

# TOP SAFETY™

Safety Around the Clock

December 2010

Dec. 1: World Aids Day  
Drunk and Drugged Driving Prevention Month  
Safe Toys and Gifts Month

**Q: What percentage of vehicle-related deaths are caused by impaired drivers?** (Turn the page to find out.)

## Have Laptop, Will Travel

Chances are, if you're traveling for business, you're traveling with a laptop. To keep it secure, **follow these safety tips:**

**Use a "strong" password.** Microsoft defines an "ideal password" as one that is long (14 characters or more) and has letters, punctuation, symbols and numbers in it.

**Label your laptop.** Don't forget to label your laptop computer with an engraved name and phone number. Believe it or not, according to Homeland Security, laptops are one of the most forgotten items at screening checkpoints. **Tip:** Register your laptop with your manufacturer.

**Beware of "free Wi-Fi" connection sites.** If you need to access your laptop, make sure you do so in a Wi-Fi area provided by the airport. Any hacker can set up a "hotspot" for free Wi-Fi use and steal your valuable info. Make sure the site you access is secure first.

**Keep your laptop in sight at all times.** Don't place it in an overhead compartment or pack it in your luggage. Wait until the last moment to put your laptop on the security conveyor belt.

**Back up all important data.** No matter how careful you are, sometimes you can fall victim to theft or loss. Be sure you back up important files before you travel.

### **Safety Corner: AIDS Awareness**

Human immunodeficiency virus (HIV) is a virus that can lead to acquired immune deficiency syndrome, or AIDS. There are three ways to transmit the HIV virus:

1. Direct blood contact, including injection drug needles, blood transfusions (rare), and accidents in health care settings or certain blood products.
2. Mother to baby (before or during birth, or through breast milk).
3. Unprotected sex.

For more information, visit [www.aids.org](http://www.aids.org).



## BE PREPARED: Workplace Emergencies

Your co-worker is trapped under a heavy machine... what do you do? A fire starts in your wastebasket... where is the fire extinguisher? These are questions that you should know the answer to before these scenarios occur in real life. Being prepared for workplace emergencies can make the difference between life and death. **Here are three quick-response actions you can take in an emergency:**

**Scenario: Your co-worker is trapped under heavy machinery.**

**Action:** Turn off equipment, if necessary, and ask the person to remain calm while you call 911. If you can, remove anything that prevents normal chest expansion so the trapped person can breathe.

**Scenario: A fire begins in a wastebasket.**

**Action:** Alert others in the area. Quickly remove anything that's flammable or explosive and then get a fire extinguisher. If the fire is out of control, leave the area, close any doors behind you and call 911.

**Scenario:**

**A co-worker gets a chemical splashed in her eye.**

**Action:** Ask the person what chemical splashed and read the container label for emergency instructions. Be ready to take your co-worker to an eyewash station (or a sink if there isn't an eyewash station nearby) and to assist holding her eyelid open while she flushes her eye with water for 15 minutes.

Of course, the best way to be prepared for emergencies is to prevent them from happening. Be sure to follow all safety rules and don't take shortcuts.





**Toy Safety Bulletin:** To ensure a safe holiday season, check the U.S. Consumer Product Safety Commission's (CPSC) list of recalled and unsafe toys at [www.cpsc.gov](http://www.cpsc.gov) or call 1-800-638-2772.

## 8 SAFE BETS FOR GIVING

What do you get for that someone who has everything? How about the gift of safety? *Here are some great gift ideas:*

- 1 **All-in-one safety key chain.** Some of these key chains feature window breakers, seatbelt cutters, personal alarms and flashlights.
- 2 **Weather band radio.** A battery-operated or hand-crank weather band radio can make a perfect gift for a weather enthusiast or someone who lives in a stormy area.
- 3 **Vehicle breakdown kits.** You can purchase a pre-made kit or create your own. To create a breakdown kit, be sure to include a thermal blanket, a gallon of water, a "help" sign or flag, flares, a flashlight and duct tape.
- 4 **First aid kit.** This gift spans all ages and comes in a huge range of styles and options.



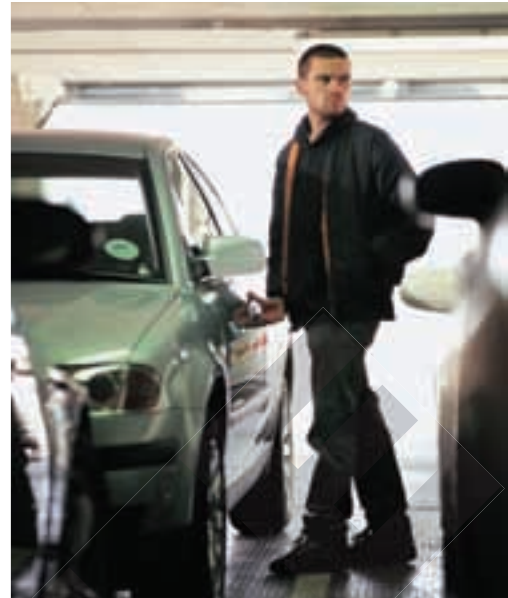
### SAFETY GIFTS FOR CHILDREN:



- 1 **Safety bath toys.** These toys actually work to protect your child from water that's too hot. Just place the toy in the water and if the water's too hot, the toy or a part of the toy will turn a different color.
- 2 **Bathtub faucet protectors.** These come in cute animal shapes and protect a child from bumps on hard faucet fixtures.
- 3 **Flashlights.** These are available in many child-themed shapes and sizes.
- 4 **Books about safety.** Try *I Can Be Safe: A First Look at Safety* by Pat Thomas and Lesley Harker; *No Dragons for Tea: Fire Safety for Kids* by Jean Pendziwol; *Officer Buckle and Gloria* by Peggy Rathmann; and *The Safety Book for Active Kids: Teaching Your Child How to Avoid Everyday Dangers* by Linda Schwartz.

*"Luck runs out, but safety is good for life."*

— Author Unknown



## Parking Lot Perils

Crowded and overflowing parking lots are par for the course during the busy holiday season. If you're out and about, be extra cautious. *Here's how:*

- **Park** in a well-lit area, hide or remove valuables (including packages) from view and lock your doors. *Tip:* Carry a tarp, blanket or large coat to cover valuables if you don't have a trunk.
- **Be aware** of your surroundings and walk to your vehicle with your keys in your hand so you don't waste time looking for them.
- **Obey** traffic signs and lanes — they aren't optional. *For example:* Don't cut diagonally across parking lots. Use traffic lanes to drive in parking lots to avoid fender benders or worse.
- **Be aware.** Many people don't pay attention in parking lots, which means you have to be extra cautious and alert.

Take an extra minute to check behind you in every direction before you back out of your parking space, and watch for small children who often dart between cars. *Tip:* Park by backing into your spot. You'll be able to see better.

### Q: What percentage of vehicle-related deaths are caused by impaired drivers?

**A:** According to the Centers for Disease Control, 11,773 people were killed in alcohol-impaired driving crashes in 2008, accounting for nearly one-third of all traffic-related deaths in the United States. During the holiday season, about 40 percent of all traffic fatalities occur in crashes where at least one of the drivers is legally impaired. Be safe this holiday season — make arrangements for a designated driver ahead of time.