

Information

Name _____

Address _____

Phone _____

Email _____

In Case of Emergency:

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Health Care Provider:

Name _____ Phone _____

Preferred Hospital _____ Phone _____

Pharmacy _____ Phone _____

Health Insurance Provider:

Name _____ Phone _____

Policy Number _____

Not intended as a substitute for medical advice or professional care.
Before making significant changes to diet or exercise, consult your health care provider. © 2014 Oakstone Publishing, LLC. All rights reserved.
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Safety information –

My safety goal is _____

Safety supervisor _____

For emergencies, call 9-1-1.

Police _____

Fire _____

Poison Control _____

Hazard materials classification



ADULT IMMUNIZATIONS

Vaccine	Dose and When Needed	Received (Date)
Hepatitis A	2 doses if at risk, as advised.	
Hepatitis B	3 doses if at risk, as advised.	
Human Papilloma Virus (HPV)	3 doses, previously unvaccinated through age 26 (women) or age 21 (men).	
Influenza (Flu)	Every year, or as advised.	
Measles, Mumps, Rubella	1 or 2 doses if at risk, as advised.	
Meningitis	1 or more doses if at risk, as advised.	
PCV13, PPSV23 (Pneumococcal)	1 dose of each at 65 and older, or as advised.	
Tetanus-Diphtheria-	Every 10 years, or as advised.	
Pertussis Varicella (Chicken Pox)	2 doses if at risk, as advised.	
Zoster (Shingles)	1 dose, at 60 and older.	

Source: CDC. Recommendations are subject to change (www.cdc.gov/vaccines/default.htm). Foreign travel may require additional immunizations.

JHW31???

Know Your Numbers

Safety & Health Tracker

Screenings FOR Women OR Men

Women Only

Women Only			
Test/Exam	When Needed	Date/Results	Date/Results
Breast Cancer	Starting at 40 or as advised.		
Cervical Cancer	Starting at 21 or as advised.		
Osteoporosis	At 65 or earlier as advised.		
Talk to your doctor or health care provider about unusual symptoms and other health concerns not listed, such as sexually transmitted infections, HIV, depression and anxiety, and tobacco use. Be a partner in your health care.			
Men Only			
Test/Exam	When Needed	Date/Results	Date/Results
Prostate Cancer	Starting at 50 or as advised.		
Talk to your doctor or health care provider about unusual symptoms and other health concerns not listed, such as sexually transmitted infections, HIV, depression and anxiety, and tobacco use. Be a partner in your health care.			

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Sources: ACS, ADA, AHA, CDC and NCEP. • Reviewed June 2011



Working on the Safe Side?

Staying alert to conditions that can lead to injuries is the best way to prevent them. Check the safety habits you practice.

To prevent work injuries you:

- ☐ Focus on the present and deal with distractions later.
- ☐ Remove tripping hazards such as electrical cords and boxes from traffic areas, doorways and stairs.
- ☐ Observe safe work practices for your job.
- ☐ Report or correct hazards.
- ☐ Know how to properly operate equipment.
- ☐ Move oversized loads properly — by lifting safely or getting help.
- ☐ Use a step stool or ladder to safely reach overhead items.
- ☐ Wear your seat belt properly when driving whether on or off the job.
- ☐ Wear personal protective equipment when needed.
- ☐ Avoid using medications on the job that can cause drowsiness.
- ☐ Keep outside doors locked when working late or alone.

If you checked fewer than half of these habits relative to your job, step up your safety efforts. Safety is your responsibility.



More Workplace Safety Steps



Resist taking shortcuts. Demonstrate safety in your work habits and in your personal conduct. Shortcuts aren't worth the risk.

✓ Avoid hazardous preoccupation.

What is it? It's when your mind drifts until you hear a "BEEP!" and realize you've just had a close call with a forklift, for example. Many serious injuries occur when workers get distracted. Stay focused on the task at hand.

✓ Use your keyboard correctly.

Bad posture may lead to hand and wrist pain and injury. What you can do: Keep your hands in line with your forearms. That means there's little to no bending at the wrists. If you use a keyboard tray, you may have to tilt it to help keep this alignment. Use a gentle keystroke rather than a forceful one.



✓ Store it safely.

Improperly stored materials can cause problems such as poor visibility, fire hazards and toppling objects. Avoid stacking items too high or on top of filing cabinets; store heavy items on low shelves; and keep all traffic areas unblocked.

✓ Refresh your memory.

If you don't remember all the steps in a safety procedure, ask questions or retrain.

✓ Look out for your coworkers.

If you see coworkers doing something unsafe, let them know. They are putting themselves and others in jeopardy.

Put Safety First It's Your Responsibility





Your Commitment to Safety

Injuries are preventable when safety becomes a state of mind. The information in this brochure can help you reduce unintentional injuries to yourself and others.



Did You Know?

Safety suffers when:

You're sleep-deprived. Fatigue is a leading cause of accidents. If you are constantly tired during work, if you fall asleep immediately or nod off frequently when you sit still, you could be putting yourself at risk. Aim for 7 to 9 hours of sleep per night. Sleep problems are treatable; your health care provider can help.

Your medication causes side effects.

Many prescription and over-the-counter medications, including those for pain, allergies, depression and heart ailments, can cause drowsiness and unfocused thinking. Talk to your health care provider or pharmacist about the potential side effects of any medication you take. If you must use a medication that causes drowsiness, avoid driving, operating machinery or other dangerous tasks while taking it.

You're stressed. Tight muscles, difficulty making decisions or focusing and forgetfulness are symptoms of stress. They can lead to injuries. *The solution:* Find ways to manage the stress. Exercise, pursue a hobby, find support through friends and family and take time for yourself.

Hazard Hot Spots



✓ **LIFTING:** Back injuries are among the most common workplace injuries. Protect your back: Use the “squat-lift” method. Bend at your knees (not at your waist); then use the strong muscles of your legs to lift, keeping your back straight. Avoid twisting movements. More tips: Push, don't pull. Get help if the load is too heavy.

✓ **LADDERS:** Step up safely: Use the right size and type of ladder for the job — and use it correctly. Secure the ladder and make sure it is steady. Never climb on the top 2 rungs.

✓ **MACHINERY:** When machine safeguards aren't used properly, moving machine parts can cause severe injuries such as crushed fingers or hands, amputations, burns, blindness and even death. Learn about the machine's: hazards; safeguard descriptions, functions and use; how and when safeguards may be removed — and by whom; and the procedure for a damaged or missing safeguard.



✓ **FALL HAZARDS:** This is where neatness counts. Stop slips, trips and falls. Close file drawers to prevent tripping or other injuries from sharp edges. Keep stairways and traffic areas free of clutter such as supplies and cords. Take care on highly waxed or wet floors and uneven carpet. Slow down and watch where you are walking.



✓ **DRIVING:** Distractions, drowsy driving, road and weather hazards, and unsafe vehicle conditions are just a few of the situations that contribute to wrecks. Driving can be unpredictable; however, driving defensively and responsibly can increase your odds of preventing or surviving a crash.

You Think You're Sharp?

Then you should know these rules for sharp object safety:



- **Keep tools and knives sharpened.** Dull blades often cause you to use excess force and make you more prone to cuts and injuries.
- **Never try to catch** a falling knife or scissors; step back and let it hit the floor.
- **Use a shop vac** or broom to sweep up shattered glass. Then, dampen a thick cloth or wad of paper towels and gently wipe over the area where the glass broke to pick up remaining slivers.
- **Wear protective gear** (such as puncture-resistant gloves) if you use sharp tools.
- **Store sharp objects** safely with the point down. For example, point knives and forks down when loading a dishwasher. Use, clean and replace guards on any equipment that has cutting blades.



Note About Medical Sharps

When working with medical sharps, the Food and Drug Administration recommends: Read cautionary statements on sharps containers, use designated sharps disposal containers, never exceed recommended fill lines on containers and don't force sharps into them. Before replacing any filled containers, check carefully for protruding sharps.



6 Safety Principles

- 1 Be aware of your job hazards and take precautions.
- 2 Don't take chances or unnecessary risks.
- 3 Watch out for your coworkers' safety.
- 4 Follow the rules and use your equipment as specified.
- 5 Concentrate on your job and eliminate distractions.
- 6 Keep your work area clean and clutter-free.

CHOKING: How to Help

Ask the victim to cough or speak. If the person is conscious and unable to cough, speak or breathe, ask the person if he or she is choking and if you can help.

Once consent is given, use the “5 and 5” method described below.

Lean the person forward and **give 5 sharp back blows** between the shoulder blades.

If the victim continues to choke, get behind him or her and **give 5 quick abdominal thrusts.**

Continue the cycle of 5 back blows and 5 abdominal thrusts until the person is able to breathe or cough, the object is dislodged or the person loses consciousness.

If the person becomes unconscious, immediately call 9-1-1 or your local emergency number.

BACK INJURY



Don't move a person with a back injury. Rolling, lifting or dragging a person who may have hurt his or her back or neck could make the injury worse. Keep the person warm and wait for emergency personnel.

BURNS

Run cool water over the burn for about 30 minutes. If the burn is small, submerge it in cool water.

Remove clothing around the burn by cutting or tearing it, but don't remove clothing that is stuck to the burn.

Do not apply soap, ointment, butter or other home remedies to any burn.

Note: For electrical burns, make sure the current has been disconnected before touching the victim and flushing the burn. Administer CPR if necessary and call for help.



Poisoning



Determine what substance(s) was involved. Get the label from the poisonous substance or write down its name for emergency personnel.

Call your local Poison Control number to report the poisoning. Be prepared to give as much information as possible: the person's age and weight and how much of which product was ingested or inhaled, or absorbed through the skin. Follow any instructions on the container as directed by the Poison Control representative.

The substance's manufacturer can also provide additional information. Call the emergency number on the container.

Perform CPR if the victim is not breathing.



A Class Can Save a Life

The best way to prepare yourself for an emergency is to take a first aid and CPR class. Contact your local Red Cross or American Heart Association chapter for classes near you:

American Red Cross
www.redcross.org
800-733-2767

American Heart Association
www.americanheart.org
800-AHA-USA1

Emergencies & What to do



EMERGENCY!

Take Action

Workplace injury victims often recover because a coworker knew what to do. This brochure can help you be better prepared should an injury occur. **Remember:** Report all on-the-job injuries to a supervisor, no matter how minor.

In Case of Shock

Shock can be life threatening if it is not treated immediately. Even if an injury is not life threatening, the person can still die from shock.

What to Do:

- ✓ Call 9-1-1 or your local emergency number.
- ✓ Make sure the victim is breathing.
- ✓ Control bleeding.
- ✓ Don't give the person anything to eat or drink, as this could cause vomiting.
- ✓ Elevate the victim's legs above the heart unless he or she is too seriously injured to be moved.
- ✓ Cover the person with blankets to prevent loss of body heat.



Symptoms of Shock:

- Pale or bluish skin
- Skin that is cold to the touch
- Vomiting
- Dull, sunken eyes
- Unusual thirst

Deadly Reactions

Many of us are used to the sniffing, sneezing or itchy bumps that go along with allergies. However, sometimes allergic reactions are more severe and cause a person go into anaphylactic shock.

Call 9-1-1 if the person has difficulty breathing, begins swelling, develops hives or a sudden rash, becomes weak, nauseated, has stomach cramps, dizziness or is unresponsive.

Steps to Control Bleeding

If available, don gloves before rendering aid. Apply

direct pressure firmly over the bleeding area until the bleeding stops or medics arrive. Place gauze or other cloth over the bleeding area and apply manual pressure. Or wrap an elastic bandage firmly over the gauze — the bandage will hold the gauze in place — and apply pressure. Add more gauze and pressure until the bleeding stops or EMS rescuers arrive.



If the bleeding stops, don't remove the cloth if it is stuck to the wound. This could start the bleeding again.

Wash yourself as soon as possible after rendering aid. Use soap and water or a sanitizer product.

REMEMBER: Loss of a quart or more of blood can lead to shock and death. If you can't control the bleeding from a wound, call for help.



Help responsive people locate and use their emergency epinephrine kit.

Check for breathing and heart beat if person is unconscious. If trained, perform emergency rescue breath procedures. If you aren't trained in CPR, begin chest compressions only (see **CPR Guide** above, at right).

Have the person lie down and cover him or her with a light blanket, if he or she is able to breathe easily.

CPR Guide

1 Call 9-1-1. If you aren't trained in CPR, go to step 4.

2 If you are a professional rescuer or trained in CPR, use an automated external defibrillator (AED), if one is available. If not, go to step 3.

Note: There are also new guidelines for reducing the number of times a rescuer should use an AED. Instead of applying the AED 3 times before beginning CPR, the AHA now advises giving 1 shock and then performing 2 minutes of CPR, beginning with chest compressions, before using the defibrillator again.

3 Begin chest compressions — 30 chest presses, 2 breaths, and repeat until help arrives.

4 If you haven't had CPR training, do compressions only (no breaths), until professional rescuers arrive.



Carbon Monoxide Danger

NEVER let your car idle inside the garage even if the garage door is open.

Reason: poisoning from carbon monoxide, a colorless, odorless gas. The majority of accidental carbon monoxide deaths in garages happened despite open windows and doors. Install CO detectors throughout your house to warn of any gas present.



Special Precautions at Home

How well are you protected in these areas?



■ Avoid slips and trips.

Electrical cords should be against walls rather than crossing foot paths. Secure rugs with nonskid backing. Keep staircases well-lit and install handrails. Use anti-slip tub mats or shower treads in the bathroom.

■ Prevent fire and carbon monoxide poisoning.

Install smoke and carbon monoxide detectors near all sleeping areas and on every floor of your home. Use the test button to check your detectors monthly. A chirping sound means the batteries are running low and should be replaced.

■ 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.



■ Practice poison prevention.

Adults are often poisoned by using medication incorrectly or by mishandling household chemicals. Read labels and use as directed. Keep medications and household chemicals out of the reach of children and pets.

More Home and Work Safety Tips

- ✓ 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 while driving. Stay patient in traffic and expect others to make mistakes.
- ✓ Avoid using your smartphone, eating, adjusting the music and other activities while driving. Pull over until you are ready to focus on driving.
- ✓ Don't rush or cut corners to save time. Rushing typically leads to carelessness.

Final thought: 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.

This brochure is intended to promote healthy habits. It is not intended as a substitute for medical advice or professional care. Before making significant changes to diet or exercise, consult your health care provider. © 2013 Oakstone Publishing, LLC. All rights reserved. Personal Best® ... A Learning Solution powered by Oakstone®. Safety advisor review: 3.2013 BSF15521

21 Ways to Stop Incidents before they happen



Accident and Injury Self-Defense



You probably know someone who has suffered an injury that requires medical attention. Most injuries or mishaps can be prevented.

How? By making safety a priority and following the tips in this brochure, you can reduce risks and prevent injuries.



Universal Safety Tips

These safety principles 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.
- ✓ Avoid shortcuts with equipment and machinery.
- ✓ Report any unsafe working conditions to your supervisor.



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

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 or stool, not 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 + 1 foot.

5. Clear clutter and obstacles from work areas and walkways.

6. Never carry screwdrivers or sharp-pointed tools in your pockets.

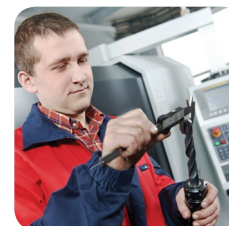
7. Wipe up spills immediately or block access to them and call for assistance in cleaning up.



8. Use extra caution when working with chemicals that are toxic, corrosive, explosive, flammable or reactive.



9. Shake your hands in the air for 10 to 15 seconds and stretch your wrists about once every hour during tasks that require repetition. You'll help prevent wrist pain and carpal tunnel syndrome.



10. Open 1 file drawer at a time (to prevent tipping).

11. Inspect all tools before using them. If broken, get 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 SDS (Safety Data Sheet).



17. Wear hearing protectors — special earmuffs or earplugs. *Remember:* Most hearing loss is permanent.

18. Wear safety glasses, goggles, face shields or welding helmets when the job calls for it. Most eye injuries are preventable.

19. Get 7 to 9 hours of sleep per night.

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.



Take Charge of Your Safety

personal  best.

SAMPLE

Safety & Wellness are Key



Put wellness into action
for yourself and your family.



Creating a safer living environment
protects your mental and physical
well-being by reducing your risk
of injury and harm.



Become empowered to make
lifestyle changes that last.



Injuries at work and at home
are preventable when safety
takes center stage.

ZSW18011

*Your safety & wellness
is in your hands*

