

## news & notes

### MAKE SAFETY YOUR BUSINESS

Here are the three levels of participation.

**The first level is your involvement in doing your job safely.** For example:

- Using tools and equipment safely
- Wearing required PPE
- Talking to your supervisor when you have questions
- Lifting properly to prevent injuries
- Avoiding risk-taking behavior

**The second level includes the work area and work group.** For example:

- Reporting unsafe conditions
- Keeping the work area clean and organized for safety
- Reporting accidents and near misses
- Looking out for co-workers and helping them keep safe

**The third level involves organization-wide participation.** For example:

- Looking for ways to make the work and the workplace safer
- Sharing safety ideas or how to do things an easier and safer way
- Participating in safety committees
- Assisting in safety training programs as trainers and coaches
- Reaching out to co-workers to encourage them to work safely

Be involved at all three levels. Participate in safety programs, work safely, and put safety first in everything you do.



2012 - 04

# Safety Is in Your Hands

## *Do your share for a safer workplace*

When you think about workplace safety responsibilities, you probably think about all the regulations and all the requirements OSHA puts on management to identify hazards and protect you and your co-workers. And it's true that management does have a big share in the responsibility for workplace safety. But OSHA also gives you a share of responsibility for safety on the job.

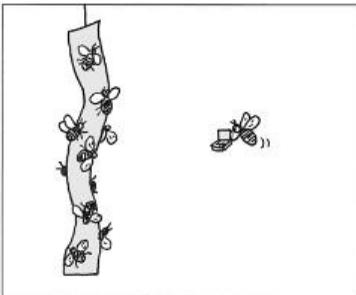
In return for the right to a safe workplace, OSHA assigns certain specific responsibilities to you and your co-workers, including the responsibility to:

- Obey OSHA standards.
- Follow workplace safety and health rules.
- Use assigned personal protective equipment (PPE).
- Participate in required safety training.
- Report hazardous conditions to management so they can take swift corrective action.
- Report job-related accidents, injuries, and illness to your supervisor and get medical attention.
- Cooperate with OSHA inspectors if they come to inspect our facility.

In addition to these OSHA-assigned safety responsibilities, we ask you to also:

- Take responsibility for learning everything you need to know about your job and work area so that you can always work safely.
- Avoid taking risks and engaging in any unsafe acts.
- Talk to your supervisor any time you have a question about your safety.
- Cooperate in our safety inspection and hazard analysis programs.
- Participate in safety committees and other safety initiatives.
- Look for ways to make your job and the workplace safer and make suggestions about how to do that.

If we all do our share and take responsibility for our safety and the safety of all our co-workers, we can't fail in our mission to prevent accidents, injuries, and work-related illness. Sure, it's a big job, and we have to remain vigilant and strive every day to hunt down and eliminate hazards. But together we can do it! Won't you pitch in and join with your co-workers? We need you to succeed.



"Hey, as long as we're all together, can I show my safety Powerpoint presentation?"

## news & notes

### SAFETY AND THE BAD OLD DAYS

Workplace safety has come a long way in the last 100 years. In 1909, most workers faced dangerous, dirty, exhausting working conditions. There were poisons in the air and in the materials workers handled with their bare hands. Workplaces were often very hot or very cold. Machines were noisy, unguarded, and unpredictable.

Children as young as 10 or 11 worked alongside adults. In fact, children were often prized employees because they were cheaper and with their little hands, they could more easily reach into operating machinery to clear jams and make adjustments.

Many women and girls ended up in sweat shops sewing clothes under terrible conditions. They often worked 14 or 16 hours a day without breaks, health insurance, or any kind of safety rules. When one was injured and couldn't work, she was out of luck—and out of a job.

When one New York sweatshop packed with 600 women and girls was consumed in 1911 by a raging fire, 146 workers either died from the fire and smoke or jumped to their deaths from the upper floors of the multi-story factory. There were only a few buckets available to put out the fire, and no one had thought about how workers on the upper floors might escape in a fire.

We've come a long way, but we can always improve safety conditions and performance. Help make our workplace as safe as possible today and in the future.



# Prevent Back Injuries

## *Safe lifting tips for office workers*

The general rule with lifting and moving heavy supplies, furniture, and equipment around the office is: Don't. Call maintenance. They have dollies and hand trucks and lots of experience moving heavy objects. But often office workers put themselves at risk with excuses like:

- "I don't have time to wait for help."
- "It's not that heavy."
- "I work out regularly. I can handle heavy loads."

Those excuses won't sound so good when your back goes out. So put the excuses aside and lift only what you can handle. Don't lift an item if you:

- Have to strain to budge it.
- Won't be able to see over it while you carry it.
- Have a back or arm problem.
- Can't get a good grip on a large or awkward shape.

When you do lift items on the job:

- Bend your knees and squat down close to the object.
- Get a good grip and rise slowly, keeping your back comfortably straight.
- Use your leg muscles to power the lift, not your back. Never bend over at the waist to lift objects. You could injure your back even if the item isn't heavy.
- Carry loads close to your body, which puts less stress on your back and arms.

---

## Smart Science

### *Match the definition to the characteristic*

You don't have to be a scientist to work with hazardous chemicals. But you do need to know some basic scientific terms so that you'll be able to identify hazards and take proper precautions. Below are some chemical characteristics that you might find in a material safety data sheet (MSDS) when you're looking for safety information about a hazardous substance. See if you can match the definition to the chemical characteristic by writing the letter for the definition in the space before the appropriate characteristic.

- |                         |   |
|-------------------------|---|
| 1. ___ Boiling point    | A. Gas, liquid, or solid                                  |
| 2. ___ Specific gravity | B. Temperature at which liquid turns to gas               |
| 3. ___ Physical state   | C. How much of chemical will dissolve in water            |
| 4. ___ Solubility       | D. Temperature at which solid turns to liquid             |
| 5. ___ Freezing point   | E. Tells you whether chemical will float or sink in water |
| 6. ___ Vapor density    | F. How fast chemical puts vapors into the air             |
| 7. ___ Melting point    | G. Temperature at which a liquid turns to a solid         |
| 8. ___ Evaporation rate | H. Tells you whether a chemical will rise or sink in air  |

#### Answers:

- (1) B  
(2) E—Chemicals with a specific gravity below 1 will float and above 1 will sink.  
(3) A  
(4) C  
(5) G  
(6) H—Chemicals with a vapor density below 1 will rise and above 1 will sink.  
(7) D  
(8) F