

THE

# CONNECTION

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## 10 STEPS TO WORKPLACE SAFETY

### THINK BEFORE LIFTING

When lifting heavy loads, use your leg muscles as your primary power, not your back. Bend your knees, not your waist. When lifting from the ground, hug the load close and keep your back straight, no twisting. If it's too heavy or bulky, **GET HELP.**

Neatness counts not only in terms of efficiency but injury prevention. Don't stack things where they could fall onto someone's head.

Never Climb on a desk, bookcase or chair to reach overhead objects. Use a stepstool or ladder to safely reach them. To avoid slips and falls be careful of liquid spills and uneven carpeting. Remove obstructions from stairways and traffic areas.

Safely store hazardous chemical substances in original containers. Follow directions and know the precautions.

Keep a complete first aid kit and fire extinguisher where everyone can get to them (and know how to use them).

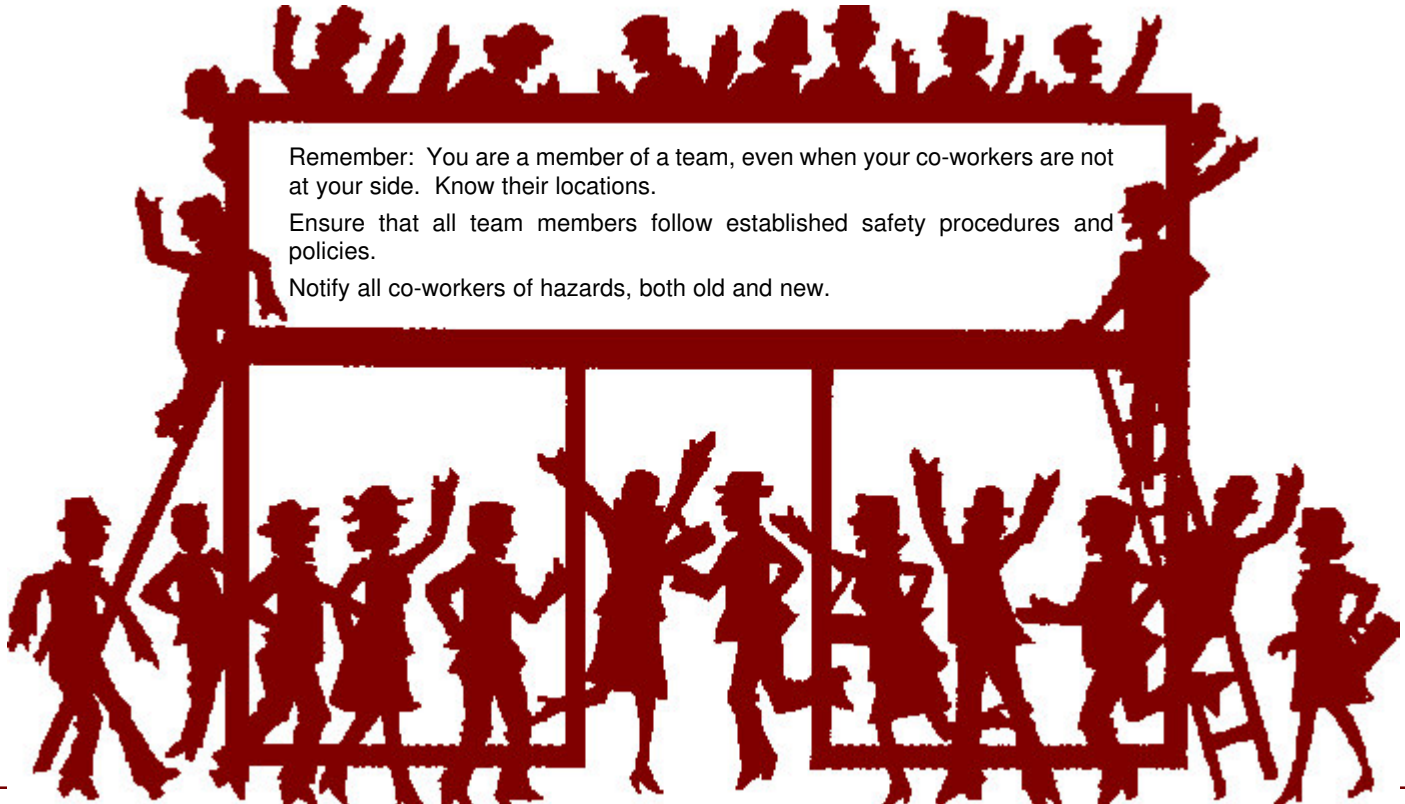
Avoid power trips. Keep cords and cables out of traffic areas. Don't overload electrical outlets.

Know the locations of emergency exits.

Take personal responsibility for safety. Encourage everyone in your organization to do the same.

Watch portable space heaters. They can be fire hazards if left on or used near flammable materials.

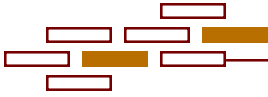
Know whom to contact in case of a security issue.



Remember: You are a member of a team, even when your co-workers are not at your side. Know their locations.

Ensure that all team members follow established safety procedures and policies.

Notify all co-workers of hazards, both old and new.



## Clearing the Air on Dust Dangers

Dust may seem harmless, but it can be a potential killer. Because of their small size, dust particles can be easily inhaled. If the dust is toxic, serious illness or even death can occur.

In addition, many materials that are normally inert are potentially explosive when they are in dust form and are exposed to certain elements, such as oxygen, an ignition source, or a confined space.

For example, massive concrete grain elevators have been leveled because dust from the grain ignited and exploded.

You can follow these guidelines to prevent a problem from ever occurring:

Wear appropriate respiratory protection when and where it's required.

Follow all no smoking rules.

Keep your work area clean and as dust-free as possible.



## Easy Fix for Foot Pain

**Try This:** If your foot or heel is bothering you, place a can of frozen juice concentrate on the floor and lightly roll your heel and arch over it.

You'll combine the benefits of ice massage and stretching. For extra relief: Afterward, pull your toes upward for a few seconds.



We welcome your comments and suggestions about the Connection. To submit articles and/or topic ideas, please call: (269) 629-9708 or send to P.O. Box 460, Richland, MI 49083. Also visit our website at: [www.CLS-Skilledlabor.com](http://www.CLS-Skilledlabor.com)

## GLASS CAN BE A PAIN

Every year thousands of people require emergency treatment as a result of injuries involving glass. Every day people are cut - sometimes seriously - because elementary precautions weren't taken, or because of the inherent properties of glass that can make for a dangerous situation.

Obviously, the rule when working around glass is to use extra care and caution. Here are some simple suggestions you can use: Be cautious when trying to open sticking windows to avoid putting your hand through glass. Push or pull on the window frame - not on the glass.

Never slam a window-paned door or close it with your hand on the glass. You may put your hand right through the glass, or the pressure may cause the glass to shatter.

Wear heavy gloves when installing pieces of glass. One slip of a bare hand along the edge of a piece of glass can slice deeply.

Wear safety shoes. A piece of glass dropped from any height can cut through soft leather or canvas shoes.

When picking up pieces of broken glass, use a broom and a dustpan or a vacuum device for best results. Wear gloves if you must pick up large pieces by hand.

Put stickers or decals at various eye levels on sliding glass doors or any large expanse of glass. They'll catch the eye without blocking the view.

When glass is broken, to make sure that you have gotten all of the glass splinters, mop the area with wet paper towels or a disposable rag. Tiny splinters of glass can all too easily become embedded in the flesh.

Don't forget that doors, walls, panels and ven windows can be made even more brittle by very cold or very hot temperatures and may shatter from just a slight knock.

Wear safety glasses when cleaning out pieces of glass and caulk from the frame of a broken window. The force exerted to pry such debris loose could cause additional splintering.

## Cold Medications Pose Safety Hazards

Beware if you take any over the counter medications at work to help fend off the effects of allergies, or a cold or flu bug. Many over the counter medications can trigger side effects that could seriously affect your ability to work safely. Common remedies containing decongestants or antihistamines can cause drowsiness and slow your reflexes. They can also impair your ability to concentrate, make decisions, drive a vehicle, or operate machinery. All of these reactions translate into safety hazards. If you need to take a cold or allergy remedy, follow these guidelines:

Follow recommended dosages. Doubling a dose will also double the side effects.

Read labels carefully to find out proper dosages, potential side effects, and precautions you should take.

Stay away from combination medications, which tend to have more side effects.

