

THE

CONNECTION

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Rules of the Road

Operating a forklift is very much like driving a car. You need to follow the rules of the road to ensure your safety, as well as that of other operators and pedestrians. Set a course for safety with these traveling tips.

Never travel with the load elevated more than 6 - 10 inches.

Drive within plant speed limits, slowly enough to stop safely, and at least three truck lengths behind the truck ahead.

Avoid making sharp turns. Slow down at all corners and take the turn nice and easy.

Stop, sound your horn, and proceed slowly at any place where vision is limited - such as cross aisles.

Trail the load in situations where carrying it forward would obstruct your view.

When driving in reverse, face the rear, sound the horn before moving, and go slowly.

When driving on an incline, travel straight, avoid turning until the forklift is on level ground, and keep the forks pointing uphill. (if traveling with a load).

Remember to do a visual and operational check of your forklift before each use. Don't wait until you need your horn to see if it works.

1996 Bureau of Business Practice

We welcome your comments and suggestions about the Connection. To submit articles and/or topic ideas, please call: (616) 629-9708 or send to P.O. Box 460, Richland, Mi 49083. Also visit our website at: www.CLS-Skilledlabor.com

TIMELY TOOL TIPS

Most of us have been using hand tools all of our lives. But we should never get so comfortable with these tools that we forget to use them safely. Hand tools are responsible for many injuries and accidents including cuts, amputations, puncture wounds, bruises, fractures, electrical shock, fires, explosions and other incidents.

Here are some reminders about tool safety:

Wear your safety eyewear whenever you use hand tools.

Look for defects like chips, cracks, loose handles, sprung jaws on wrenches and mushroomed heads on striking tools like hammers or struck tools like chisels.

Use the right tool for the job.

Use the tool for the purpose it was intended. Don't use a wrench as a hammer or a screwdriver to punch open a can.

Read the manufacturer's instructions before using the tool.

Store the tool correctly to keep it from being damaged, and to prevent accidental contact with sharp or otherwise dangerous parts.

Don't let a tool provide a source of ignition for a fire. Even the spark from a hand tool can cause an explosion of gas or vapor in a confined space.

Strike squarely; avoid "glancing" blows.

Use the striking face; never the side of a hammer.

Make sure the surface of the striking tool is larger than the surface being struck.

Use the correct screwdriver so it is perpendicular to the work.

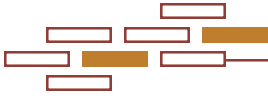
Don't use a handle extender to turn a wrench. Instead, change to a wrench designed for the job.

Don't try to get by with pliers if it is a wrench you need to use.

Hand tools are part of every workplace and every work day. Don't let familiarity with them make you careless. Use them safely every time.

Safety Talks!





USE SAFETY SENSE WITH POWER TOOLS

Power tools make tasks easier. They help get jobs done faster, with less exertion by the user.

Power tools are used on such a regular basis, we may use them without even thinking of the risks. Puncture and impact, electric shock, noise exposure and kickback are just some of the hazards.

By using safety sense, you can benefit from the advantages of power tools and avoid accidents.

You should always make sure you are trained before you use power tools. Strictly follow instructions in the owner's manual. Use a power tool only for the job for which it was intended and know the particular hazards associated with it.

The area in which you use your power tools should be clean and well-lit. Avoid potentially hazardous locations like damp areas or enclosures with a potentially explosive atmosphere. Become familiar with the wiring of a room. Is there any exposed wiring? If you are drilling, do you know where the wiring is located behind a wall?

Before you start using your power tool, make sure it is completely ready for use. Have you inspected it? Have you replaced or repaired any worn or damaged parts? Are all the screws, nuts, bolts and other moveable parts tightened? Does the power tool have all the right accessories?

Make sure you wear all the Personal Protective Equipment such as safety shoes, gloves, goggles, body and face protection, related to the power tool you are using.

Some jobs will require the use of dust or face masks to protect against airborne particles. Do not wear loose clothing,

jewelry or have unrestrained long hair that can get caught in moving parts.

The power switch of your tool should be turned to "Off" before you plug it in. Never plug your power tool into a broken outlet, or into overloaded electrical circuits. If your power tool is equipped with a three-prong plug, it should go into a three hole electrical outlet. Never remove a third prong. And remember...under no circumstances should you carry a power tool by its cord or pull it out of the receptacle by the cord.

When you are using your power tool, secure your work with clamps or a vise rather than using your hands. Keep your hands away from moving parts and cutting edges.

If you have to change accessories on your power tool, unplug it first. The same applies if it has to be serviced.

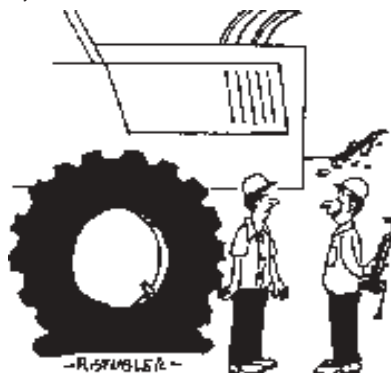
To ensure that your power tools operated efficiently and safely, keep them clean, sharp and well-serviced. If a tool has a defect, report it immediately to your supervisor so it can be fixed.

When you turn off your power tool, make sure all switches are "Off," then disconnect it from all power sources.

Store tools in a dry, secure location out of reach of children and unauthorized users.

Power tools make many jobs go faster and easier. Use them safely to prevent accidents and injuries including electric shock, cuts and scrapes, fires and explosions.

Safety Talks!



"Good News, Eddie. We found a portable air compressor you can use."

Earth's Easiest Exercise

Walking can add years to your life and life to your years. And it couldn't be easier. You don't need to join a health club, wear special equipment or go into training to reap the rewards

The Conditioner - Walking conditions your heart and lungs and raises your body's ability to use oxygen more efficiently.

The Protector - Walking helps beat other health problems, too. It reduces your risk of some forms of cancer and osteoporosis. It fights the battle of the bulge, taking off fat and building muscle. Walking can even help people with diabetes reduce or eliminate their need for medication.

The Joint-Saver - Walking can burn about as many calories per mile as jogging does. But it delivers only about a quarter of the jolt, so it's much easier on your joints and muscles.

The De-Stressor - Walking's easy on your mind, too, since it lessens stress and lightens depression. Beginning walkers usually report that they feel better, sleep better and that their mental outlook improves.

The Winner - Best of all, walking has the lowest dropout rate of any form of exercise. So you're more likely to stick with it and get all these benefits and more, like better digestion, improved regularity and lower blood pressure.

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