



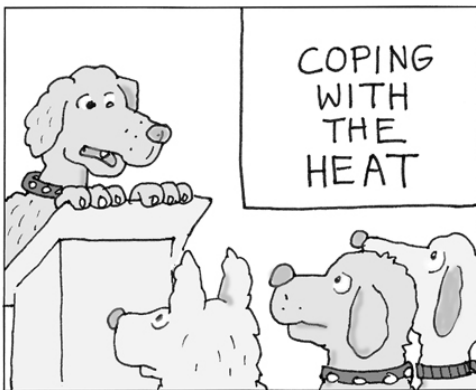
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Hotter and Hotter . . . Follow these tips to cope with the heat

Heat waves are common in August, and the extreme heat might mean making a few adjustments in the way you work and play this month. Protect your health when temperatures soar by following these tips from the Centers for Disease Control and Prevention (CDC):

- ✿ **Drink plenty of fluids.** Increase fluid intake when the temperature rises regardless of your level of activity. Make a habit of taking a drink every hour or so, whether you feel thirsty or not. Avoid very cold drinks, which can cause cramps, and stay away from caffeine, alcohol, and sugary drinks, which can cause dehydration. If you exercise, CDC advises drinking two to four glasses of fluid an hour—that's 16 to 32 ounces. If you're on a limited fluid intake regimen or take water pills, check with your doctor to see how much to drink on hot days.
- ✿ **Dress sensibly and use sunscreen.** CDC recommends lightweight, light-colored clothing for hot days and sunscreen (SPF 15 or higher) applied 30 minutes before going outside. In addition to damaging the skin, sunburn affects the body's ability to cool itself and causes fluid loss.
- ✿ **Pace yourself.** Slow down in the heat, especially the first few days of a heat wave. Give your body time to get used to high temperatures and humidity. If you're working in the heat, take occasional short breaks in a cool place and sip cool water.
- ✿ **Limit exposure to the sun.** Schedule outdoor activities for morning and evening hours whenever possible. If you have to be outside during



"So remember: Pant with your tongue out, hang your head out the car window, and drink from the toilet every hour."

the hottest part of the day, stay in the shade as much as possible, and wear a hat to protect your head from the sun. If you start to feel lightheaded, weak, or faint, sit down, take a drink, and rest until the spell passes.

- ✿ **Avoid hot, heavy meals.** Eat light foods at room temperature and in small portions. Eat more fruits and vegetables, which provide extra fluids to keep you well hydrated.

WHO'S AT RISK?

Although anyone can suffer from heat-related illnesses on extremely hot days, some people are at greater risk than others.

For example:

- ✿ **People who overexert while working or exercising** can become dehydrated and susceptible to heat-related illness. If you fall in this category, drink plenty of fluids.
- ✿ **People who wear heavy protective clothing or equipment** while working can also be adversely affected by hot conditions. If you do, drink plenty of fluids and take regular breaks to cool off.
- ✿ **People who are overweight** may be prone to heat sickness because of their tendency to retain more body heat. If you are overweight, take it slow and easy on very hot days and try not to overexert.
- ✿ **People who are physically ill**, especially with heart disease or high blood pressure, or who take certain medications, such as for depression, insomnia, or poor circulation, may be affected by extreme heat. If you are ill or on medication, follow doctor's orders and be very careful when the temperature rises.
- ✿ **People who are overtired may be more susceptible to heat-related illness.** Hot weather often makes sleeping difficult, and many people become fatigued during a heat wave. If you're tired, use an air conditioner or a fan to cool your bedroom so that you can get a good night's sleep. You can also take a cold shower before going to bed.

Fire Extinguishers

Be Prepared

Training and practice are the best ways to prepare for emergencies. Make certain you know the P.A.S.S. system and understand how to safely use a fire extinguisher before you ever need to.

- ❖ Don't force yourself to fight a fire that makes you uncomfortable or puts you at risk.
- ❖ Always let other occupants know, and make certain 911 has been called, before using an extinguisher on a fire.
- ❖ Fire extinguishers are small quick fixes. If you are unable to put out the fire with one extinguisher, leave and close the door behind you.
- ❖ A fire involving any portion of a building's structure is too big for a portable fire extinguisher.
- ❖ While using a fire extinguisher stay low, the smoke is filled with carbon monoxide, cyanide, and many other toxic gases.
- ❖ Don't let the fire come between you and your exit. Keep your back to the exit and the fire in front of you.

When in doubt — Get Out !!

If the fire is getting bigger, or the room is filling with smoke, close the door to slow the spread of heat and smoke and evacuate. Don't risk your life trying to fight a fire that is too big or too fast for you.



Choose the Right Extinguisher

It is important to choose the proper fire extinguisher for each fire. Fire extinguishers are labeled with letters and/or pictograms to indicate the type of fire on which the extinguisher is effective.

Ordinary Combustibles

A - paper, wood, many plastics, fabric, rubber, trash

Flammable Liquids

B - gasoline, oil, grease, some paints and solvents

Electrical Fire

C - energized electrical equipment; appliances, computers, circuit breakers, wiring

BC & ABC – Combination extinguishers can be used on two or more different types of fires.

Remember the P.A.S.S. Word

There are four basic steps to using a fire extinguisher.

Pull

Pull the safety pin by grabbing the ring and twisting.

Aim

Aim the hose at the base of the fire.

Squeeze

Squeeze the handle.

Sweep

Sweep the hose from side to side while discharging the fire fighting agent.

Battery Dead?

The *right* way to jump-start your vehicle

Dealing with a dead battery may be a nuisance, but it doesn't have to be dangerous or damaging to your vehicle. Here's a quick step-by-step review of how to jump a battery safely and effectively:

Before you attach the cables:

- Make sure the vehicles do not touch.
- Turn the ignition off.
- Set the parking brake and put the transmission in neutral or park.
- Add water to the battery if needed. Replace caps.
- DO NOT jump start if the fluid in the battery is frozen.
- DO NOT jump start unless both batteries are designed for the same voltage and negative ground.

Attach the cables as follows:

- Clamp one (red) jumper cable to the positive pole (+) of the dead battery. Then clamp the cable's other end to the positive pole of the charged battery.
- Clamp the second (black) cable to the negative pole (-) of the charged battery and clamp the second cable's other end to the dead vehicle's engine block on the side away from the battery.
- Start the vehicle with the charged battery. Then start the disabled vehicle.
- DO NOT stand over the batteries while jump-starting is in progress.

Removing cables:

- Remove the (black) cable from the engine block and the other vehicle's negative pole.
- Then remove the (red) cable connecting the positive poles.

FIRST AID FOR BURNS

Quick and effective first aid for burns is important to prevent infection and other complications. Remember these basic first-aid steps:

- Cut away loose clothing but don't remove clothing that is stuck to a burn.
- First- and second-degree burns should be immersed in cool water (or apply cool compresses) for 15 minutes.
- For chemical burns (such as battery acid) use running tap water to wash away and dilute the chemicals that are causing the burn. The running water will also cool the skin.
- Never use lotion, ointment, or butter on any burn.
- For second- and third-degree burns, cover the area lightly with a sterile, non-adhesive dressing, elevate the burned area if possible, and get medical help immediately.

Don't Let Safety Slip Away

Prevent dangerous slip-ups by taking precautions

It's all too easy to slip on wet or smooth surfaces. Floors and stairs that are waxed or polished, or made of tile, marble, or other smooth materials can be hazardous. Adding a little water, ice, oil, grease, or chemical spill can create downright dangerous conditions.

Remember the following tips to help prevent slips and falls in your work area:

- Clean up spills, drips, and leaks immediately.
- Put up signs or barriers to keep people away from slip hazards.
- Wear shoes with anti-skid soles.
- Avoid turning sharply when you walk on a slippery surface.
- Keep your hands at your sides — not in your pockets.
- Walk slowly and slide your feet on wet, slippery, or uneven surfaces.
- Sand oily or icy spots immediately — and tread carefully.
- Report slipping hazards as soon as you see them.

Most important, be careful. Take your time and look where you're going. Don't let something as routine as walking put you in the hospital.



Office Safety Do's & Don'ts

DO:

- ✓ Report slippery or uneven floor surfaces, torn carpet or linoleum.
- ✓ Keep file and desk drawers closed.
- ✓ Stack cartons and supplies carefully so that they won't fall.
- ✓ Be sure file cabinets aren't top-heavy.
- ✓ Replace electrical cords when insulation frays.
- ✓ Report poor lighting or missing handrails on stairs.
- ✓ Make sure plugs match their outlets.
- ✓ Put materials and papers away when not in use.
- ✓ Check container labels and material safety data sheets before using office chemicals.
- ✓ Be careful with knife cutters, razor blades, scissors, and other pointed objects that could cause injuries.
- ✓ Know whom to contact and where to go in an emergency.
- ✓ Know where fire extinguishers and first-aid kits are kept.
- ✓ Check that fire extinguishers are inspected regularly.
- ✓ Use dollies and similar equipment to move large or heavy items.
- ✓ Use proper lifting techniques that let the legs, not the back, do the work.
- ✓ Use a ladder or step stool, rather than stand on furniture or boxes, to reach high places.
- ✓ Make sure your computer workstation is properly adjusted.

DON'T:

- ✗ Leave cords, boxes, and other materials in aisles.
- ✗ Block emergency exits.
- ✗ Use extension cords unless necessary.
- ✗ Overload electrical outlets.
- ✗ Leave combustible trash in open containers.
- ✗ Leave containers of chemicals open.
- ✗ Carry loads you can't see over.
- ✗ Smoke in unauthorized areas.
- ✗ Run in aisles, halls, or on stairways.
- ✗ Throw objects or engage in horseplay



Down The Drain!

Put household hazardous waste in its place

- **Don't** burn products that contain hazardous chemicals.
- **Don't** mix chemicals together.
- **Don't** pour chemical products out on the ground, in the street, or down storm drains.
- **Don't** bury hazardous leftover household products.
- **Don't** pour wastes down the drain or into the toilet.