March 7 - 11 CUTS & LACERATIONS

One of the most common types of injuries suffered on the job is cuts and lacerations. Each job has its own hazards that produce these injuries. Office personnel can be cut by paper edges and punctured by staplers, scissors, and thumbtacks. Deep puncture wounds are the most likely to become infected. Generally, antiseptics can reach the wound and cleanse it.

In packaging and shipping, the dangers of protruding nails, screws, staples, splinters, and steel bands are high. Before handling wooden crates, examine the exterior for any of these hazards. Drums, barrels, and carboys may also be hazardous. If the tops are cut out of metal drums, for example, sharp, jagged edges may be exposed. Barrels may have metal slivers or sharp edges, and carboys can have splinters and metal protrusions. Flat metal sheets can have very sharp edges, and the scrap left after cutting sheet metal can cause cuts and punctures. Hand tools such as screwdrivers, drawing knives, chisels, saws, planes, files, drills, punches, and scrapers can puncture or cut. Machine tools such as circular saws, band saws, planers, sanders, edgers, drills, lathes, shapers, and grinding wheels can also cut and lacerate. In many of the processes mentioned, these hazards can be reduced by wearing gloves. However, when hands are near revolving machine parts, gloves can get entangled in the machinery.

If possible, do not pick up broken glass with your bare hands. Use a broom to sweep it up.

*Using common sense and following a few basic safety rules will usually keep you safe from cuts and lacerations.*

March 25th is Good Friday.
March 14 - 18  THE FIRE TRIANGLE

Fire needs three elements to exist: fuel, oxygen and heat. Think of each as a separate side of a triangle.

Fire needs all three elements in the proper proportions to exist. If one side of the triangle is removed, the fire will go out. For fuel to ignite, oxygen must be present. Then heat must be applied until the combustion point is reached. When this point is reached, the fuel will ignite with the oxygen, consuming both fuel and oxygen and giving off heat. If the oxygen is removed, the fire is smothered. If the fuel is removed, there's nothing left to burn because oxygen by itself will not burn. If the heat is lowered below the combustion point, the fuel and oxygen will not ignite and the fire will go out.

For your safety and the safety of your co-workers, you should know where fire extinguishers are located and how to use them.

March 21 - 25  A FEW FACTS ON FIRE PREVENTION

• Don’t allow trash and litter to accumulate.
• Keep the office and work area neat and clean.
• Know where fire alarms (if available) and extinguishers are located.
• Store hazardous materials in designated areas.
• Keep exits free of obstructions.
• Smoke only where permitted.
• Keep equipment clean and use it properly.
• Handle flammable liquids with caution.
• Know the proper exits and procedures in case of an emergency.

REMEMBER, FIRE PREVENTION IS EVERYONE’S JOB!

March 28 - April 1  OVER THE COUNTER MEDICATIONS

Flu, cold, or allergy symptoms such as watery eyes, runny nose, coughing, or a general achy feeling, can incapacitate some people to the point that they must stay home to recover. Others push on because they have deadlines to meet, no sick pay, or feel the company will fall apart without them. These people very likely take whatever over-the-counter medicines they can to alleviate the discomfort of their symptoms. Typical cold medications are antihistamines or decongestants or a combination of both. Unfortunately, the side effects of these drugs can be dangerous depending on the use and dosage. Many non-prescription drugs cause drowsiness or inattentiveness; impair one’s ability to concentrate or make decisions, drive a car, or operate machinery; and slow down reflexes to some degree.

If you really can’t stay home when you are sick and must take over-the-counter medications, keep these rules in mind:

• Follow recommended dosages. Twice the dosage won’t make you feel twice as good but will make you more drowsy and less able to concentrate. Contrary to popular belief, doubling the dose does not double the relief. Doubling the dosage markedly increases the potential side effects without making a big difference in the symptoms you are trying to alleviate. The dosage on the package is effective and should be followed.
• Read the label. Many over-the-counter medicines have warnings about such things as operating machinery, driving, and drinking alcohol when taking the medication. Believe the label warning. They are there for one reason: your safety. Ignoring these warnings can make the effects of over-the-counter drugs even more pronounced and potentially dangerous.
• Don’t underestimate the dangers that over-the-counter medications can cause to your safety. Notify your supervisor of any medication that you are taking.