

# SAFETY NEWSLETTER

City of Boynton Beach, Florida  
Volume 8, Issue 3

Risk Management Department  
Fall 2009

## RISK MANAGEMENT MUSINGS

Well, school is back in session. This year that means 2 safety issues to deal with.

**First**, of course, is drive safely. Please pay particular attention in the mornings around bus stops and along residential streets. Since the City has gone to a four-day week, many employees have to leave home earlier. Sometimes you are running late and travel just a bit too fast. Please drive carefully and watch out for the school kids.

Also, be careful around the school buses. When the stop sign is extended, try stopping. This is for the morning and afternoon. The kids don't always watch out for you, so you must watch out for them.

Remember, you're operating a lethal weapon when not used properly.

**Second**, is flu season is coming. This year, with the H1N1, we need to take more precautions. First line of defense – wash your hands frequently. More information to follow.

**CHUCK MAGAZINE, RISK MANAGER**

## Importance of Safety Training

Alertness in routine work can be dulled for employees especially in the individuals that have been in the same job for some time. A relaxed attitude can replace caution in the seasoned employee that existed when the job was new and interesting. Many jobs travel over the same routes and roads daily or the same tasks are repeated with little conscious thought. Without periodic safety training to remind employees of the never ending hazards, weariness and the lack of attention will result in the odds of an accident happening increases. Safety training is critical in all jobs, from the office worker to the employees that work in the field. Each job has their degree of risk and hazards.

Employees may not always recognize the importance of safety training or think of it as unnecessary because they have been on the job for years." But an essential advantage of periodic safety training is the reminder that a danger can exist and that no one is immune to incidents. It is important for workers to understand the purpose of each training session, why it will be useful to them, and what the consequences from not following safety rules and procedures.

The safety training should be prepared so that the order in which the information is presented will match the steps that should be taken on the job. Make sure every worker understands the training information; not just that they were attending or a quiz was given. Ask questions from trainees after the training is completed to tell you what they have gained in the training. This will let you know what needs to be reviewed again. If there's a general lack of understanding of hazards or safety rules and practices, schedule another safety meeting or plan a refresher course for a later date.

Employees should be able to immediately practice and apply new knowledge and skills. If employees don't understand the safety training information in its entirety to use it on the job, the training has not been effective. There should be immediate comments if workers are doing the job safely or not. Supervisors should watch employees do their jobs and question them on their knowledge of the job safety factors.

Most of these tips are reasonably simple and are inexpensive solutions, but the safety payoff can be huge. Remember, training is only effective when employees understand, and use, what they've learned. It takes less than a second to lose the rest of your life.

**Leadership....**

Is the art of accomplishing more than the science of management says is possible. COLIN POWELL

# Health Beat



## Five Quick Exercises to Do at Your Desk

Many people work long hours at their desk making stress, convenience foods and a forced sedentary lifestyle wreak havoc on your health and waistline. These five simple exercises just might help retain more muscle tone.

### One – Side Stretches

To help your waist and keep your spine aligned and supple, side stretches go like this. Arms raised over your head or hands on hips, lean gently to each side as far as you can go safely. Please assure your chair is stable.

### Two – Arm Raises

To help repetitive injury, poor circulation and weight gain, do arm raises several times a day. Use different methods by raising your arms over your head, to the sides or even behind you. Each direction works different muscles.

### Three – Butt Squeezes

The easiest exercise is butt squeezes. You can do them at any time simply by squeezing and releasing your buttocks muscles. This is the number one exercise to prevent “office chair spread”.

### Four – Leg Lifts

Not the leg lifts you do lying down, but, at your desk by straightening your knees out in front of you and pointing your toes. Calf exercises can be done by raising your feet up on the toes and lower then. Be sure to use your muscles for maximum effect.

### Five – Stress Relievers

Many of these exercises will help reduce stress, but, you can also gently stretch your neck or roll your head to reduce neck and upper back stress. Lift your arms up and bend your hands up and down at the wrist relieves the stress of typing.

Not only can you help prevent weight gain and loss of tone but can alleviate stress for a better you to complete your job duties.

Sitting through fire safety and prevention programs can make anyone nod off. So the instructor tried to lighten the mood by going around the room asking where all the guests were from.

"Burnt Mattress, Arkansas," called out the friend sitting next to me.

"Burnt Mattress!" said the instructor, suppressing a laugh. "I've heard some unusual town names before, but never that one. Where's it located?"

My friend shot back, "Right above Hot Springs."



## The Eyes Have it James Stark

The City can issue you tools, safety equipment, and different types of protective clothing, but one thing that can't be issued – a new set of eyes. If something happens to your eyes, there is no quick fix. Medical science can replace a lot of things on and in your body, but when the eyes are gone, they're gone forever.

Thousands of eye injuries happen in the workplace each year, increasing the need for total eye protection. Wearing the eye protection that your job requires is a simple way to keep your eyes safe.

Your eyes are delicate and very easy to damage. A hard blow isn't necessary to cause injury. In fact all it takes is a tiny sliver or speck of metal, a particle of dust, or a trace of chemical to do a great deal of damage to your eyes.

If you are exposed to dust, acids, molten metals, grinding wheels, hazardous flashes, even blood or body fluids – you need to take the proper precautions and protect your eyes. If you don't, it's possible to lose the precious gift of sight, meaning you may never see the people or things that are most important to you again.

If you wear contact lenses, remember their not designed for eye protection. Also, it's a good idea to have a pair of prescription eyeglasses available in case you need to remove your contacts. When you get a particle in your eye it can be a simple inconvenience, but to contact users it can be a painful surprise that distracts them from whatever they're doing, and that can be dangerous.

A good rule to follow is to choose eyewear that protects against the greatest possible hazard. Inspect your eye protection equipment daily to make sure it's in good condition. When needed replace any knotted, twisted, worn, or stretched out goggle or glasses straps. If the lenses are too pitted or scratched, replace them or get a new pair. Also using defogging and anti-dust solution can be very helpful.

Make sure you keep your equipment clean. Wash them regularly with mild soap and water or a glass cleaner and then dry with a soft cloth or tissue. Store your eye wear or face shield in a sealed case or plastic bag instead of tossing them in a toolbox or the dashboard of the truck.

## National Fire Safety Month

### October is Fire Safety Month!!

Protect your home from a fire ----

- Install smoke alarms and test them regularly (each time you change your clocks)
- Have fire extinguishers available
- Make a **fire escape plan** so that everyone in your house knows how to escape in the event of a fire and where to meet
- Make sure all appliances are turned off when you leave your home
- 10<sup>th</sup> caller to say "October is fire safety month" on Wed, September 9th at 10:00, ext 6043 wins \$10
- Take care when cooking with hot oil and think about using thermostatically controlled deep fat fryers
- **Never** leave lit candles unattended
- Ensure cigarettes are disposed of properly
- **Never** smoke in bed
- Keep matches and lighters **away** from children
- Keep clothing away from heating appliances
- Take care in the kitchen! Accidents while cooking account for more than half of the fires in the home
- Take special care when you are tired or when you have been drinking. Half of all deaths in domestic fires happen between 10 pm and 8 am
- Use electrical safety, don't use worn or frayed cords or overload circuits
- Be careful with space heaters

### 9-1-1

#### Do you know when to call?

**A call to 9-1-1 should always be a call for help.**

Call 9-1-1

- To get help for someone who is hurt.
- If you see someone taking something that belongs to someone else.
- If you see someone hurting someone else.
- If you smell smoke or see a fire.

#### Do you know when NOT to call?

- Never call 9-1-1 as a joke.
- Never call 9-1-1 to ask for information.
- Never call 9-1-1 just to see if it works.

**In any emergency situation:  
POLICE, MEDICAL, or FIRE  
call 9-1-1 first.**

Never be afraid to try something new. Remember: amateurs built the ark. Professionals built the Titanic.

## Slips, Trips and Falls

According to the National Safety Council, workers are injured from slips, trips, and falls more than any other injury.

In general, slips and trips occur due to loss of traction between the shoe and the walking surface or an inadvertent contact with a fixed or moveable object.

There are a few factors involved that are within our control:

**Housekeeping** – this involves making sure surfaces are free from obstructions, foreign objects, tools, etc.; and spills are cleaned up or warnings posted.

**Lighting** – turn lights on when entering a darkened room, even if you are only going to be a moment; make sure walking areas are well illuminated.

**Footwear** – Make sure you have proper footwear if you are working in areas that have slippery surfaces or unstable ground; if you don't have proper shoes, make sure to watch where you are walking.

**Behavior** – Beware of that brief moment of inattention; remain focused on your surroundings. (excerpted: EMI, Inc Newsletter)

A boss tells his new employee, "I'll give you 8 bucks an hour starting today and in three months, I'll raise it to 10 bucks an hour. So when would you like to start?"

"In 3 months."

The only place where success comes before work is in the dictionary.

~Vidal Sassoon

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## 2008 Darwin Award Winner

Confirmed true by Darwin

(Named in honor of Charles Darwin, the father of evolution to commemorate those who improve our gene pool by removing themselves from it.)



"Do you carry safety books for dummies?"

### Stella Awards

(The "Stella Awards" rank up there with the Darwin Awards. Stella Liebeck is the 81 year old lady who spilled coffee on herself and sued McDonalds. This case inspired annual awards for the most "frivolous lawsuits in the U.S.")

"High Tech" retailer Sharper Image sells a lot of its "Ionic Breeze" air filters. As part of a comparative review of many air filters, Consumer Reports magazine found the "Ionic" unit was the worst performer. SI complained, saying it didn't do a "fair" test. CU asked what sort of test should be done, but SI never replied -- until it sued CU. A federal judge ruled the suit not only had no merit, but was actually an illegal attempt to squelch public discussion. SI was ordered to pay CU \$400,000 to cover its legal defense costs.

### Some Sure Signs You have Grown Up!

- 6:00 AM is when you get up, not go to bed.
- You watch the Weather Channel.
- Jeans and a sweater no longer qualify as "dressed up".
- You keep more food than beer in the fridge.
- 90% of the time you spend in front of a computer is for **real** work.
- You drink at home to save money before going to the bar.
- You feed your dog Science Diet instead of McDonald's leftovers.
- You go from 130 days vacation to 14.
- You're the one calling the police because those \$%@)\* kids next door won't turn down the stereo.
- You hear your favorite song in the elevator.
- Your friends marry and divorce instead of "hook up" and "break up".

(February 2008, Bulgaria) It was a cold but sunny February afternoon. Lidia, a biology teacher from Sofia, was driving two friends home from a memorial service. Suddenly the vehicle stopped. Bystanders saw all three occupants dash from the car to a nearby manhole and start pouring down liquids and powders from various bottles and jars.

Apparently the biology teacher had been performing chemistry experiments in her free time, and had some leftover noxious chemicals. It is still not entirely clear what the chemicals were, but two of the bottles were labeled diethyl ether and methanol, both highly flammable liquids. The former is also used as a sedative, so one explanation for their actions is that they felt dizzy from the ether vapors and thought it was a good idea to pour them in the sewer.

As it turns out, a good idea it definitely was not. The cocktail of flammable substances in the enclosed space of the sewer caused an explosion so powerful that it launched the manhole cover into the air, decapitating the (briefly) surprised Lidia. Left without a head on her shoulders, she decided it was time to kick the bucket.

The other two people were harmed, but were alive. They were taken to the hospital with burns on their faces. They may not regain their eyesight, but hopefully will be able to speak clearly enough to tell their children that tossing random chemicals down the drain is not as wise as it might at first appear.

### "MORE-ON SAFETY"

#### Fire Drill

A voice on the office loudspeaker announced: "We will be testing the speaker system to make sure it will work properly in case of emergency." My confidence in this safety precaution faded when the voice added: "If you are unable to hear this announcement, please contact us."



## October is Fire Safety Month!!

Find each of the words listed in the grid below and circle them. Return to Risk Management for a chance at a \$25 gift card from Publix



ALARM  
DALMATION  
EMERGENCY  
ENGINE  
EXITPLAN  
EXTINGUISHER  
FIREDRILL  
HALLOFFLAME  
HOSE  
HYDRANT  
LADDER  
LIGHTER  
MATCHES  
MEETINGPLACE  
RESCUE  
SIREN  
SMOKEDETECTOR  
SPACEHEATER  
STOPDROPROLL

S	S	D	A	L	M	A	T	I	O	N	H	L	U	P
P	M	L	L	O	R	P	O	R	D	P	O	T	S	H
A	E	C	A	L	P	G	N	I	T	E	E	M	A	E
C	L	A	D	D	E	R	Y	F	O	V	O	L	X	X
E	Y	V	Y	S	W	P	A	Q	Q	K	L	T	K	I
H	Y	C	N	E	G	R	E	M	E	O	I	B	D	T
E	Y	K	A	M	H	I	A	D	F	N	G	U	V	P
A	L	A	R	M	D	T	E	F	G	D	H	B	Y	L
T	E	P	S	B	C	T	L	U	G	R	T	O	D	A
E	U	A	K	H	E	A	I	R	I	Y	E	F	S	N
R	C	O	E	C	M	S	I	R	E	N	R	R	O	E
J	S	S	T	E	H	Y	D	R	A	N	T	Z	E	T
X	E	O	M	E	N	G	I	N	E	B	J	E	U	Q
H	R	W	R	J	Q	S	P	X	H	N	Q	P	U	M
L	L	I	R	D	E	R	I	F	F	D	D	B	Y	V



Congratulations to Barbara Powell (Police Records) for answering last issues puzzle correct and winning a gift card for Publix. All employees that turn in a correct puzzle to Risk Management will be included in a drawing to win a \$25 gift card. Drawing to be held Thursday, September 10, 2009 at 4:00 pm.

A man in Topeka , Kansas decided to write a book about Churches around the country. He started flying to San Francisco and worked east from there.

Going to a very large church, he began taking photographs and making notes. He spotted a golden telephone on the vestibule wall and was intrigued with a sign, which read "Calls: \$10,000 a minute."

Seeking out the pastor he asked about the phone and the sign. The pastor answered that this golden phone is, in fact, a direct line to heaven and if he pays the price he can talk directly to God.

The man thanked the pastor and continued on his way. As he continued to visit churches in Seattle, Dallas, St. Louis, Chicago, Milwaukee, and around the United States, he found more phones, with the same sign, and the same answer from each pastor.

Finally, he arrived in Pennsylvania . Upon entering a Church in Pittsburgh, he saw the usual golden telephone. But THIS time, the sign read "Calls: \$.35 cents." Fascinated, he asked to talk to the pastor, "Father Jones, I have been in cities all across the country and in each church I have found this golden telephone and have been told it is a direct line to Heaven and that I could talk to God, but it costs \$10,000 a minute in the other churches and your sign reads only \$0.35 cents a call. Why?

The priest, smiling benignly, replied : "Son, you're in Pittsburgh, PA now, home of the Pittsburgh Steelers 6 time Super Bowl Champions, the Pittsburgh Pirates, the Pittsburgh Penguins winners of 3 Stanley cups, 3 vibrant rivers meeting at the Point of the most beautiful downtown area around, the city with the best hospitals, neighborhoods and friendliest people in the world!

You're in God's Country.... "It's a local call."

*Submitted by Pam Brown, born in Pittsburgh.*

## Halloween Tips

- Wear reflective clothing.
- Make sure children can walk in the costume.
- Vision should not be blocked. Pull mask up when walking between houses.
- Do not let children eat any candy while out.
- Stay in familiar neighborhoods.
- Carry a flashlight.
- Only go to houses that are lit.
- Go with and stay with a group.
- Know the rules as well as the consequences if they fail to follow the rules.

## Back to School Safety!

### Rules for Motorists

- **School zone yellow flashing lights** mean a **20 mile per hour speed limit.**
- **School bus yellow flashing lights** mean that the school bus is preparing to stop. Motorists should **slow down and be ready to stop** their vehicle.
- **School bus red flashing lights** and extended stop arms indicate that the school bus has stopped and children are boarding or exiting.
- On a **two-lane road, all vehicles in both directions must stop.**
- On a **divided highway where no median** or barriers exist, **all vehicles** are mandated to **stop.**
- On a **divided highway with raised median or physical barriers vehicles traveling in the opposite direction are not required to stop.**

### Walking and Biking to School

During the school year, many students neither ride the bus nor get a ride to school. Instead, they choose to walk or ride their bicycles. This presents a variety of dangers and decisions confronting these youngsters everyday.

- Pay attention and obey all traffic signals and/or the crossing guard.
- Always wear a helmet when riding your bike. Walk your bike across the street.
- Walk with a friend and stay on main roads, no shortcuts.
- Wear reflective material to help make you more visible to cars.

### Riding in a Car

- Seatbelts are the best form of protection in a car accident. They lessen your risk of injury by 45%.
- You are 4 times more likely to be killed if ejected from a vehicle in a crash.

([www.colliersheriff.org](http://www.colliersheriff.org))

### "More-On" Crash Causes

- Coming home, I drove into the wrong house and collided with a tree I don't have.
- A pedestrian hit me and went under my car.
- I thought my window was down, but found out it was up when I put my hand through it.
- I pulled away from the side of the road, glanced at my mother-in-law and headed over the embankment.