

## SPECIAL PRECAUTIONS AT HOME

Every three seconds, someone is injured in the "safety" of his or her own home. How well are you protected in these areas?

**SLIPS AND TRIPS** Electrical cords and telephone cords should be against walls rather than crossing foot paths ... rugs should be secured with nonskid backing ... staircases should be well-lit and have handrails installed ... antislip tub mats or shower treads should be at work in the bathroom.

**IN CASE OF FIRE** Install smoke detectors near all sleeping areas and on every floor of your home. Use the test button to check your detectors monthly. A chirping sounds means the batteries are running low and should be replaced with new ones. Watch for dust accumulation on your smoke detectors, and never paint a smoke detector.

Keep type ABC fire extinguishers in your home. To use a fire extinguisher think **P-A-S-S**: **PULL** the pin — **AIM** at the base of the fire — **SQUEEZE** the handle — **SWEEP** from side to side at the base of the fire until it is out.

Have an evacuation plan in place. Conduct practice drills to make sure everyone knows what to do in the event of a fire.

**POISON PREVENTION** Not all poisonings happen to children. Adults are often poisoned by using medication incorrectly or by mishandling household chemicals.

Read the dosage and prescription labels on medications and use as directed. When handling chemicals, read and follow all safety materials carefully. If children or pets are in the house, keep medications and household chemicals out of their reach.



## MORE SAFETY TIPS FOR WORK AND HOME



Know the proper way to wear and care for your **personal protective equipment** to ensure proper protection. Inspect for damage such as a tear in a respirator, holes in gloves or excessive scratching on protective eyewear.

Avoid wearing **rings or bracelets** when working with motorized tools or machinery — they can get caught.

Stay within the **speed limit**. Driving has its share of hazards, from aggressive drivers to dangerous weather conditions and huge trucks. Stay patient in traffic and expect others to make mistakes.

Don't drive if you are distracted. Using your cell phone, eating, adjusting the music and other activities while driving take your mind off the road. Pull over until you are ready to focus on driving.

**Don't rush** or cut corners to save time. Rushing typically leads to carelessness no matter where you are.

Remember your **housekeeping**. It isn't just for the cleaning crew. Store tools and supplies in their proper places ... clear debris from maintenance or other projects ... keep walkways clear of clutter.

### THREE DEADLY COMBINATIONS

**Aluminum ladders near electrical wires:**

Aluminum conducts electricity.

**Bleach and ammonia:** Mixed together, they give off a poisonous gas that can damage your lungs.

**Smoking and driving:** Smokers have nearly twice as many car accidents as nonsmokers.

Many accidents are rooted in the mind rather than the body. Stress causes muscles to tighten, making you more prone to injuries such as back strain and carpal tunnel syndrome. Stress, especially when combined with a lack of sleep, can cause you to lose concentration and make a mistake that results in injury to you or someone else. **The bottom line:** Managing stress is one of the best safety precautions you can take.

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# 21 WAYS TO STOP ACCIDENTS

BEFORE THEY HAPPEN





## ACCIDENT & INJURY SELF-DEFENSE

You probably know someone who has suffered an injury that requires medical attention. Although some accidents are simply bad luck, most can be prevented. **How?** By making safety a priority, not an option. And it isn't as hard as you might think. By following some basic rules, you can reduce risks and stop accidents before they happen. The tips in this brochure can help.



## 21 Ways to Stay Injury Free

- 1. Lift correctly:** Bend your knees, not at your waist, and keep your back straight. Hold the object close to you. Lift with the strong muscles of your legs, not your back.
- 2. Push heavy objects** instead of pulling.
- 3. To reach for objects, use a sturdy stepladder,** not a makeshift footstool such as a box, chair or trash can.
- 4. When needed, always select the appropriate ladder and position it correctly.** Remember to use **3 points of contact:** 1 hand, 2 feet or 2 hands, one foot.
- 5. Clear clutter** and obstacles from work areas and walkways.
- 6. Never carry screwdrivers** or sharp-pointed tools in your pockets.
- 7. Use extra caution** when working with chemicals that are toxic, corrosive, explosive, flammable or reactive.
- 8. Wipe up spills** immediately or block access to them and call for assistance in cleaning up.
- 9. Shake your hands** in the air for 10-15 seconds and stretch your wrists about once every hour during tasks that require the same motions over and over again. **Why:** You'll help prevent wrist pain and carpal tunnel syndrome.



**10. Close file drawers that have been left open and are not in use.**

- 11. Inspect all tools** before using them. If broken, make sure to have them fixed or replaced.
- 12. Only operate equipment** you have been trained to use, and **follow lockout/tagout procedures.**
- 13. Look for pointed slivers** and jagged edges before lifting any object. **Wear gloves** when they are needed.

**14. Stay fit.** You'll be less likely to injure yourself (and quicker to bounce back if an incident does occur).



- 15. Wear sturdy shoes** or work boots with nonskid soles.
- 16. With chemicals, learn how to protect yourself and others** by reading the warning label and/or MSDS (Material Safety Data Sheet).
- 17. Wear hearing protectors** — special earmuffs or earplugs — as self-defense against noise. **Remember:** Hearing loss is permanent.
- 18. Wear safety glasses, goggles, face shields** or welding helmets when the job calls for it. Nine out of 10 eye injuries are preventable.
- 19. Get adequate, restful sleep.** That's 7-8 hours per night for most people.
- 20. Never work under the influence** of alcohol or drugs.



**21. Talk to your health care provider** about how prescription medications can affect your performance and safety.

## UNIVERSAL SAFETY TIPS

Most of these safety principles take only a moment, but they can prevent months of pain or save a life.

- ▲ Always put safety first.
- ▲ Take responsibility to spot and correct safety hazards.
- ▲ Follow all your employer's safety rules.
- ▲ Take time to think ahead about what you're doing and how you can be safe.
- ▲ Wear personal protective equipment when needed.
- ▲ Choose the right tool for the job — and use it correctly.
- ▲ Don't take shortcuts with equipment and machinery.
- ▲ Report any unsafe work conditions to your supervisor.

**Keep well-stocked first aid kits at work and at home, and check them at least annually.**

