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**JANUARY SAFETY AWARENESS**

**Cold Weather Injuries and Gear**

- **Dress warmly and stay dry to avoid frostbite and hypothermia.**

- **Frostbite Signs and Treatment:**
  - Skin becomes pale, hard and numb.
  - Fingers, hands, toes, feet, ears, and nose are usually affected.
  - If frostbite occurs:
    * Move to a warm dry area and remove any clothing that fits tight and will limit blood flow.
    * Do not rub skin because it can cause tissue damage, instead, slowly soak affected area in warm water. Pouring warm water on affected area, warming it up too fast will cause tissue damage, slowly soaking for 25-40 minutes is important.
    * After area has become warm it may blister and be puffy. Wrap area to keep warm and seek medical attention. Do not expose area to cold again because it can cause more damage.

Reference: [www.cdc.gov](http://www.cdc.gov)
• **Hypothermia Signs and Treatment:**
  - Fatigue or drowsiness, uncontrolled shivering, cool blue skin, slurred speech, clumsy, and irritable, confused, or irrational.
  - If hypothermia occurs:
    * Call for medical assistance.
    * Move person to dry place and replace wet cloths with dry warm clothes and cover them with a blanket.
    * Have the person drink warm, sweet drinks like sports drinks or sugar water. Do not give them caffeinated drinks like coffee, tea, or hot chocolate.
    * Try to get the person to move arms and legs to produce muscle heat. You can place warm water bottles or hot packs in their armpit, neck, groin, and head area if they are unable to move.
    * Do not rub them or put them in a hot bath because it can stop their heart.

• **Eat warm high calorie food, like pasta.**

• **Drink warm and sweet liquids, but not anything with caffeine.**

• **Don’t over do it while working. Understand that your heart is already working harder to keep you warm.**

• **If you must travel, let someone know your destination and estimated time of arrival so that if you’re late they can notify authorities if you are late.**

• **Always have extra warm clothing appropriate for winter conditions.**

• **Avoid carbon monoxide poisoning and electrical hazards when using electric or fuel powered heat sources.**

Reference: www.cdc.gov
10 COMMON HAZARDS

1. **Contaminants on the Floor**
   - Includes water, oil, and grease.

2. **Poor Drainage**
   - Pipes and drains.

3. **Indoor Walking Surface Irregularities**
   - Uneven floor surfaces.

4. **Outdoor Walking Surface Irregularities**
   - Holes, rocks, and debris.

5. **Weather Conditions:**
   - Ice and Snow

6. **Poor Lighting**

7. **Stairs and Handrails**

8. **Stepstools and Ladders**

9. **Trip Hazards: Clutter**
   - Includes hoses, wires and cables.

10. **Improper Use of Floor Mats and Runners**
    - Prevent slips, trips, and falls by wearing slip resistant shoes, clean and maintain work space, use barriers or other indicators to prevent others from

Reference: www.cdc.gov
March Safety Awareness
Severe Weather

• Know your emergency plan on where to seek shelter in case of severe weather, tornado, or a fire.

• If you hear thunder, stay indoors to protect yourself from lightning.

• Stay informed about current severe weather conditions by tuning in to a weather radio, television, or the internet.

• Know how to communicate to others quickly when emergency action is required.

• Participate in drills to make sure things run smoothly and problems can be worked out before a real emergency happens.

Reference: www.noaa.gov
April Safety Awareness

Proper Lifting Techniques

Steps to Safe Lifting and Handling

1. **Size up the load.**
   - Don’t lift by yourself if it looks too heavy or awkward.

2. **Make sure that you are balanced.**
   - Have feet shoulder width apart with one foot beside the object and another behind object to be lifted.

3. **Bend knees and keep back straight.**

4. **Grip load with palms of your hand and fingers.**

5. **Use body weight to get load moving and then use legs to lift.**

6. **Keep arms and elbows near the body, keeping load close to you.**

7. **Change direction by moving your feet, not by twisting body.**

8. **To lower the object, bend your knees and don’t stoop.**

9. **To put object on bench or shelf, put object on shelf edge and push into position.**
   - Also be cautious when reaching objects on tall shelves to prevent injury from a fallen object.

10. **Make sure feet and hands are clear when placing the load.**

Reference: www.bnl.gov
A “Near Miss” is an event that could have caused serious injury or illness—but didn’t.

Example: A forklift operator drives too fast and drops the load, almost hitting another worker.

How to react in the event of a “Near Miss”

• Acknowledge the near miss and how the situation could have ended much worse.

• Alert fellow workers of the near miss so that everyone can be aware to prevent accidents.

• Talk to your supervisor about what can be done to inform and solve the cause of the near miss so that the workplace can be safer.

• Understand that reporting a near miss will not get you in trouble since it is better to report a near miss before an accident actually happens and someone gets hurt.

Reference: www.safetyxchange.org
June Safety Awareness
Heat Related Illness

• Drink more fluids regardless of your activity level. Don’t wait until you’re thirsty.

• Don’t drink fluids that contain large amounts of sugar.

• Sports drinks can help replace the salt and minerals you lose when you sweat.

• Wear light weight, light-colored, and loose-fitting clothing.

• Electric fans make dealing with the heat more comfortable, but when temperatures are in the 90s, fans will not prevent heat related illness.

• Some of the best ways to cool down is by taking a cool shower or just by moving to a cool air-conditioned place.

• Protect yourself from the sun by wearing sunglasses, wide-brimmed hat, and apply sunscreen.

• Identifying Different Heat Related Illnesses:
  - Heat Stroke: Symptoms include dry skin, dizziness, and a rapid strong pulse. With heat stroke, body temperature can rise up to 106° and can be life-threatening.
  - Heat Exhaustion: Can happen before a heat stroke with symptoms of heavy sweating, nausea, light-headedness, rapid breathing, and a fast weak pulse.
  - Heat Cramps: Muscle pains or spasms that happen during exercise and also includes heavy sweating as well as feeling weak or light-headed.
  - Heat Rash: Skin irritation from excessive sweating.

• Treating Heat Related Illnesses:
  - Treat a person by having them rest in a cool place, have legs slightly elevated for heat stroke and exhaustion. Give them a sports drink like Gatorade® or PowerAde®, or water if sport drinks are not available. Spray the person with water to help cool them down more and massage away muscle cramps.

**July Safety Awareness**

**Personal Protective Equipment (PPE)**

- **Ear plugs are important!**
  - Use earplugs or earmuffs to protect you from loud noises.
  - Long-term exposure to 80-85 decibels or more can cause hearing loss without protection. It is not recommended to be exposed to 100 decibels without any protection for more than 15 minutes. Hearing loss can be permanent.
  - Decibel levels of common sounds:
    - **Aircraft takeoff**: 180
    - **Chainsaw**: 110
    - **Amplified music**: 110
    - **Lawnmower**: 90
    - **Normal conversation**: 60

- **Eye protection**
  - Eye hazards include metal slivers, dust, wood chips, cement chips, nails, and staples.
  - To protect yourself you should wear safety glasses, goggles, face shields, or full face respirators.
  - Make sure that eye protection is adjustable so that it can fit and have good coverage for your eyes.

- **Hand protection**
  - Make sure that you are wearing the proper gloves for the task since some gloves are designed for certain activities and may not protect you well enough when used for another task.
  - Types of gloves and their uses:
    * Leather, Canvas, or Metal Mesh: Protect against cuts or burns.
    * Chemical and Liquid Resistant: Made from rubber to protect from harmful liquids but thicker and more resistant glove limit hand grip and dexterity.

- **Body protection includes coveralls, vests, jackets, aprons, and full body suits to protect from cuts, burns, chemical burns, as well as impact from tools or machinery.**

- **Head protection includes wearing a helmet or hard hat to protect from impact, electrical shock or burns.**

Reference: www.osha.gov
August Safety Awareness
Hand Tool/Pneumatic Tool Hazards

The greatest hazard from hand tools is improper use and maintenance of tools.

An example is a loose handle on a hammer can cause the hammer head to fly off and hit the user or another employee.

- Use sharpened tools away from other employees or aisle areas and be sure that they are not dull since dull tools can be more hazardous than sharp ones.

- Disconnect tools or machines when not in use, before servicing, and when changing accessories, but do not yank a cord from an electric outlet.

- Do not remove safety guards from power tools, such as those on circular saws.

- Tools should be used within their designed safety limits.

- Pneumatic tools are powered by compressed air and require the following:
  - Eye protection.
  - A secure attachment of the tool to the air hose before you start work.
  - Compressed air guns should never be pointed at anyone.

- Jacks must not bear more weight than they are designed for, must be used on a level surface, and once the load has been lifted the jack must immediately be blocked up.

- Examine tools before use and keep up with maintenance to ensure that equipment functions properly.

Reference: www.osha.gov
**September Safety Awareness**

*First Aid*

*Make sure you know the location of first aid kits so that they are easily found during an emergency.*

**Know the basics of the Red Cross first aid procedures, which includes:**

- **Checking an Injured or Ill Adult**
  1. Check for responsiveness by tapping on shoulder and asking, “Are you OK?”
  2. If no response call 911.
  3. Open the airway by tilting the head and lifting the chin.
  4. Check for breathing for no more than 10 sec, occasional gasps are not breathing.
  5. Quickly scan for bleeding.
  6. If not breathing, proceed with CPR or use AED (Automatic External Defibrillator).
  7. If breathing, maintain open airway and monitor for change in condition.

- **CPR**
  1. Give 30 chest compression.
     • Push hard, push fast in the middle of the chest at least two inches deep.
  2. Give two rescue breaths.
     • Tilt the head back and lift the chin.
     • Pinch the nose and give a breath for one second for the chest to clearly rise.
  3. Do not stop.
     • Continue CPR until you are unable or medical personnel have arrived.
  4. If breaths do not make chest rise even after retilting head, go to unconscious choking.

- **Unconscious Choking**
  1. Give rescue breaths.
  2. Give 30 chest compressions.
  3. Look for and remove object if seen.
  4. Give two rescue breaths.
  5. If breaths do not make chest rise, repeat steps 2-4.

- **Head, Neck or Spinal Injury**
  1. Call 911.
  2. Minimize movement of head, neck and spine.
  3. Stabilize head to keep it in position it was found in by placing hands on either side of the head.

Reference: www.redcross.org
- **Conscious choking**
  1. Give 5 back blows.
     - Bend person over at the waist and use heel of hand to hit between shoulder blades.
  2. Give 5 abdominal thrusts.
     - Place hands in middle of abdomen with thumb against their body above their belly button, with other hand covering your fist and give upward thrusts.
  3. Continue care.
  4. If person becomes unconscious call 911 and go to unconscious choking care.

- **External Bleeding**
  1. Cover the wound with sterile dressing.
  2. Apply direct pressure until bleeding stops.
  3. Cover the dressing with a bandage.
  4. Apply more pressure and call 911.
  5. If bleeding does not stop, apply more dressing and pressure. Also take steps to minimize shock by laying down, elevating feet, and do not raise the person’s head. Shock symptoms include pale skin, weakness, rapid pulse and increased rate or irregular breathing.

- **Burns**
  1. Remove from source of burn.
  2. Cool the burn under running water until pain is relieved.
  3. Cover loosely with sterile dressing.
  4. Call 911.
  5. Care for shock.

- **Poisoning**
  1. Be aware of the scene and the injured to know cause of poisoning.
  2. If person is unconscious, not breathing, or has change in consciousness call 911.
  3. If person is conscious, call the National Poison Control Center at 1-800-222-1222 and follow advice given.

Reference: [www.redcross.org](http://www.redcross.org)
October Safety Awareness

Fire Safety

• **Be Prepared:** Make sure you know whom to call in an emergency and participate in all fire drills.

• **Eliminate Hazards:** Keep workspace free of waste paper and other combustibles. Replace damaged electric cords and do not overload circuits.

• **Report Promptly:** Immediately report all foul odors and defective equipment to supervisors.

• **Evacuate Safely:** Leave area quickly in an emergency using stairs, not elevator. Always assist coworkers.

• **Everyday General Emergency Safety:** Make sure that all walkways and passageways are clear so they are not in the way during emergency evacuation.

Reference: www.nfpa.org
Ear plugs are important!
- Use earplugs or earmuffs to protect you from loud noises.
- Long term exposure to 80-85 decibels or more can cause hearing loss without protection. It is not recommended to be exposed to 100 decibels without any protection for more than 15 minutes. Hearing loss can be permanent.
- Decibel levels of common sounds:
  - Aircraft takeoff: 180
  - Chainsaw: 110
  - Amplified music: 110
  - Lawnmower: 90
  - Normal conversation: 60
- Signs of noise being too loud at workplace:
  - Ringing or humming in your ears when you leave work.
  - You have to shout to hear coworkers at arms length away.
  - You experience temporary hearing loss when you leave work.

Properly wearing ear plugs:
- Rubber Style Ear plugs.
  1. Reach over your head and pull the top of the ear outward and upward.
  2. With the other hand grasp the ear plug handle and gently push and rock into ear canal until a good seal is made.
  3. Adjust to the greatest noise reduction.
  4. Remove with a slow twisting motion to break seal.
- Foam Style Ear Plugs.
  1. Roll the plug into a small cylinder.
  2. Reach over head and pull the top of the ear outward and upward.
  3. Insert the plug in the ear canal.
  4. Hold it in the ear canal until the plug expands and a good seal is made.
  5. Remove with a slow twisting motion to break seal.

Reference: www.osha.gov
LGSTX HAS A ZERO TOLERANCE WORKPLACE VIOLENCE POLICY

Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the worksite.

- Any employee should report concerns for safety, including acts or threats of violence or other violations of this policy to his or her immediate supervisor, a member of the Human Resources staff, or any member of management.
  - It is better to report concerns immediately before things escalate and someone gets hurt.
  - Do not make jokes about committing or threatening violence.
  - Be aware of and report to management unauthorized individuals in your work environment.

Reference: www.osha.gov