

# News & Notes

## WORKSTATION ERGONOMICS

How you set-up and maintain your workstation can have a significant impact on your personal safety and work experience. A general rule of thumb is to follow the 90 degree rule. Try to maintain a 90 degree angle at your elbows, hips and knees. While an angle slightly greater than 90 degrees is fine, angles less than 90 degrees increase the stress on muscles, tendons and ligaments and can restrict the blood flow to your muscles.

### KEYBOARD TIPS

Your keyboard should be placed at a level where your arms remain at about a 90 degree angle or neutral position. Wrists should not be bent. Make sure the keyboard height does not cause your shoulders to hunch. A wrist rest may be used to reduce mechanical stresses, but do not rest wrists while typing or mousing. Rests are to be used when resting. If you use a keyboard tray, make sure that both the mouse and keyboard fit in the tray.

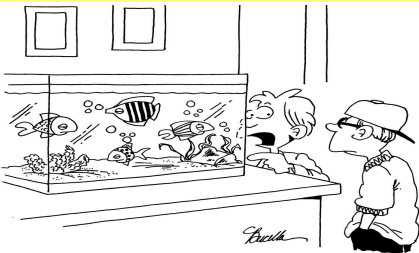
### MOUSE TIPS

Locate your mouse next to your keyboard at the same level. Avoid reaching for the mouse by keeping it close to you. Your wrists should remain in a neutral position, not bent. Hold the mouse loosely. Learn the shortcut keys that can replace mouse actions in the applications you use most frequently, and use them instead of your mouse to relieve repetitive clicking.

### MONITOR TIPS

The monitor should be placed directly in front of you about an arm's length away. You should not have to lean forward to see the monitor. The height of the screen should be at or slightly below eye level. If necessary, use a monitor riser or a book to help raise your monitor to the proper height. To minimize glare close any blinds, relocate monitor and/or change the tilt of the monitor.

Avoid eye strain by looking away from the monitor every 15-20 minutes for about 10 to 15 seconds.



"Are they real or is this a screen saver?"

## Riddles of the Month

- 1) Why are televisions attracted to people?
- 2) What do you call a fish without an eye?
- 3) If it took 12 men eighteen hours to build a wall, how long would it take nine men to build it?
- 4) Why did the beautiful girl throw the butter out the window?
- 5). What can you catch but not throw?

Answers on Page 2 Safety Bits & Pieces

# Safety Matters



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## 10 WORKPLACE SAFETY TIPS

Safe workplaces don't happen by accident. They happen when safety is a primary concern and motivator for management and employees alike and when active steps are taken to plan a safe work environment. Want to make your workplace as safe as it can be? Follow these Top 10 Workplace Safety Tips:

1. **Design a safe work area.** Safety should be planned into your work area from the start. How and where equipment is positioned, where materials are staged or stored, how product flows from one process to the next. Designing the work area with safety as a primary concern will result in a safe, efficient and productive workplace.
2. **Maintain a clean work area.** The most productive work areas are clean, neat and organized. Not only will you remove many hazards from a work area by keeping it clean, but you will also provide a more productive work environment.
3. **Be involved in safety.** There is no one on staff who knows more about the potential dangers of your job than you do. Provide your input as to how to engineer safety into your work areas instead of relying upon personal protection equipment (PPE) to safeguard your health.
4. **Be aware of the basic safety guidelines for your area and follow them.** An effective safety program extends well beyond a list of things not to do.
5. **Focus your safety efforts on the most likely problems.** The most frequent safety violations are not the most catastrophic, they're typically those that are smaller but more likely to occur. Strained backs from using poor lifting techniques or refusing to use lift assist equipment. Cuts from exposed edges or poorly shielded equipment. Injuries that would have been prevented if the employee were wearing their personal protection equipment. Eliminate the small safety violations that contribute to the most frequent injuries. Over 70% of employee accidents reported within the State of Delaware work force come from one of the following three categories: Employees being struck or injured by something or someone; Slips and Falls; or Strains.
6. **Bring safety deficiencies to management's attention.** Safety is everyone's concern. If you can correct the deficiency do so. If it requires management involvement for correction then involve management as soon as the problem is discovered. Do not ignore safety problems. Any safety problem that is ignored is a potential accident/injury in the making.
7. **Analyze how you perform your job and your safety attitude.** If you have documented proper work procedures watch how you perform your tasks to see if they're being done correctly or if you're taking shortcuts that could reduce safety. If you are taking shortcuts, retrain yourself to do things safely and correctly. Examine your safety attitude. How important is safety to you?
8. **Maintain all equipment in good working order.** As equipment users, it's your responsibility to ensure that safety issues with equipment are reported to management so that they can be corrected. Never operate defective equipment. Always tag the equipment as "defective" and isolate it so that no one else can use it until it has been repaired/replaced.
9. **Avoid unnecessary hazards.** Check your workplace frequently with a discerning eye to identify any new equipment or materials that could pose a potential safety hazard. Identify any changes and evaluate them for potential safety concerns.
10. **Revisit safety guidelines frequently.** Nothing stays the same forever. Every change means that previous safety guidelines may not be sufficient anymore and need to be revisited and modified to reflect your changing environment. Make management aware of needed changes to safety practices in your area.

## Safety Bits & Pieces

### ELECTRICAL POOL SAFETY

Pool owners should be cautioned to attend to electrical safety in their pools. Everyone knows water and electricity don't mix but pool owners have a particular reason to be concerned.

In North Carolina, a 17-year-old lifeguard drowned in 2016 when a faulty grounding wire electrified a pool. The wiring had not been inspected for years. Built-in pool lights, pumps and wiring are engineered to guard against electrification of water. But these elements always require inspection and maintenance.

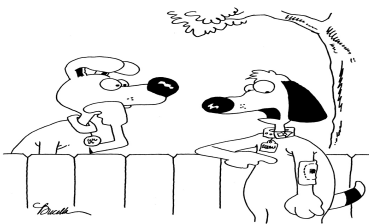
Pool owners routinely have the local pool company replace and service pool lights, but it isn't enough. Pool technicians might know how to work on electrical equipment but they are rarely certified electricians. Pool owners should hire a certified electrician to inspect the electrical systems on a routine basis, according to University of Alabama at Birmingham's Advanced Safety and Engineering Management.

An energized body of water can cause anything from tingling of the skin to paralysis, cardiac arrest and electrocution. The extent of injuries depends on the level of current going through the water.

### RIDDLES OF THE MONTH ANSWERS

- 1) Because people turn them on
- 2) FSH
- 3) No time. It is already built.
- 4) Because she wanted to see the butterfly!
- 5) A cold.

### ON THE LIGHTER SIDE

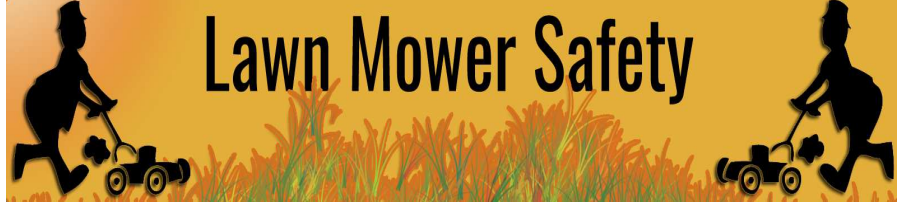


"These homework patches really reduce your cravings. This one is 'Chemistry,' but you can get them in any subject."

### SAFETY TIPS OF THE MONTH

August is designated as Back-to-School Safety Month, so students should follow the school bus tips below:

- 1) Board the bus only after it has come to a complete stop and the driver has instructed you to get on.
- 2) Only board your bus and never an alternate one.
- 3) Always stay in clear view of the bus driver. Never walk behind the bus.
- 4) Cross the street at the corner, obeying traffic signals and staying in the crosswalk.
- 5) Never dart out into the street, or cross between parked cars.



## BEWARE DANGERS OF LAWN MOWER FIRES

The hum of lawn mowers ring through the country in summertime.

Homeowners rarely consider this task dangerous, but the fact is mowers can and do cause fires.

A lawn mower was responsible for a 2015 wildfire in Oregon that cost millions to fight. The fire raged through more than 26,000 acres, threatening 158 homes.

Every summer, mowers are responsible for devastating house fires, according to the Consumer Product Safety Commission. In 2013, a Virginia homeowner parked a hot mower under a wooden deck. The heat from the mower sparked a fire that rapidly consumed the house.

Fire in lawn mowers is not a commonly acknowledged problem.

Any lawn mower, electric or gas, can catch fire. As with any powerful tool, many things can go wrong. Nearly every mower brand has had a recall due to fire potential. In 2011, John Deere recalled mowers after cooling fans failed, causing a reported 83 fires. Toro recalled its zero-turn mowers in 2013 after an idler pulley rubbing against the fuel tank posed a fire hazard. Craftsman mowers were recalled because of fuel line connections, according to classaction.org.

Fuel hazards are one of the leading causes of fire in gas-powered lawn mowers. Fuel leaking onto the motor can cause a fire. Fuel vapors around a hot muffler also cause fires.

According to Underwriters Laboratory, the exhaust of a mower is 240 degrees and the engine can heat to 200 degrees. A gas cap leak or sloppy fueling can easily spark a fire.

Experts recommend that you fill a mower only when it is cool.

Gas-powered mowers are not the only types responsible for fire. According to the Consumer Product Safety Commission, this year an electric mower by Hong Kong Sun Rise Trading, was recalled when it was discovered that a short in the circuit board could cause a fire.

Another common cause of fire has nothing to do with the machine itself and everything to do with how it is used. Mowers frequently cause brush fires when tall, dry grass becomes stuck in the mower deck. This grass can get packed into the blazing hot muffler and catch fire. Not only does it burn the machine, but usually sets off a grass or field fire. This could have been the cause of the Oregon wildfire of 2015.

Rock strikes cause fires when the mower's metal blades, traveling 200 mph at the tip, hit even a tiny rock, causing a spark and igniting dried grass.

Fire experts recommend homeowners wet down dried grass or brush before mowing. An even better idea is to not mow at all in hot, dry, windy weather.

Best practices for using your lawn mower:

- \* Start mowing near the house and mow outward to create a firebreak.
- \* Never fuel up a hot mower.
- \* Replace any leaky gas caps.
- \* Once you have fueled up, keep the gasoline container at a safe distance.
- \* Disconnect the spark plug before doing any service on the mower. A spark plug can cause the mower to start unexpectedly.
- \* Clear rocks from the mowing area.
- \* Keep the mower clean of fuel.
- \* Routinely clean out grass from the mower blades with a hose. Never put your hands near the blade unless the spark plug has been disconnected and the unit has completely cooled.



### QUOTATION OF THE MONTH

"The difference between school and life? In school, you're taught a lesson and then given a test. In life, you're given a test that teaches you a lesson."

Tom Bodett