

news & notes

SHOVELING SAFETY CHECKLISTS

Use these checklists to remember and follow safe shoveling techniques.

When shoveling snow, do you:

- Stretch before you start shoveling to warm up muscles?
- Pace yourself?
- Lift smaller amounts when snow is wet and heavy?
- Breathe in while lifting and out while throwing snow?
- Keep your feet shoulder width apart for balance?
- Hold the shovel close to your body for better leverage and less strain?
- Push snow rather than lift snow when possible?
- Bend your knees, keep your back straight, tighten your stomach muscles, and lift with your legs when lifting a shovelful of snow?
- Avoid twisting your body when throwing snow?
- Shovel stairs safely?
- Take breaks to allow muscles a chance to relax?
- Avoid smoking when shoveling?

To avoid slips, trips, and falls while shoveling, do you:

- Wear sturdy work boots with nonslip soles?
- Look where you're going as you move around?
- Look for obstacles?
- Take special care when moving through deep snow?
- Move slowly and slide your feet on icy surfaces?



"You hear something?"

EMPLOYEE SAFETY NEWSLETTER

February 2011

Provided by Hierl Insurance Inc

Snow and Ice Removal

Clear out safely

In many parts of the United States, February means snow and ice. In these areas, removing these treacherous elements from vehicles, steps, walkways, and roadways is crucial to getting around safely. The very removal of snow and ice itself can be very hazardous, however.

Potential hazards include:

- Back injuries
- Cold
- Equipment hazards
- Fatigue
- Noise
- Overexertion
- Poor visibility
- Slips, trips, and falls

Protect yourself from these hazards by taking these precautions:

- Assess conditions.
- Inspect equipment.
- Use appropriate personal protective equipment, which may include:
 - Eye protection
 - Gloves
 - Hearing protection
 - Safety shoes
 - Warm clothing
 - Head protection

If you use a snow plow:

- Watch out for vehicles and pedestrians.
- Maintain good steering control.
- Approach snow piles at a safe speed.
- Look out for obstacles.
- Know your drop point for the plowed snow.

If you use a snowblower:

- Clear the area of debris.
- Direct snow away from people and vehicles.
- Don't exceed the blower's capacity.
- Always stop the engine before cleaning snow from blades or chute.
- Never put your hand in the discharge chute; clear away snow or debris with a shovel handle.
- Shut off engine and remove the spark plug wire before making repairs or mechanical adjustments.
- When clearing slopes, work up and down the slope, not across the face.
- Never leave a running snowblower unattended.
- Always handle and store gasoline safely.

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CHILDREN'S DENTAL HEALTH MONTH

According to the National Institute of Dental and Craniofacial Health:

For babies:

- Clean teeth with a soft, clean cloth or baby's toothbrush.
- Don't put the baby to bed with a bottle.
- Check teeth regularly for stains.

For children:

- Brush teeth with a fluoride toothpaste.
- Provide healthy foods and limit sweet snacks and drinks.
- Provide low-fat milk and dairy products high in calcium.
- Schedule regular dental checkups.

DENTAL HEALTH FOR SENIORS

After a lifetime of taking care of your teeth, the process may get harder with aging, especially if you have arthritis or other mobility-reducing ailments. Try these tips from the National Institute on Aging:

- Buy a toothbrush with a larger handle.
- Slide a bicycle grip or foam tube over the toothbrush handle.
- Use a rubber band to attach the toothbrush handle to your hand.

Visit this website for more tips on oral health: <http://www.cdc.gov/oralhealth>.



OSHA Recordkeeping

Your role in reporting

Even though 29 CFR 1904 makes it the employer's responsibility to keep records and report statistics, they can't keep accurate records if you don't know to report work-related illnesses and injuries. Here's a brief overview of OSHA documents:

- **OSHA 300 Log of Work-Related Injuries and Illnesses** form is used to enter a one- or two-line description of the injury or illness. The information must be recorded on the OSHA 300 Log within 7 calendar days of the incident. Required information includes:
 - The identity of the employee (unless a privacy case)
 - The time and place the incident occurred
 - The type of injury or illness
 - The parts of the body affected
 - The object or substance that directly caused the injury or illness
 - The classification of each case according to the most serious outcome associated with it (i.e., death, days away from work, restricted work)
 - The identification of the case as an injury or an illness
 - The appropriate category, if an illness
- **OSHA 300—A Summary of Work-Related Injuries and Illnesses** form is used to summarize the information from the OSHA 300 Log and is posted from February 1 to April 30.
- **OSHA 301 Injury and Illness Incident Report** form is used to investigate the incident. Each recordable injury or illness must have an OSHA 301 form completed within 7 calendar days of the incident.

What a Pain in the Neck!

Use ergonomics to avoid neck strain

Whether you work in an office, on an assembly line, or in a factory, warehouse, or retail establishment, neck pain is a common hazard. Why? Because neck in-juries have a number of common causes that stretch across industries, including:

- Reaching and stretching for items
- Constant twisting while performing job tasks
- Adjusting to inaccurate height of workstations
- Repetition of movements that stress the neck
- Prolonged awkward positions
- Forceful, jarring tasks
- Stressful job situations that cause neck tension

How can you avoid neck injuries caused by these situations?

- **Rearrange your work space** so that items are within reach without stretching, bending, or twisting.
- **Choose the right tool** for the job that minimizes excessive force or awkward positions to complete the task.
- **Alter your job tasks** to avoid constant repetition of potentially injurious movements.
- **Perform neck and shoulder exercises** to keep muscles strong and relaxed.
- **Develop stress management techniques** that work for you—such as exercise, quiet time, relaxing hobbies, or time with family and friends—to stay calm during stressful periods.