

Watch Out!

Safety Hazards Are Everywhere

Electrical Safety

Take these safety precautions to stay safe around electricity:

- Know the location of all electrical power emergency cut-off switches.
- Don't overload outlets.
- If you must use an extension cord, be sure it is the proper type for the equipment or appliance and don't overload it.
- Be sure electrical power is disconnected before cleaning or repairing an appliance or tool.
- Check all electrical tools, appliances and equipment regularly for damage or wear.
- Inspect all electrical cords and outlets for cracks, fraying or other damage.
- Use the least amount of voltage possible to get the job done.
- Be sure appliances and tools are switched off before plugging or unplugging them.
- Ensure safe practices when digging around buildings where there may be underground electrical cables or when working near overhead power lines.
- If you work in an area where electrical equipment could be unsafe (such as a wet or tight space), consider using hydraulic, compressed-air, battery or hand-powered tools.



Sleep on it:

One of the most dangerous hazards isn't found lying around your workplace, and it affects millions of people — lack of sleep. Fatigue can cause the same effects as alcohol, putting you at serious risk for injury. Don't nod off ... strive for 7-8 hours of sleep daily and take naps when necessary.

Carpal Tunnel Q & A

What Is Carpal Tunnel Syndrome?

- Carpal tunnel syndrome is the swelling of tendons in the wrist, which puts pressure on nerves.
- The condition is painful and can be disabling if allowed to progress without treatment.

What Are the Symptoms?

- Pain and tingling in one or both hands, especially at night
- Feeling of weakness, thickness or swelling in fingers
- Tingling during the day in the thumb, index and ring fingers
- Clumsy hands or difficulty picking up objects

Who Gets It?

Carpal tunnel syndrome can affect anyone who performs repetitive motions as part of a job or hobby. Activities that commonly cause the condition include:

- Typing on a computer
- Cutting hair
- Performing surgery
- Playing a musical instrument
- Using high-vibration tools such as jackhammers or drills

Can Carpal Tunnel Syndrome Be Prevented?

Carpal tunnel syndrome can be prevented in several ways:

- Taking frequent breaks, getting regular exercise to strengthen and stretch your muscles, stretching out your hands and wrists often, and varying tasks when possible to lessen repetitive motion
- Modifying tools, such as reducing vibration or changing grips so they fit your hand better
- Improving the ergonomics of the workspace, such as adjusting chair and keyboard heights, putting tools and equipment within easy reach and adjusting your angle and distance in relation to your work surface



ON YOUR FEET: Avoid Slips and Falls

More than a million people are injured in falls every year. Make your workplace safe with these suggestions.

At the office:

- Remove computer and telephone cords from underfoot.
- If you need to reach something or change a light bulb, use a footstool or stepladder. Don't use your desk, a box, a wastebasket or an office chair.
- Take your time. Many falls happen when people are walking fast or running.
- Properly tack down or otherwise secure loose carpet or flooring edges.
- Keep walkways free of clutter.

On the production floor:

- Mark walkways and keep them clear of debris and clutter.
- Clean up spills right away.
- Use adequate lighting in work areas.
- Don't carry large loads by hand. Objects that are too heavy or too big don't allow you to see properly.
- Put non-skid surfaces on ramps, gangplanks and loading docks.

More safety tips

- **WEAR** proper footwear: Buy snug-fitting, low-heeled shoes with non-skid soles.
- **KNOW** your medications: Read the labels for side effects, and be extra careful if any list dizziness, drowsiness or loss of coordination.
- **HAVE** your vision checked, and if needed, wear your glasses or contact lenses.
- **EXERCISE** regularly: Physical fitness improves your balance and coordination and makes your bones and muscles stronger, lessening your chance of injury.

Now hear this:

Continuous exposure to sound levels exceeding 90 decibels (louder than a lawnmower or shop tools) will eventually cause permanent hearing loss. Wear hearing protection if your work requires it, and have your hearing tested regularly.

