unlocked while employees are in the building

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**June 8, 2019**

**Office Daily Safety Message**

Dog Attacks

According to the ASPCA, there are 70 to 80 million dogs as pets in the United States. It is estimated that over 40% of all households have at least one dog. Because of these numbers, the chance of you encountering an aggressive dog is somewhat high. Dog attacks can be as minor as a single bite or as serious as death.

If you find yourself in a position where an unknown dog is approaching or attacks:

- Stand in place and do not make any sudden movements
- Never run from an approaching dog
- Yell “NO” to attempt to get the dog to back down
- Do not make eye contact or take an aggressive posture towards the dog
- If knocked down, get into a fetal position and cover your head and neck area

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**June 9, 2019**

**Office Daily Safety Message**

Importance of an Annual Checkup

There are many benefits of going for an annual checkup. The most obvious benefit is catching problems before they start or very early before they develop into something major. As we get older, it is important to get screened for certain diseases.

Our health is everything and without it, we have nothing. Everything you do in your life now depends on your good health.

Take the time to schedule an appointment for your annual checkup to remain Safety Strong!

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**June 10, 2019**

**Office Daily Safety Message**

Lifting and Carrying Loads

Lifting any size item from a pencil to a heavy box should be done with care to avoid strains and sprains.

Here are a few tips:

- Lift and bend your legs, not your back
- Lift with your legs and keep your back straight
- Get a good grip on the object
- Size up the load, call for help if needed
- Use a cart to carry long distances or as needed
- If you do carry, make sure your path is clear
- Bulky loads should never obstruct your view

Can you think of other helpful tips?

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**June 11, 2019**

**Office Daily Safety Message**

Have you ever experienced another driver that had road rage?

Road rage is an aggressive or angry behavior exhibited by a driver of a vehicle and can include rude gestures, verbal insults, aggressive driving, physical threats, or other dangerous driving methods. It is important to utilize caution when you experience other drivers who have road rage.

The saying "road rage, do not engage" best captures the actions to take if you experience this while driving.

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**June 12, 2019**

**Office Daily Safety Message**

“Workout Wednesday”

Leg Extensions

Sit tall with the abs in and extend the left leg until it's level with the hip, squeezing the quadriceps (the group of muscles located in the front of your thigh). Hold for two seconds, lower and repeat for 16 reps. Repeat with the right leg.

Can you feel the stretch?

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**June 13, 2019**

**Office Daily Safety Message**

Retaliation – Speaking Up Should Never Lead to Left Out!

Retaliation against someone who reports an ethics or compliance issue in good faith is against company policy and, in certain circumstances, against the law.

Entergy is committed to taking immediate action in correcting any known acts of retaliation.

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**June 14, 2019**

**Office Daily Safety Message**

**Distractions While Driving**

Distracted driving has become one of the hottest topics in traffic safety. Anything that diverts your attention from driving is a distraction. Distracted drivers fail to recognize potential hazards in the road and react more slowly to traffic conditions.

Some tips to prevent distracted driving include:

- Never text or dial a number while driving
- Pull over safely to the side of the road or wait until your destination to talk on cell phone
- Avoid emotional subjects with passengers while driving
- Plan your route ahead. If you need to refer to map/GPS, stop or ask passenger for assistance. Use voice controls for navigation
- Enjoy your meals at home or in restaurant – not on the go
- Adjust mirrors, radio, or temperature control before driving off
- Don't reach down or behind driver's seat, pick up items from the floor, open glove compartment or clean inside windows while driving. Practice good housekeeping inside and outside of vehicle

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**June 15, 2019**

**Office Daily Safety Message**

Stop to Think Before You Act

Accidents are not always the result of bad luck. They occur when someone decides – consciously or not – to take a chance. Be smart and avoid taking unnecessary risks and remain Safety Strong.

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**June 16, 2019**

**Office Daily Safety Message**

Stretching, it feels so good!

A good stretching routine is an excellent supplement to ergonomics. The best routine is one that you use daily. Developing the habit of stretching every morning and afternoon may help relieve stress.

Need more information about stretching and its benefits?

Contact your local EnShape Coordinator.

Happy Father's Day!

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**June 17, 2019**

**Office Daily Safety Message**

Shared Workspaces

Office printers, conference rooms, and storage rooms are examples of shared work spaces. Nearly everyone in the office uses these pieces of equipment and spaces a few times each day.

You can respect the safety of your co-workers while using the equipment and visiting these areas by:

- Picking up dropped and loose paper on the floor
- Straighten up boxes and containers in the storage room so that other co-workers won't have difficulty finding supplies
- Remove objects that are high on shelves that could fall and strike someone's head
- Carefully remove long extension cords from walkways
- Dispose or recycle shipping boxes, as appropriate

Focusing on staying clean and organized in shared workspaces helps to create a Safety Strong environment for everyone.

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**June 18, 2019**

**Office Daily Safety Message**

Elevator Safety

Elevators are one of the safest types of accessibility systems. However, improper use of elevators can result in serious injuries.

When boarding and riding an elevator:

- Watch your step when entering and exiting to avoid tripping
- Stand next to the walls, away from the door
- Hold your children and pets firmly
- Keep clothes and carry-ons away from the door
- Press the alarm button or use the telephone if the doors do not open
- If the elevator stops while in route, do not try to climb out; there is plenty of air in the cabin

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**June 19, 2019**

**Office Daily Safety Message**

“Workout Wednesday”

Ab Twists

Grab a bottle of water. Hold the water bottle at chest level. While keeping your knees and hips forward, gently twist to the left as far as you comfortably can, feeling the abs contract. Twist back to the center and move to the left for a total of 10 reps. Repeat going to the right this time.

Do not force the twist! Take your time and enjoy the stretch!

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**June 20, 2019**

**Office Daily Safety Message**

Break Room Safety

The break room in your office should be a healthy and safe place for workers to enjoy some much-needed down time. Following these important guidelines will eliminate the risks associated with oven and microwave use.

Because ovens and microwaves have heating elements, they can represent safety hazards if they are not operated correctly.

- Leaving an oven on after something has finished cooking can cause overheating and could result in a fire.
- A microwave should never be left unattended when in use. Unattended food can catch fire, boil over, or even explode in a microwave.

Be mindful of others if something spills or boils over in an oven or microwave; clean it up!

June 21, 2019

Office Daily Safety Message

Heat-Related Illnesses

What are they? What are the signs?

- Heat Cramps: are painful, brief muscle cramps. Muscles may spasm or jerk involuntarily. Heat cramps can occur during exercise or work in a hot environment or begin a few hours later.
- Heat Exhaustion: There are two types of heat exhaustion. 1. Water depletion – signs include excessive thirst, weakness, headache, and loss of consciousness. 2. Salt depletion – signs include nausea and vomiting, muscle cramps, and dizziness.
- Heat Stroke: **Heat stroke is the most serious heat-related illness.** Heat stroke can kill or cause damage to the brain and other internal organs. Heat stroke results from prolonged exposure to high temperatures – usually in combination with dehydration, which leads to failure of the body's temperature control system.

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**June 22, 2019**

**Office Daily Safety Message**

Know the difference between a weather watch and a weather warning?

Watch: A watch means that conditions are favorable for a severe thunderstorm or a tornado in the area(s) covered under the watch. You do not need to take cover at this time, but you should keep an eye on weather conditions using a radio/tv/weather radio as they may change quickly.

Warning: A warning means that a thunderstorm or tornado has been spotted in the area.  
**YOU MUST TAKE COVER IMMEDIATELY.**

Be Safety Strong in knowing the difference between a watch and a warning!

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**June 23, 2019**

**Office Daily Safety Message**

Summer Weather is Here!

In summer weather and other hot, humid working conditions, drinking enough water is vital to preventing heat illness. The most serious illness, heat stroke, can be fatal. It occurs when the body's cooling system fails because of moisture and minerals lost to sweating.

To prevent heat illness under hot working conditions:

- Wear clothing that allows air circulation
- Try to stay out of the direct sunlight
- Take breaks when you can and drink water frequently
- If you know that you are going to be out in hot conditions, start your hydration ahead of time
- Don't drink a large quantity of water at once during the hot conditions, just keep on sipping

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**June 24, 2019**

**Office Daily Safety Message**

Using Your Cell Phone in the Restroom

We're all guilty! Bathroom time has become a time to respond to texts and check our Instagram likes. Given what we use the toilet for, it is safe to say that using a smartphone at the same time is a gross habit.

Bathrooms are covered in germs, pathogens, and enteric bacteria (from the intestinal tract), mostly from fecal matter. According to the experts, the most contaminated surfaces are the door and toilet handles, the faucet, and the floor – in fact, studies found that one-fourth of purses had fecal matter from resting on bathroom floors.

The best solution is to keep your phone in your bag or pocket and away from the toilet!

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**June 25, 2019**

**Office Daily Safety Message**

Escalator Safety

Most escalator accidents stem from carelessness while getting on and off. Escalator injuries may also occur when clothes, shoes, or even toes get caught inside the mechanism.

Here are a few safety tips:

- Always pick up your feet and step carefully on and off the escalator
- Stand in the center part of the step and never drag or slide your feet along the edge
- Always face forward and hold onto the handrail
- Do not sit on the handrail
- Do not board an escalator with a baby stroller, walker, or packages
- Take extra precaution to avoid the sides of the escalator when wearing flip-flops or rubber-soled shoes
- Use the emergency shutoff button, if needed

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**June 26, 2019**

**Office Daily Safety Message**

“Workout Wednesday”

Biceps Curl

Grab a bottle of water. Hold the bottle in your right hand. With abs in and spine straight, curl bottle towards shoulder for 16 reps. Now switch to left hand and repeat for 16 reps.

Happy curling!

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**June 27, 2019**

**Office Daily Safety Message**

Chemicals at Home

Most everyone's garage, basement, kitchen, workshop, or bathroom contains hazardous materials. Read the label of most any household chemical and you will find a warning statement. Be aware of the dangerous conditions that could result from misuse. Serious and dangerous reactions may result when you use certain chemicals together such as mixing bleach and ammonia. This will produce a deadly gas.

Here are a few tips for using chemicals within your home:

- Don't paint with spray paint in a closed workshop with an open flame heater
- Don't remove labels or use chemicals from unlabeled containers
- Tell anyone you are working with the dangers of the chemicals being used
- Keep hazardous chemicals away from children

What are some other tips for using chemicals that you can share?

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**June 28, 2019**

**Office Daily Safety Message**

Reporting Close Calls/Good Catches

It takes time to report Close Calls/Good Catches. There are several reasons people hesitate to report them. However, it is truly important you report them. If not, what is lost is a free lesson in injury prevention. The few minutes spent reporting and investigating Close Calls/Good Catches can help prevent similar incidents and even severe injuries.

The difference between a Close Call/Good Catch and an injury is typically a fraction of an inch or a split second!

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**June 29, 2019**

**Office Daily Safety Message**

Motorcycle Safety

Motorcycles are fun and fuel efficient, but the fact is they are more dangerous than a car.

Below are some tips to help you stay safe on two wheels:

- Don't buy more bike than you can handle – If you have been off motorcycles for a while, you may be surprised by the performance of today's bikes
- Invest in antilock brakes – Now available on a wide array of models
- Hone your skills – Attend a Motorcycle Safety Foundation (MSF) riding course
- Use your head – Yes, a helmet, riders without a helmet are 40% more likely to suffer a fatal head injury in a crash
- Wear the right gear – Gear that will protect you from wind chill, flying bugs, debris, and road rash
- Be defensive – You need to be extra alert for cars suddenly changing lanes or pulling out in front of you
- Avoid bad weather – Slippery conditions reduce your margin for error
- Watch for road hazards – A motorcycle has less contact with the pavement than a car, therefore sand, wet leaves, and pebbles can cause a motorcycle to slide
- Be ready to roll – Check your lights, horn, directional signals, tires, belts, chains, and brakes prior to departure

Now go and feel the freedom while being Safety Strong!

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**June 30, 2019**

**Office Daily Safety Message**

The Colors of Safety

As you drive down the road you will see all sorts of signs and many different colors. We know that red signs typically indicate a mandate such as STOP or YIELD and yellow signs typically indicate a warning.

Safety signs have a color scheme also:

- Red
  - Fire protection equipment
  - Danger, high risk of severe injury or death
  - Emergency stops and alarms
- Orange
  - Hazard warnings
  - Moderate risk of injury
  - Guarding devices
- Blue
  - Notice of information
  - No immediate hazard
- Green
  - Safety equipment or information
  - First-aid equipment or location
- Yellow
  - Caution statements
  - Minor risk of injury
  - Material handling equipment

It's important to know the colors of safety!

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