

Daily Safety Focus articles

March 2014

Focus on Guiding Principle:

“Line Organizations are responsible for safety”



March 2014

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Importance of Accident Prevention

March 1

You've heard lots of talk, read lots of words, about working safely on our projects and living safe.

There's much at stake for YOU and the entire organization in you working without injury or damage.

- You have much to gain by keeping fit and unhurt – enjoying family and friends are only possible if you are healthy and fit.
- Family or others are depending on the financial support you provide through your presence at work – that's only possible when you remain healthy and uninjured.
- Your coworkers around you depend on your presence as an engaged, healthy, and uninjured employee to be a productive team

And there are other things — like what you want most out of life. Hobbies like fishing, hunting, a boat, a new set of wheels, a trip to far-off places, entering or finishing up school, early retirement, or a healthy bank account to fall back on.

Sometimes rules and procedures associated with accident prevention can be viewed as "hemming you in" or "cutting down on your individual freedom". Think about them as positive things, designed to help you keep your freedom and your abilities, so that you have a better chance of getting what you want most out of life.

A risky habit or dangerous condition on the job is a threat to your freedom and your future. Working efficiently and without injury is the safest avenue leading from where you are to where you want to be in life.

Job Knowledge—A Key to Job Safety

March 2

Since you began working here, you've seen signs, been in meeting, heard messages intended to help you work safely. The aim is that all of us are conscious of the need to work safely so that we and those around us stay safe and healthy.

But maybe we haven't talked enough about the one thing that can do more to keep you from getting hurt than almost anything else: knowing your job. If you know what you're doing, chances are you won't get hurt.

Knowing your job, of course, includes a lot of things. First, there is the skill you had to learn when you first started the job. Not just anyone can perform the tasks you do safely.

- You had to learn the right way to work.
- You also had to learn what you could not do -that's just as important. You learned that using a tool in a way that exceeds its design or using it in way it wasn't intended to can be disastrous.
- You also had to learn what the dangers of your work are. When you know your job, you know there's a good reason for the protective equipment you're required to use. You also know there's a good reason for certain work procedures designed to ensure you work safely.

Be safe, know your job. If you do, including the hazards and the work requirements, you're much less likely to think you're so skilled that you no longer need to guard against the dangers that are part of the job.

Neatness Does Count

March 3

Good housekeeping is essential in the workplace. When your workspace is clean, orderly, and free of obstructions, you can get the job done safely and properly. A messy work area, on the other hand, promotes accidents because it hides hazards. These hidden hazards can cause you and others illness and injury.

Effective housekeeping takes an ongoing effort, not just hit-and-miss attempts to clean up once in a while. Periodic cleanups aren't enough to reduce workplace accident rates. Set your work area in order and keep it that way. .

- Keep the floor around you clean and clear of waste.
- Keep your workstation cleared of personal items such as clothing and lunch boxes.
- Keep stairways, passages, and gangways free of obstructions.
- Be aware of protruding nails, sharp corners, open cabinet drawers, and trailing electric wires in the work area. Correct the unsafe condition or notify the person responsible.
- Wipe up spills as soon as they occur.
- Keep your tools and equipment clean and in good shape.
- Good housekeeping is also an important part of fire prevention.
- Keep a strong questioning attitude on things that look out of place.

Let working in an orderly fashion become second nature to you. It is one of the most important ingredients in doing things right and keeping yourself and others safe on the job.

On Your Own Time

March 4

Our goal at work is that safety will become an ingrained part of your job, day in and day out. But off-the-job safety is important, too. At work, you're part of a safety network that extends into many areas. There are rules and supervisors who work at ensuring we all work safe.

Off the job, though, you're on your own. You can leave safety glasses off when you're remodeling the kitchen, and you can balance a ladder on a box when you're painting the peaks on your house.

You probably wouldn't hear a word out of anyone, but is that wise to deliberately leave safety at work. Consider the following:

- The highways are prime areas of concern for safety away from work, since vehicle-related accidents are the prime cause of fatalities, on the job and off.
- To some degree, many of us are do-it-yourselfers around the home, and this is where a lot of people are injured. Be careful when using a ladder, for example, being sure it's in good condition and you climb safely.
- When using tools, pick the right tool for the job. If a tool is in poor condition, don't use it. Remember Stop Think Act Review—works at home too.
- The weather is something we can't do much about. Yet it affects our safety, so we have to take precautions against it. Overexposure to heat or cold can catch up with you fast, particularly if you've worked hard all week at your regular job.

Off-the-job safety is easier to apply if you practice it in earnest at work. So keep an eye out for hazards whether you're on the golf course, in your boat, or on the job.

National statistics show that accidents away from work account for 70 percent of all deaths and 55 percent of all injuries to workers. You are an integral part of your workgroup. Your contribution to your team would be difficult to replace if you were injured either on or off the job. Add to this the fact that you're priceless to your family, and it's easy to see why a 24-hour safety effort is necessary.

The Three-Point Rule

March 5

Falling while getting into or out of vehicles or equipment is a sure way to get seriously hurt. Even an ankle sprain can make it difficult for you perform your normal job duties or functions. Minor injuries can cost you and your team.

No matter what type of access system your vehicle has available, use the THREE-POINT system to significantly reduce the chance of a slip or fall. The THREE-POINT system means *three* of your *four* limbs are in contact with the vehicle at all times—two hands and one foot, or two feet and one hand.

The THREE-POINT system allows you to have maximum stability and support, reducing the likelihood of slipping and falling.

DO'S

- Wear shoes with good support -- not sandals, bare feet or high heels.
- Exit and enter facing the cab.
- Slow down and use extra caution in bad weather.
- Get a firm grip on rails or handles with your hands.
- Look for obstacles on the ground below before exiting.

DON'Ts

- Don't climb down with something in your free hand.
- Don't rush to climb out after a long run. Descend slowly, to avoid straining a muscle.
- Don't use tires or wheel hubs as a step surface.
- Don't use the doorframe or door edge as a handhold.
- Don't become an injury statistic.
- Don't get complacent!
- Don't become a victim of over-confidence

The only person who can prevent a fall is you!

Accident Causes

March 6

Our primary concern when we discuss the factors or causes behind an accident is to find a way to prevent a recurrence. The cause of an accident can usually be found in two areas:

- **Unsafe Acts.**
- **Unsafe Conditions.**

We as individuals control the first cause, **Unsafe Acts**. Examples:

- Using equipment that is defective or damaged.
- Using good equipment in a way it was not designed to be used.
- Disregarding posted warning signs.
- Failure to wear proper PPE.
- Smoking near flammables or explosives.
- Lifting material incorrectly.
- Over-confidence in the task being performed.

The second accident factor or cause is **Unsafe Conditions** – these can be found almost anywhere. Examples:

- Inadequate or improperly installed guard rails.
- Insufficient illumination or poor ventilation.
- Containers that are not labeled or careless disposal of waste.
- Conditions outside of routine or expected patterns change

You can make a difference by taking the time to perform your work safely and reporting any unsafe condition you discover to your supervisor immediately.

Remember – it takes commitment from everyone – top to bottom of the organization, to Live Safe!

People are not perfect and even the best can make mistakes. Unplanned events or accidents can happen anywhere and at any time. Many workplace accidents and injuries can be prevented if workers know the causes of accidents and they are taught how to protect themselves to avoid injury. Although no one wants to get hurt at work, a complete understanding of why past unplanned events happen can help us prevent future ones. Here are four major causes for injuries on the job:

Back injuries

To protect your back against injury, learn and use proper lifting techniques. Whenever possible, use a mechanical aid or get help with the load from another worker. Don't go it alone.

Hitting or striking against

The second most common cause of worker injury is being hit by or hitting against an object. The best way to protect against these accidents is to be alert to the potential hazards and to use appropriate protective equipment. Be aware of your body and the space around you.

Falls

To avoid injuries from falls, be sure that your footing is firm and wear slip-resistant soled shoes. Don't walk backward to direct equipment or leap from one level to another. Make sure you can see over the load you carry and that walkways are well-lighted and clear of obstacles. Clean up spills or grease spots and use handrails when walking on stairs.

Machine Accidents

The fourth major cause of on-the-job injury is machine-related accidents, that is, getting caught by moving machine parts. When working around any moving equipment (a machine that rotates, slides, or presses) always use safety shields, guards, and lock-out procedures. Only work on a machine that you have been trained to use. Never wear jewelry or loose-fitting clothing that could get caught in the moving equipment.

Be alert to the hazards you face on your job and learn what you should do to protect yourself against accidents and injuries and follow your company's established safety guidelines.

We Know Better!

March 8

Most of us have the necessary knowledge and experience to do our jobs and most of don't want to hurt ourselves or others. It's important to apply what we know so we can successfully work safe and live healthy. Don't take shortcuts.

- A bump on the head hurts - and we can avoid it when we choose NOT to walk under an overhead load.
- A circular saw can cut off a finger – so we operate the saw WITH all the necessary guards.
- Climb safely and use the same knowledge at home to work safely while painting our house.
- Drive defensively both at work AND with the family while on travel.
- Report it and fix the problem instead of leaving a trap for someone else.
- Grease and oil spills can cause a nasty fall - but since we refuse to look the other way, the spills get cleaned up and no one gets hurt.
- Tools and parts can become falling objects or we can trip over them - but if we put them back where they belong they don't become a hazard.
- Don't allow anyone to pile boxes and cartons in front of fire extinguishers or close to sprinklers.
- Horseplay can cause a lot of injuries – so refuse to participate in it.

All of the examples here show a choice – one where we individually and collectively refuse to tolerate unsafe work practices, and we continue to work to keep our defenses as strong as possible.

Yes, we know better – and in our safe work choices we help ourselves and our coworkers to live and work safe.

Teamwork

March 9

Most of us are already familiar with the concept of teamwork. We all know working together means lending a hand when asked—or even when you're not asked, if you can see that someone needs one.

There are other aspects. Consider equipment maintenance. When you are using equipment – regardless of whether it's a copying machine or a special piece of heavy equipment, what condition do you leave it in when you're through? Ready for the next person? If something is wrong with it, do we turn in that information to get the equipment fixed, so the next person can use it safely and efficiently?

Housekeeping is another part of teamwork we don't always consider. Regardless of where your work area is, keeping it as clean as possible so others can enter safely is a critical part of team work.

Here are a few additional points to remember:

- If you see something is wrong, and it is something you can safely correct, do so. If you can't, report it to your supervisor. If it can't be fixed immediately, be sure other workers are aware of the problem.
- Don't be afraid to offer help when you see it's needed.
- If you have an idea that might help others, share it with your supervisor.

Working together covers a lot of things: good manners, a willingness to coach and be coached, good rapport among us, and the sort of decent, everyday behavior that makes this a good place to work.

As an organization, we responsible for our safety - when everyone takes the extra step of teamwork to help and safeguard others, many potential injuries and accidents will be avoided.

Setting a Good Example

March 10

We sometimes seem to be living in a copycat world. One business's success with a product leads immediately to competing ones that look very similar.

What does this have to do with safety? We can look at two ways:

- On the negative side, we may be tempted to take an unsafe shortcut just because we've seen someone else do it and get away with it.
- On the positive side, we're more likely to do things safely because we've seen others doing them that way. That's one of the fringe benefits of doing things the safe way. We all profit from each other's good examples.

We're always setting an example – you make a choice every time whether it's a good example or a poor one. When you choose to set the right example you impact others in many positive ways:

- New employees benefit by seeing operations conducted the safe way and your example helps cement their understanding of what's acceptable.
- Long time employees can benefit from your example as well – remember the higher their skill level, the more they must guard against overconfidence. They need to see you doing the right thing.

Actions speak louder than words. When we make our actions conflict with our words, we create opportunities for those around us to learn the wrong lesson from our actions.

Safety Attitude

March 11

All injuries are preventable. If we are going to prevent accidents, we must think about what we are doing, about the kind of accidents that might happen, and have a positive safety attitude. A good safety attitude begins with:

Knowing Your Job - what it involves and exactly how it should be done safely.

Knowing Your Tools - how to use them safely and how to spot unsafe, worn out, or damaged tools.

Knowing Your Safety Rules - they are designed to protect you from injury.

Knowing Your Responsibilities - to your family, employer, yourself, and your fellow workers.

Knowing Your Hazards - be alert to all potential dangers around you and your fellow workers.

Knowing Your Safeguards - learn what protects you, then use or wear the protective equipment provided.

Knowing Your Consequences - carelessness often causes pain -- personal and financial. Be safe, not sorry.

Knowing Your Rewards - the advantages you gain by working safely.

Knowing Your Remedies - correct hazards before accidents occur.

Know Yourself - Recognize your limitations, reactions, and weaknesses. Never allow these to lead to unsafe practices or situations.

Know all you can about the job you're doing, and always practice safety first.

Don't Neglect Minor Injuries

March 12

Unlike cats, we don't have nine lives. We only have one, and it's very valuable. While we focus many times on the 'big' hazards, we can't neglect minor injuries.

Minor injuries can easily become major problems if they are not treated promptly.

- A scratch or minor cut, a small abrasion, or a minor burn that is not treated can, in many cases, develop into a painful and serious injury.
- Complications of minor injuries is more likely if you're already sick, frequently tired or stressed, or immune system is already weakened for some other reason.

Additionally, **ALL** workplace injuries must be reported. Even if it's not bleeding, you must report it.

First aid kits are required to be immediately available at every Entergy location. First aid kits are usually located in an office, first aid room or the jobsite trailer and in all Entergy vehicles. With a first aid kit handy, we can easily treat minor injuries. The employer must also ensure provisions have been made for emergency medical assistance – this is commonly addressed in the site's emergency action plan.

You should be aware of first aid kit locations. If you do not know the location of a first aid kit, ask your supervisor where the nearest one(s) is located.

It's up to you to report all injuries and get them treated promptly. When injuries are reported, it's easier to make sure that your injury gets the necessary treatment; additionally, we may be able to take action to prevent other similar injuries. Your health is more fragile than you think - don't take it for granted!

Minor injuries happen off the job, too. Do you have a first aid kit at home and in your car?

Accident prevention is everyone's responsibility and has extreme potential when everyone strives towards living safe. To achieve this, the following elements must be in place:

1. MANAGEMENT LEADERSHIP AND EMPLOYEE COMMITMENT:

We must all be committed to the safety of not only ourselves, but also our co-workers' safety. Management must lead by example and demonstrate their commitment through their actions and decisions.

2. RECOGNIZE AND ELIMINATE HAZARDS PRIOR TO WORKING:

We have various tools that we use to help recognize hazards that are present at the time of the assessment as well as those not currently present, but have the potential to develop. The hazards that are recognized must be eliminated or mitigated prior to work, through engineering controls and/or the use of personal protective equipment.

3. PROPER TRAINING IN HAZARD RECOGNITION:

We must be trained to recognize potential hazards and implement mitigation methods to prevent accidents from occurring. Training gives employees the knowledge that is necessary to recognize not only obvious hazards that are physically present in the field, but also to plan work so that hazards can be eliminated from all job tasks.

4. ACCIDENT AND INCIDENT INVESTIGATIONS:

If an accident or incident does occur, we need to find out the root cause and apply corrective actions, to prevent similar accidents or incident occurrences in the future.

Hand Tool Safety

March 14

Hand tools are often overlooked as sources of potential danger. They may look harmless, but they are the cause of many injuries. These can be serious, including loss of fingers or eyesight.

Hand tools can cause many types of injuries:

- **Cuts, abrasions, punctures and worse.**
- **Repetitive motion injuries.** Using the same tool in the same way all day long, day after day, can stress human muscles and ligaments.
- **Eye injuries.** Impact from flying objects can cause permanent blindness.
- **Broken bones and bruises.**

To avoid such injuries, remember the following safety procedures:

1. Use the right tool for the job.
2. Don't use broken or damaged tools.
3. Cut in a direction away from your body.
4. Make sure your grip and footing are secure.
5. Carry tools securely.
6. Keep close track of tools when working at heights.
7. Pass a tool to another person by the handle; never toss it to them.
8. Use the right personal protective equipment (PPE) for the job.
9. Never carry sharp or pointed tools such as a screwdriver in your pocket.
10. Select ergonomic tools for your work task when movements are repetitive and forceful.
11. Be on the lookout for signs of repetitive stress. Early detection might prevent a serious injury.
12. Always keep your tools in top condition.
13. Anticipate error-likely situations.

You can help prevent injuries and provide a better workplace for everyone. Remember, an ounce of prevention is worth a pound of cure!

What Is Safety?

March 15

What is safety? Is it someone with the title of safety inspector walking around the job site saying: "Don't do this, don't do that."? Does safety mean danger and risk, or is it protection from injury or damage? It is all these things, of course, but it is also a great deal more.

Safety is a way of life—meaning that it is not something we should have to stop and think about, but should be as familiar and as automatic as breathing. Safety only becomes automatic as we gradually absorb the lessons learned from parents, teachers, books, and our own experiences.

How do we get to where Safety is 'automatic'? One word, namely... 'Practice, practice, practice'. This means that until we have made safety a part of everything we do in our lives, we need to consciously choose to do it in such a way that neither we nor anyone else will suffer harm as a result.

Taking Short Cuts

March 16

Everyone takes a shortcut at one time or another. For example, you might cross a street between intersections. In many cases, a shortcut involves danger.

If you have the habit of taking dangerous shortcuts, break it. In any line of work, shortcuts can at best invite error to occur, at worst shortcuts can be deadly. There are examples in EVERY occupation where a person takes a shortcut – to save a little time or get finished quicker – with catastrophic results.

Avoid Dangerous Situations

If you are told to go to a particular work area, you're expected to take the safe route, not the shorter, more hazardous one. Avoiding dangerous shortcuts is up to you. Moreover, it is your responsibility to warn anyone else you see taking them.

Accept It - It's Yours

March 17

Accident prevention is the responsibility of everyone. We've heard that statement probably more times that we'd care to remember. But it is a fact.

Safety responsibility must belong to each and every one of us. No one person or department can constantly watch, guide or instruct every operation that is going on throughout a company each day.

Senior management is vitally concerned with safety. So are department heads, safety specialists and others. However, these people can't be with us every minute on every job, and we have to accept our own responsibility for safety.

It's not such an overwhelming task. You should know how to do your job safely. The training received, the departmental work procedures, the safety rule book and the experience built over time can help you prevent an accident.

Don't be ashamed to ask questions about a job assigned. A person trying to bluff their way through a job they don't understand is just asking for trouble.

After work, your responsibility for accident prevention doesn't stop with the job. At home, behind the wheel, at play, you've got to keep your safety guard up. Not just for your own safety of others as well.

When you least expect it...lessons learned!

March 18

The prospect of getting into an accident is something no one likes to think about. Time and again we hear our managers, supervisors or co-workers telling us to be careful, work safely and use personal protective equipment. We hear the words, but do we really believe *we'll* be the one who will have an accident?

Sometimes accidents happen when you least expect them. The following true stories prove this, along with a reminder that sometimes they *do* happen to us....

Lesson #1: Two mechanics were working on a maintenance task. An improperly used tool slipped and caused a metal rod to fly back striking one of the mechanics in the eye and requiring immediate emergency medical attention.

Lesson? Lack of eye protection + inadequate work procedures = serious injury.

Lesson #2: A construction superintendent was observing operations when a piece of heavy equipment ran over a piece of concrete with its' rear tire. The object became a flying projectile when it "shot out" from under the tire, striking the superintendent in the head. Fortunately, the superintendent was wearing his hard hat, or the blow might easily have been fatal.

Lesson? Use of PPE = protection from more serious injury or death.

Lesson #3: An employee was using a bench grinder. When he turned to talk to another employee, and took his eyes off his work, the piece of metal he was holding became caught between the wheel and the tool rest. His finger was pulled into the wire wheel which instantly injured part of his finger.

Lesson? Lack of concentration + improperly adjusted tool rest = painful injury.

Think about likelihood versus consequences for yourself, family, friends and co-workers - don't learn a lesson the hard way!

Share These Tips

March 19

Job-related sprains and strains (especially those that affect the back) are often caused by overexertion during material handling. An injury can occur while lifting, carrying, overreaching, or overextending a part of a body, or reaching over something to pick up a load. .

The following tips can help prevent the discomfort and expense associated with these too-common injuries. Take the time to remind yourself about these before you begin to pick up or move equipment or supplies.

- Conduct a good Pre-Job Brief.
- Be alert to any way to reduce or eliminate lifting, lowering, pushing, pulling, and carrying.
- Warm up the muscles before beginning a strenuous job, just like athletes do.
- Watch out for slip or trip hazards in the work area.
- When possible, push, rather than pull.
- Ask for help when a load is heavy, awkward, or unstable.
- Keep the load close and bend with the knees, not the back.
- Use a step stool or ladder, on a stable surface, whenever called for.
- Avoid twisting while handling a load.
- Stay in good physical shape through regular exercise.

What Makes Them "Safety" Glasses?

Resistance to impact is the main difference between safety glasses and regular glasses, which often look just like them. The American National Standards Institute (ANSI), which sets standards for safety glasses, requires them to withstand the impact of a quarter inch steel ball traveling 150 feet per second. You can't depend on your prescription glasses for this kind of protection. Frames stamped with the imprint "Z87" meet stringent standards for strength and heat resistance.

Kinds of Safety Glasses

It is important to remember that standard safety glasses protect against impact from the front only. For this reason the safety glasses provided need to have side shields to provide limited protection from the sides for tasks such as sanding, buffing, blowing dirt and debris. When hazards come from above and below as well as the side, as in lathe work or other high speed cutting and shaping operations, goggles can be used instead of glasses or a face shield can be worn over the safety glasses.

Care and Use

Your safety glasses are designed to protect you from accidental injury. They will not withstand repeated impact or abuse, however. Inspect them regularly for scratches, cracks or other wear and replace them if they are scratched, bent or uncomfortable. Scratches not only interfere with your ability to see what you're doing - a hazard in itself; they can also weaken the structure of the lens and its resistance to impact. Taking care of your glasses and, above all, using them, will help you "look" your best on the job.

Too bad others can't read our minds. If they could, they might be able to point out some dangerous thoughts that lead to accidents and injuries.

At least we can check on our own dangerous thinking. Do you ever think any of the following thoughts?

- I've been doing this job my way for years and haven't had an accident yet.
- I'll skip the safety glasses because I am just going to be grinding for a few seconds.
- I'll clean this up later on.
- Why tag this cracked ladder - it's obviously damaged?
- If I stand on the top of the stepladder I can reach it.
- I'll just reach under the blade to grab it.
- I'll leave this on the stairs so I'll remember to take it when I go down next time.
- Why wear my seat belt - it's just a few blocks?
- That's safety - it's not my responsibility!
- I've only had a few drinks - I'm okay to drive.
- If I stack one more box on top of these, I can move all of them in one trip.
- There must be something wrong with this gauge. The pressure couldn't have gone up that much.
- Why ask somebody how to do this job? I don't want them to think I'm stupid.

Do any of these sound familiar? These are the kinds of thoughts which lead to accidents and injuries to ourselves and to other people. Choose to Live Safe.

It's Up To you...

March 22

Who is responsible for your safety on the job? Is it the government, the company, your boss or the other members of your team? Actually, all of them have a responsibility for your safety. But ultimately, the challenge is yours.

Taking responsibility for your own safety is a full-time job. Here's how to do it:

- Be aware of your surroundings at all times. Stay alert for changes.
- Upgrade your workplace safety training on a regular basis.
- Talk about safety with your team members. In the break room, at meetings and in one-on-one conversations, put the focus on safety.
- Look for solutions to safety problems and either fix them if it's within your authority or bring them to your supervisor.
- Don't be afraid to point out unsafe practices by your fellow workers, using common sense and courtesy, of course. Give and take peer coaching.
- Don't let someone else, even your supervisor, make you do something you believe to be unsafe.
- Serve on your local safety committee at your workplace.
- Always have a strong questioning attitude.

You can do a lot to keep your fellow workers safe, and they can do a lot for you. But in the end, you are responsible for your own safety.

Hurrying or Working Efficiently?

March 23

At home or on-the-job there never seems to be enough time. Our lives are complex and full of many responsibilities and multiple tasks

Many accidents are the result of working in a hurry or knowingly taking shortcuts. When we are under pressure, it is tempting to rush through things and to take shortcuts. But when it comes to safe work practices, hurrying can cause serious injury or death. There must be zero tolerances for shortcuts and safety violations.

Here are some examples:

- A driver is going to be making another stop in just three blocks, and is tired of "wasting time" getting in and out of the seat belt. The driver leaves it off and is thrown into the windshield when the van is struck by another vehicle running a stoplight.
- A worker in an awkward position on a high tower feels that he is losing "productive time" when he has to tie off his fall protection equipment at each new location. He decides to skip it and just keep moving. He loses his balance and falls to his death.

Most people know that speed kills when it comes to operating a motor vehicle. But rushing through a task can also have the same fatal results. Your personal time management can also help prevent hurrying. When starting a task give yourself time to plan the job safely without having to rush through it and becoming a victim of time pressure.

Know Your Enemies - Workplace Hazards

March 24

If you and your buddies were facing a dangerous, deceptive enemy, you'd want to find out all you could about it and share any information you come up with. The fact is you do have such a treacherous enemy - the workplace hazard.

An unnoticed hazard can take your life in an instant, or cause you a lifetime of suffering and disability. It only makes sense to learn all you can about workplace hazards. Sharing information with your co-workers helps keep all of you safe:

- Training and communication are the basis of an injury prevention program in the workplace.
- Safety information is shared in a number of ways. One person explains things to another person, individually or in a group training session.
- Safety communication continues on a daily basis. Signs and posters are common devices for passing along safety information or reminding us of what we already know.
- Labels are another common source of safety information. On a container of chemicals, the label will tell you the contents, hazards and what to do in case of a spill or exposure.
- Our company's system of reporting injuries, accidents and close calls is another important link in safety communications. This gives your co-workers valuable information about the kinds of hazards lurking in the work area.

If you know or suspect a workplace hazard, report it. Situations that lead to unplanned events are predictable, manageable, and can be prevented.

Keep the lines of communication open to defeat the enemy - the workplace hazard.

The Individual's Responsibility

March 25

A very large percentage of the injuries that occur on the job are caused directly by the person injured. Only about 10 percent of the injuries are caused by defective equipment or other factors. It's clear that individuals are primarily responsible for their own safety.

Management and supervision are often looked upon as being responsible for safety. It's true that without proper interest on the part of management and supervision, a safety program cannot be effective. However, each individual must realize that he or she, more than anyone else, must be responsible for his or her own safety and the safety of their co-workers. In other words we must be our "brother's keeper".

For example, a simple ladder can be built to the best-known safety specifications. It can be properly stored and frequently inspected for defects. However, when an individual uses it and it's not properly placed, the footing is insecure, or the ladder has not been properly tie off, it is likely that someone will be injured. The worker who is using the ladder must realize that they, personally, are the most important factor in preventing accidents.

Your help in preventing serious accidents on the job and at home is essential. . People are not perfect and even the best can make mistakes.

We really are our brothers' keeper!

Stay on Guard

March 26

Why do we have to always think about safety?

One of the major reasons is that in order to be safe, you have to be alert. You must be on guard at all times. By talking about safety you develop and strengthen safe work habits.

One of the worst things that you can do is let your guard down by becoming distracted by other things. When you become lost in thought, you are off guard. You've let your defenses down and are wide open for accidents.

How do you guard against distractions? How can you detect that those distractions have reached the point, either in yourself or others, that you're easy prey to hazards or hazardous conditions?

If we knew the answer to this, it would mean a major breakthrough in the field of safety. We just don't have that ability.

The solution, then, is to do everything we can to make safety something that comes naturally to all of us, even when we are not consciously thinking about it. These safe work habits will then be so strong, that even if you become distracted at times, your safe habits will prevent you from having an accident.

Reducing the possibilities of accidents that are caused by a distracted mind is a matter of preventative safety we must practice daily.

A Product to Produce

March 27

Talking about safety is a good way to develop safety understanding. So, the more talking we do on this subject, the better understanding we'll all have of it, and it will pay off for each of us in many ways.

To do something well, it takes the right attitude or state of mind. If we have the right safety attitudes, we'll work safely. When we're in the right state of mind, we're more apt to have something else that's very important: alertness, concern, and watchfulness.

Safety is the product. It's what we get back, and there are a lot of benefits that go with it such as health, happiness, peace of mind and freedom from pain and the financial costs of accidents and injuries. All these benefits go with a good safety record.

We are fighting against the attitudes that lead to accidents: overconfidence, vague guidance, and complacency.

With new and faster equipment, there are new and faster ways of getting hurt. The equipment and the ways of being injured may have changed somewhat, but when your hurt, the pain is always the same. That's why we want you to have proper questioning attitudes with a great deal of alertness, concern and watchfulness to everything and everybody so we can all enjoy the benefits of this product called safety.

Hurry-up Can Hurt

March 28

Sports cars that race over a track in competition with other cars are usually marked with racing stripes. Bandages and splints are the racing stripes people often wear when they've hurried on the job.

Simply put, "hurry-up can hurt."

Contrary to popular belief, hurrying on the job has little to do with increased production. It is usually connected with an attempt to get a tough job over and done with quickly. These and other reasons for hurrying lead to unsafe acts and injuries.

The race car driver may "lose it" on a curve when going too fast or knock down pylons by cutting it too short on the turns. We have similar results with unwarranted hurrying and shortcuts on our jobs. For instance:

- Not wearing safety glasses because the job will take only a second.
- Charging through a door without regard for fellow employees right behind or ahead of you.
- Carrying a heavy object without first planning a safe, unobstructed route -- or trying to carry too much at once in order to avoid making a second trip.

Of course, faster ways of doing things may be beneficial. If you think that there is a way of getting a job done more quickly, bring it to the attention of your supervisor.

Wherever they happen, and for whatever reason, accidents cost the individual and the company in many ways. The 'hurry up' is not worth it.

Take Safety Personally

March 29

With all the emphasis on safety programs, safety training, and safety rules, it's easy to forget that when you come right down to it, safety is a personal matter. When we see others performing unsafe actions, we should be quick and direct to address them to STOP and adjust to work safely. Our goal is our own personal safety, but it's also for those around us.

When each of us makes safety their own personal goal, this will be a safer workplace for all of us.

A Successful Formula

When you take safety personally and add a generous portion of positive thinking, you have a good formula for safety success. It means first of all believing that your actions count and can prevent accidents and preserve safety. It also means knowing the difference between safe and unsafe actions and being determined always to choose the former.

Examples of positive thinking with regard to safety:

- I am responsible for my own health, safety, and well-being.
- I am also my brothers' and sisters' keeper in the matter of safety on the job.
- Accidents can and will happen unless I do my part to prevent them.
- There is always a best - safest - way to do any job, and that way is the only right way to do it.
- It is only common sense to follow the work rules and practices designed to promote the health and safety of myself and my co-workers.
- Before starting any job, I will check carefully to be sure there are no hidden hazards that require special protective measures.
- When protective equipment is called for, I will wear it; when special procedures are required, I will follow them.

In our ongoing quest to Live Safe, two of our most powerful tools are positive thinking and taking safety personally.

Don't Let Safety Get Foiled in a Single Second

March 30

It takes a **minute** to write a safety rule.

It takes an **hour** to hold a safety meeting.

It takes a **week** to plan a good safety program.

It takes a **month** to put that program into operation.

It takes a **year** to win a safety award.

It takes a **lifetime** to prove you are a safe worker.

But it only takes a **second** to destroy it all - with one accident.

That's why it pays to take the time to help each other work safely.

Before you get into a company vehicle, you are required to do a circle of safety.

How good is the circle of safety you do? Do you just go through the motions? You only do it when someone's watching? Or do you take vehicle safety seriously? Only you can answer that question.

Let's take a look at what a circle of safety is all about and how to perform one.

- When you park a vehicle for any length of time, anything could and usually does happen. That is why a circle of safety is so important - we are looking for anything that could have changed around or with the vehicle.
- You're looking for anything unusual. Check tires for any slices or parts missing on the wheel hubs. This would prevent anything unexpected while you're driving down the road.
- When you get to the back of the vehicle you need to look at the loaded material. Make sure all material is secured and will not fall off and hit another vehicle while traveling.
- While you're back there, check the rear lights, making sure they are working and not cracked. Look all around, what's in the general vicinity, any special conditions, ice or slippery pavement, etc.?
- Look around -- do you see any unusual terrain, potholes, snow banks, hidden traps, oddly parked vehicles, low tree limb, children present, etc.? Make a mental note of anything unusual that you do find.
- Check the doors and other openings, making sure they are secured and the latches work properly.
- Look at the windows, are they clean and not cracked?
- Anything found on the vehicle that needs to be fixed must be addressed prior to that vehicle leaving the spot it is in.

Remember: you are responsible for the safety of that vehicle and those around it once you get behind the driver's wheel.