



# SAFETY ON & OFF THE JOB



Ways to Stay Injury-Free, Safe and Healthy

## Table of Contents

### **BODY BASICS: SAFETY FROM HEAD TO TOE** 3

Pick It Up the Right Way	3
Your Best Foot Forward	3
You're in Safe Hands	4
Use Your Head	5

### **HIDDEN HAZARDS: TAKING PRECAUTIONS AT WORK** 6

Break Out of Autopilot	6
Copier Cautions	7
Preventing Crime at Work	7
Clear the Path	8

### **TIPS TO REMEMBER: SAFETY STRATEGIES FOR EVERYDAY LIVING** 9

4 Steps to Take Before Disaster Strikes	9
Arrive Alive	10
Avoiding Food-Borne Illness	11

### **FAMILY FIRST: TEACH YOUR CHILDREN WELL** 12

The ABCs of School Bus Safety	12
8 Ways to Keep Kids Cybersafe	13
10 Tips for Latchkey Kids	14

### **ARE YOU SAFETY SMART? QUIZ** 15



## Body Basics: Safety From Head to Toe

**G**etting sidelined by an injury to any part of your body can mean lost work time, even disability. Even if you don't think of your job as "dangerous," taking the right steps to protect yourself can keep you working healthy, strong and safe.

### **PICK IT UP THE RIGHT WAY**

You've probably heard it a million times: Bend at your knees when you lift something. But that's not the only thing you should know when lifting.

*Guidelines to help you safely lift loads:*

- **Know where to go.** Check for obstacles and choose a clear path.
- **Increase your balance.** Keep your feet shoulder-width apart. Place one foot slightly forward before you lift.
- **Make it smooth.** Don't jerk as you lift because sudden movements and weight shifts can injure your back.
- **Hold it close.** Keep the load close to your body and at waist height.
- **Turn, don't twist.** Turn with your feet, don't twist your back. ♦

### **YOUR BEST FOOT FORWARD**

*Your feet:* They're often the last things you think of ... until they're injured. According to the National Safety Council, about 120,000 job-related foot injuries occur annually. Don't take your feet for granted — be aware of job hazards and take the proper protective measures:



## safety on & off the job

**Keep floors in your work area clear of obstacles.** Check for loose nails, sharp objects and littered walkways.

**Take frequent breaks,** if allowed, when you stand all day. Standing for hours at a time day after day not only tires your feet but can also cause misaligned joints and arthritis.

**Wear protective footwear** if your job has hazards that could lead to foot injury. Wear the right kind of shoes even if you don't work in an area prone to hazards. Comfortable shoes with the right support can save you suffering from foot problems later in life.

**Follow all safety procedures,** such as using proper machine guards and cleaning up debris. ♦

### YOU'RE IN SAFE HANDS

Don't take your hands for granted. Make hand safety part of your everyday routine in the office or at the plant.

#### IN THE OFFICE:

As an office worker, you seldom face the dangers of working with heavy machinery or chemicals, but hazards still exist. *To combat problems and injury, remember these points:*

**Use an ergonomically correct position** when typing on a keyboard. Wrists should be in a neutral position for typing or using the mouse, not overly flexed or extended. A wrist rest at your keyboard can keep your hands in a neutral position.

**Keep your fingers and clothing away** from paper shredder feed mechanisms. Turn shredders off when not in use. Place shredders where they're accessible, but not where they could be a hazard.

**Don't use the paper cutter** if the finger guard is missing. Removing the finger guard to cut large stacks of paper can result in an amputated fingertip. Lock the handle when not using the paper cutter.

#### AT THE PLANT:

Every year, thousands of workers are injured while using machinery. Observe the following precautions to prevent hand injuries:

**Follow all safety procedures.** Don't remove machinery shields, guards or safety devices.

**Use personal protective equipment.** If necessary, use any required or recommended gloves, guards, forearm cuffs or barrier creams.

## safety on & off the job

**Use care around power tools or machines** — especially those that have spinning or fast-moving parts. They could catch your gloves or fingers. Take off all jewelry. Turn off machinery or equipment before inspecting, cleaning or repairing it.

**Use ergonomically designed tools.** You'll help prevent musculoskeletal disorders (MSDs) such as carpal tunnel syndrome. When a specially designed tool isn't available, select lightweight tools that allow you to keep your wrists and hands in neutral positions. ♦

### USE YOUR HEAD

OSHA requires that a protective helmet or hardhat be worn by anyone in an area where there is a potential for head injuries, such as from falling objects. Follow these guidelines to ensure that your hardhat will protect you the way it should:

- **Replace** any hardhat that has been struck by a blow.
- **Inspect** suspension (inside the hat) for signs of wear such as cracks, graying, or cuts or tears in the straps and headband. Suspensions exhibiting these characteristics should be removed and replaced immediately.
- **Check** your hardhat shell for signs of deterioration: stiffness or brittleness and faded, dull or chalky appearance. Remember, hardhats are susceptible to UV light damage, temperature extremes and chemical deterioration. That's why experts say you shouldn't store your hat in direct sunlight.
- **Don't** wear anything inside the hat, such as a baseball cap, that affects the clearance between the shell and your head.
- **Never** paint, sit on or throw hardhats. These actions may cause cracks or deterioration and can compromise your safety. ♦