

news & notes

MAKE SAFETY A FULL-TIME HABIT

Good safety practices help protect you and your co-workers from injury or illness on the job. Because of that, we take safety very seriously here—and that means that you should consider working safely an important part of your job responsibilities.

- Know the hazards of your job.
- Always follow safety rules and procedures.
- Use all personal protective equipment (PPE) that's assigned to you—every time, all the time.
- Pay attention to safety training and apply what you learn on the job.
- Keep on the lookout for hazards and keep asking yourself what could go wrong while you work.
- Eliminate or report any hazards you see right away.
- Pay attention to warning signs and do what they tell you.
- Be aware when you might be exposed to hazardous chemicals and take appropriate steps to protect yourself.
- Read labels, warnings, material safety data sheets (MSDSs), and other safety information before you start a job.
- Practice good housekeeping at all times.
- Report any injury, illness, accident, or near-miss to your supervisor immediately.

And remember ... When it comes to safety, there's no such thing as a dumb question. If you're not sure about a potential hazard or how to do your job safely, ask your supervisor. Don't perform a task unless you know how to perform it safely!



"Sir! Methinks you forgot your PPE!"

EMPLOYEE SAFETY NEWSLETTER

January 2012

Provided by Herl Insurance, Inc

New Year's Safety Review

Renew your safety knowledge

January's a great time to review your workplace's safety policy. Fill out this worksheet with safety information that is pertinent to your job.

1. Where is the first-aid kit located?

2. What are my workplace's accident reporting procedures?

3. Where is PPE required at the facility? What PPE is required?

4. What clothing is not safe to wear at my facility?

5. What does the evacuation signal sound like?

6. Where do I get the material safety data sheets I need?

7. What are good housekeeping practices in my workspace?

Remember that it is your responsibility to know and follow your company's safety policy and safety rules. By doing so, you and your co-workers can reduce the risk of an accident or injury. Renew your knowledge of and commitment to working safely in 2012.

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SUPERBOWL SNACKS

The Superbowl is probably the biggest sporting event of the year. Certainly in terms of marketing—and of food consumption. According to the Nielsen Report, in one recent year SuperBowl watchers spent \$594,500,813 on snacks!

Top choices include potato and tortilla chips, popcorn, pretzels, puffed cheese snacks, dip mixes, canned dips, guacamole, chicken wings, and beer.

Are you surprised that antacid sales also increase—by 20 percent—the Monday after the SuperBowl?

Save some money on antacids by eating and/or serving these healthy snacks:

- Fresh fruit salad
- Vegetable platter
- Hummus or low-fat spinach dip
- Homemade pizzas with veggie toppings
- Rotisserie chicken
- Air-popped popcorn
- Unsalted mixed nuts
- Flavored waters

WINTER WORKOUT WELLNESS TIPS

Use sunscreen and lip balm with sunscreen protection even in winter, because the sun can still harm your skin, especially if there's reflective snow on the ground.

Wear reflective vests or apply reflective strips to your and your family's clothing when you're out doing winter activities, because winter days get dark quickly.



Pick Up After Your Pet

How to clean up safely

Why is pet waste a problem? Untreated fecal matter can be a source of harmful bacteria and nutrients. Pet waste also carries disease-causing organisms such as E. coli, Cryptosporidium, Giardia, and Salmonella. In addition, leaving pet waste on the ground may pose a disease risk to children, adults, and other pets. And rain or water runoff may carry the waste to other areas. Here's what you can do:

- **Carry a plastic bag** when you walk your dog and use the bag as a glove to pick up the waste. Turn the bag inside out around the waste; scoop it up, seal the bag, and dispose of it in a trash can. Note that putting pet waste in the trash may be against the law in some communities.
- **Flush it down the toilet.** Don't try to flush debris such as rocks, sticks, or cat litter. Cat feces may be scooped out and flushed down the toilet, but used litter should be put in a securely closed bag in the trash.
- **Bury it in the yard.** Dig a hole or trench that is about 5 inches deep, away from vegetable gardens, and away from any lake, stream, ditch, well, or the ocean. Microorganisms in the top layer of soil will break down the waste and release nutrients to fertilize nearby plants.
- **Don't compost pet waste.** Compost piles may not get hot enough to kill disease-causing organisms.
- **Wash hands** with warm, soapy water after handling pet waste!

Safe Stacking

Follow these procedures to prevent stack collapse

Do you know how to stack loads safely? When stacking loads, such as on pallets, it is important that the stacks do not fall over. This could cause an injury or damage materials.

Follow these basic procedures to help make your stacks stable:

- **Put the heavy items on the bottom of the stack** and place lighter objects on top. This seems obvious, but it is also often ignored. The lighter objects will be crushed by the weight of the heavier objects and the stack will begin to lean and eventually fall over if not corrected.
- **Place small loads on top of large loads.** Unless the large pallet is perfectly balanced on top of the small pallet, the large pallet will cause the small pallet to lean one way and the stack will eventually fall.
- **Keep the stacks even.** Placing an item at a slight angle may cause the load to be off balance and start the stack leaning to the point where it could topple over. Make sure all items in a stack are lined up straight and centered on top of one another.
- **Make sure product is stacked within the confines of the pallet** and not sticking out. Objects sticking out of a stack into an aisle could be struck by a forklift, which could cause the stack to fall, or a person walking down an aisle could bump into an item.