



# YCPARMIA Safety Journal

February 2006

## Safe Work Behavior

### What stands between you and an accident

Why do people take risks on the job? Often it's to save a little effort or shave a couple of minutes off a job. But taking shortcuts can put your life on the line.

Safety consultant and speaker Charlie Morecraft knows from experience. He was burned on over 45 percent of his body while working at an oil refinery 25 years ago.

#### Charlie's Story

As Morecraft explains, it was his last day on the job before leaving for a vacation at the beach where he was to join his wife and two children. He received a call to perform a procedure on a pipeline that he had done many times before. There were certain steps he was supposed to follow but Charlie had taken shortcuts in the past without any problems.

He jumped in his truck and drove to the pipeline where he left the truck running. He opened a valve without taking the required safety steps first. He just wanted to get the job done. When the valve was opened, chemicals shot out and splashed him, including his eyes. He blindly started to run for help. When he passed his running pickup truck, he realized that he should shut it off since he wasn't supposed to leave the truck running. However, before he could reach the truck, the chemical vapors ignited, engulfing Charlie. His life would never be the same.

#### Charlie's Warning

Charlie survived but spent many months in a burn hospital where he endured painfully excruciating medical procedures. Then came numerous plastic surgeries designed to minimize scarring but many scars remain. Besides the physical and emotional toll on Charlie, his family suffered as well and his marriage ended.

Eventually Charlie returned to work. He blamed everyone else but himself for his accident but finally came to the realization that if he had followed company procedures, worn the proper personal protective equipment, and done what he was supposed to do, this tragedy might have never occurred.

Listen to Charlie's story and heed his warning: Follow safe work procedures at all times to prevent accidents and injuries.

#### 10 SAFE WORK HABITS

When it comes to on the job safety you need to think about *how* as well as *what* you're doing. How to do a job safely involves 10 essential behaviors:

- 1. Identify hazards before you begin.** Consider the work area and the materials, tools, and equipment you need to use.
- 2. Wear assigned personal protective equipment.** Inspect it before you put it on to make sure it's in good working order.
- 3. Read all necessary explanatory information,** such as instruction manuals, materials safety data sheets, etc.
- 4. Ask questions.** Never start a job unless you're sure you know what to do and how to do it safely!
- 5. Inspect tools and equipment before you use them** to make sure they are in safe condition. Report any equipment that isn't working properly.
- 6. Avoid distractions.** Focus on what you're doing and keep alert for problems while you work.
- 7. Watch out for co-workers.** Be aware of where they are and what they are doing to avoid injuring them or being injured by them.
- 8. Follow all safety rules and procedures.** Never take shortcuts!
- 9. Report hazards you can't eliminate or control.** Talk to your supervisor right away. Never ignore a potentially dangerous situation.
- 10. Clean up after yourself** when you're finished working. Return every item to its proper place.

# Personal Safety

## In the Home, On the Street, At Work

*Personal safety is a concern for all of us. A lot can be achieved by just using good common sense. Be aware of your surroundings at all times, and do not place yourself in situations which might jeopardize your safety.*

### • IN YOUR HOME

- Answer your door with it closed and locked. Learn to speak through the closed door. It's not impolite; it is safer.
- Install good locks and use them.
- Avoid using chain locks. They present little deterrent to an aggressive person.
- Your door should be equipped with a door viewer.
- Don't hide keys outside. Leave it with a trusted neighbor.
- Secure all windows. Draw window shades or drapes after dark and don't leave accessible windows open while you sleep.
- Never open the door to strangers. Verify identification of visitors, sales and service people. Check with the company to see if they sent a representative.
- Should a stranger request to use your phone, do not allow the person to enter your home. Offer to make the call for them. Even if it's a woman, don't unlock your door.
- Don't reveal personal information to anyone on the phone or at your door.

### ON THE STREET

- Plan your route and avoid short cuts through parks, vacant lots or unlit areas.
- Know where police stations or after hour stores are located.
- Avoid being alone if you can. Get a friend to accompany you. If they can't, let them know the route you're taking. Call when you arrive.
- Don't carry large sums of money or unnecessary valuables. Use cash alternatives such as debit cards.
- Don't leave purses unattended in shopping carts or on store counters.
- If someone grabs your purse, do not resist.

### USING BANK MACHINES

- Whenever possible use bank machines in visible and active areas during active periods.
- If you must use a bank machine during inactive periods, consider using a drive-through.
- Avoid after hours access to bank machines where you are not visible or cannot see into the bank machine area prior to entering it.

- Avoid using bank machines in areas that are unfamiliar at night.
- If you absolutely must access a bank machine after hours in an unfamiliar area, consider using the buddy system or drive around the area before you access your cash or get out of your car.
- Be prepared to start your banking as soon as you arrive at the machine.
- Be aware of your surroundings and always make sure that no one has the opportunity to see you entering your pin number or look over your shoulder.
- Don't leave anything behind.

### IN THE WORKPLACE

- Avoid isolated or deserted stairways.
- Call security or the police if you see someone in the building you don't recognize.
- If working after hours, keep all doors and windows locked.
- Try and arrange to have a co-worker stay with you.
- When you finish working, go to your vehicles together. Ensure the other is safely in their vehicle and on their way before you leave. Leave together if possible.
- If the company has security, advise them you're working late and ask if they can check in on you periodically.
- Advise security when you're leaving and have them escort you to your vehicle.
- If alone, contact your family/friend and advise them that you'll be working late and will call before you leave and advise them of your route home.

### USING ELEVATORS

- While waiting for an elevator, stand off to the side; this gives you the opportunity to view inside and removes your obligation to enter if you are unsure of the occupants. If in doubt concerning people in an elevator, do not get on; wait for the next one. If someone gets on the elevator after you and you're not comfortable with them, get off. Stand near the control panel.
- If confronted, push all the floor buttons and the emergency button, DO NOT push the stop button; you may get trapped between floors.

## SAFETY & YOUR VEHICLE

### BEFORE YOU ENTER YOUR CAR

- Keep your vehicle in good repair, including plenty of gas and maps.
- Check your vehicle's fluid levels and tire pressure regularly.
- Obtain a "call police" sign and emergency kit in the event of a break down.
- Carry an ice scraper and shovel in your car during the winter months.
- Buy a cellular telephone and keep the batteries charged (at least every 60 days). Consider a cigarette lighter adapter to save batteries.
- Have your keys in hand so you do not have to linger before entering your car.
- View the interior of your vehicle before entering to assure no one is hiding inside, even if the doors were locked. Visually check the outside as well.

### WHILE IN YOUR CAR

- Always lock your car after entering and when leaving it.
- Keep the windows closed.
- Know your route and stay on it.
- Never pick up hitchhikers.
- Park keeping in mind what the environment will be like when you return. Will it be dark? If so, park near lights.
- If possible, reverse your vehicle in to the spot for a clearer view upon exiting.

### IF YOU BECOME STRANDED

- Keep doors locked and windows rolled up. If you open your window, only open it to the point of breaking the seal, no further.
- If a stranger offers to help, do not get out of your car. Ask the person to call for assistance or advise them the police are on the way.
- Place a "call police" sign in the window.
- Remember 9-1-1 on a cellular telephone does not give police your location. Know where you are so that emergency services can locate you.
- Do not stop to offer help to a stranded motorist. Call for assistance for them.

### THINK YOU ARE BEING FOLLOWED?

- Do not drive home. You do not want this person to know where you live.
- If you suspect that someone is following you, drive to the nearest police station, open service station or drive-in restaurant. Stay in your vehicle and use the horn to draw attention to yourself.
- Try to obtain the license plate number of the vehicle following you, as well as make, model, color and a description of the driver.

### HOW CAN YOU AVOID ROAD RAGE?

- Pay attention to your driving. Do not drive while talking on your cell phone.
- Keep to the right when driving at the speed limit.
- Avoid tailgating, flashing headlights or cutting other people off.
- Switch the radio station, if you're being aggravated by what you hear.
- Use your signals and be courteous.

### WHAT IF YOU ARE THE VICTIM OF ROAD RAGE?

- If someone is acting aggressively toward you, avoid eye contact while driving.
- If someone approaches your vehicle acting aggressively, drive away if you can.
- Do not leave the relative safety of your vehicle.
- Do not issue or respond to verbal taunts.
- Get a description of the vehicle and occupant(s) including license plate.

### PARKING

- Always make a mental note of where you've parked.
- If you are in a parking structure know where the nearest exit is and where you intend to go before you exit your vehicle.
- Try to walk to your vehicle in pairs.

### PUBLIC TRANSPORTATION

- Know the schedules and sit near the driver. During the evening hours ask the driver to let you off near your destination.
- Use caution in conversations with strangers. Avoid giving your name, address or place of employment.
- Avoid clothing or items that identify you or your profession.
- Have someone meet you at your stop.



**"...and remember: Never rush things just to save time."**

# When the Worst Happens

## Are you ready to act fast?

Hurricanes, forest fires, earthquakes, terrorist bombings. We'd all like to think we're safe from such disasters, but the truth is that no one is immune. It's important, therefore, to think about how we would protect our families in case of an emergency. Answer these questions to prepare yourself for any crisis:

- What kinds of crisis situations might you face?
- What would you take if you had to leave?
- What supplies would you need if you were trapped in your home without power for several days?
- What would you do if the members of your family were separated? If, for example, you're at work and your children are at school?
- Do you know the emergency plans of your workplace and your children's schools?
- Do you have a family emergency plan and have you practiced it with family members?
- Do you have an out-of-area contact person to relay messages between family members if necessary?
- Do you have any out-of-area family or friends you could stay with in an emergency?
- Do you have a plan for providing for your pets?

## Are You Fireproof?

### Check for these common fire hazards

Fire prevention begins with identifying fire hazards in your work area. Use this list to get you started:

- ☒ **Combustible materials.** Ordinary combustibles like trash, paper, cardboard, cloth, and wood—and products made from these materials—can create fire hazards. Other combustible materials, such as oily rags or other materials soaked in oil, can spontaneously combust if left carelessly lying around.
- ☒ **Flammable liquids.** Improper handling, storage, or disposal of flammable liquids is a leading cause of workplace fires.
- ☒ **Heat and ignition sources.** Any source of heat or ignition, such as a match or spark, can lead to a fire when combined with combustible or flammable materials.
- ☒ **Electrical problems.** Overloaded circuits and outlets, damaged cords and wires, defective switches, and damaged plugs can all lead to dangerous electrical fires. Electric coffeemakers, fans, space heaters, and other appliances people often use at work are also potential fire hazards.
- ☒ **Machinery.** Mechanical defects and inadequately lubricated or dirty machinery can also cause fires.
- ☒ **Smoking.** Sneaking a smoke and being careless with butts or matches is a surefire way to start a blaze.

### CRISIS EVACUATION CHECKLISTS

Here's what to take if you ever need to get out fast in a crisis situation:

#### Minimum list—15-20 minute warning

- ☒ **Money:** Cash, credit and debit cards, ID (photographs of family members), driver's license, checkbook, insurance cards, keys for home and car
- ☒ **Water and food:** 1 day supply (1 gallon of water per person per day)
- ☒ **Medicines:** A week's supply, if possible, prescription glasses and hearing aids
- ☒ **Change of clothes** sufficient for outdoor weather
- ☒ **Infant clothes** and supplies
- ☒ **Toiletries** (if possible)
- ☒ **Cell phone** (and charger)
- ☒ **Portable radio** (and extra batteries)
- ☒ **Flashlight** (and extra batteries)
- ☒ **Address book** and phone numbers of relatives, friends, and physicians.

#### Evacuation by car—24 hours notice

- ☒ **Documents:** Insurance policies, birth certificates, legal documents, household inventory and photos, financial records
- ☒ **Clothing** appropriate for season
- ☒ **Water:** 1 gallon per person and pet per day (3 day supply)
- ☒ **Nonperishable, ready-to-eat food** for family and pets (opener if necessary)
- ☒ **Diapers and infant food** and supplies
- ☒ **Valuables:** jewelry, coins, heirlooms
- ☒ **Sentimental items:** photos, mementos
- ☒ **Children's books** and favorite toy
- ☒ **First-aid kit**
- ☒ **Blankets** and heavy clothing for cold

#### REMEMBER:

Your possessions can be replaced. Always choose life over property.