

# SAFETY NEWSLETTER

City of Boynton Beach, Florida  
Volume 10, Issue 4

Risk Management Department  
Winter 2011

## RISK MANAGEMENT MUSINGS

It's that time of year again. People are out shopping and preparing for the holidays. Santa is preparing for his Christmas Eve ride. Police are preparing to monitor the roadways to stop drunk drivers.

Yes, it's that time of year again. It happens every year. Some people just don't get it. When you drink and drive, bad things can happen. The least of which is getting pulled over and issued a ticket for DUI.

What happens when you get into an accident and seriously injure, or kill, another person? That person could be in the other car, or even yours. How will that make you feel? The lame excuses don't work any more.

Please drive safely. Please be safe. Please live another year.

And please, Have a Safe and Happy Holiday Season.

**CHUCK MAGAZINE, RISK MANAGER**

## Holiday Tidbits

"Multi-tasking", a phrase that is used throughout our life, both at work and personally can be very distracting. With the holiday season upon us, already, our lives get so busy with more than ever to do. You know – shopping, decorating, traveling and preparing meals at home.

Our minds have difficulty handling the overload and distractions could be extremely stressful. Controlling these distractions and your need to "multi-task" will lower your stress level.

Shopping for gifts for our family and friends, a distraction we all have, because we want to get that "perfect" gift. Before you shop, prepare a budget and stick to it, make lists knowing what you can afford. Pay with cash or a debit card to avoid the after the holiday credit card bill shock. Comparison shop and avoid last minute shopping.

Driving in South Florida is difficult all year, but, during this time of the year is dangerous. Everyone is thinking about what they need to do before the holidays actually arrive, and pay less attention to the roadway. Parking lots are even more dangerous with everyone fighting for that perfect, close spot to the door. More than ever, this is the time of the year our knowledge in defensive driving pays off.

Decorating our homes for the holiday season doesn't have to be difficult or time consuming, and the simpler can be the nicest. Use a color or a theme or even just find a focal point or two in your home and work around that. Creating a theme can keep you focused, therefore, less stressed.

Entertaining or visiting family and friends is always enjoyable. Plan meals by the demands of your schedule that day by keeping it simple, if necessary. Don't skip meals just so you can eat all the "goodies" at a party. When attending parties, don't station yourself by the food or the bar. Oh, and, by the way, don't drink and drive.

Keep everything simple to have more enjoyable holidays.

Pam Webb  
Claims Administrator



## Leadership....

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

# Health Beat



## Avoiding Foodborne Illnesses

With the holiday season upon us, and people celebrating with parties and preparing feasts, it is important to keep in mind the precautions necessary to serve safe foods. The four riskiest types of foods causing illnesses are; Meat, Poultry, Produce and Seafood.

Here are a few basic steps to reduce the risk of developing a foodborne illness:

- Wash your hands with soap and water before and during the preparation of food,
- Cook meat, poultry and eggs thoroughly. Use a meat thermometer to measure the internal temperature of meat,
- Avoid cross-contaminating foods. Wash your hands, utensils, and cutting boards after touching raw food,
- Refrigerate leftovers promptly,
- Rinse fresh fruits and vegetables in clean running water to remove visible dirt,
- Keep hot foods hot and cold foods cold.

Pam Webb, Claims Administrator

## PROCEDURES FOR REPORTING INCIDENTS, DAMAGE TO, AND/OR BREAKDOWNS OF MUNICIPAL VEHICLES

In the event an operator of a City vehicle is involved in either a traffic crash or an incident involving property damage, regardless of the severity, the appropriate law enforcement agency shall be called to the scene and required to prepare a report. The operator of the municipal vehicle involved in the incident will engage in a customary informational exchange with the other involved parties (identification and insurance information); however, no other information or statements to infer fault or liability shall be made. This does not preclude the employee from inquiring about injuries or rendering aid proportionate to their level of expertise.

If a City vehicle is disabled as the result of a traffic crash or an incident involving property damage, or if a City vehicle breaks down and becomes inoperable, the employee's immediate supervisor is to be notified as soon as practical. If at all possible, the vehicle should be removed from the roadway as to prevent any additional hazards or risk of injury. Should the vehicle need to be towed, arrangements should be made to return it to the City Public Works Department via the City's rotation contract. This can be done by contacting the City's 24-hour Communications Department.

(2010 City of Boynton Beach Safety Manual)

## Think You Don't Need Safety Glasses Working in Your Yard...Think Again!

A contractor employee at the Kennedy Space Center was edging his lawn wearing sunglasses (not safety glasses). As he was in the process of edging, something brushed his face and knocked the sunglasses off. With both hands busy with the edger, he kept going and didn't stop to investigate the incident. Shortly, he went back to pick up the glasses, and was shocked to find that a screw had penetrated the sunglasses. The force of this screw hitting the glasses had knocked them off! This man's brother-in-law is an eye doctor, and he stated that the screw would not have blinded this man...it would have killed him! Behind your eye socket, there is no bone between the eye and the brain. Anything that has a lot of force can go through the somewhat soft tissue of your eye and into the brain.



Remember - Wear safety glasses when performing any kind of yard work or working with machinery.

(Kennedy Space Center)

## Things to do at Walmart to Annoy Others!!!

Add really funny things to other peoples' carts and watch them pay for it and see if they notice.

Walk up to the automatic doors and walk back and forth through them and each time u go though look up at the sensor and yell "how does it work or ITS MAGIC!"

([www.youcanbefunny.com](http://www.youcanbefunny.com))

Safety is a major concern at the manufacturing company where I work. So I'm constantly preaching caution to the workers I supervise. 'Does anyone know,' I asked a few guys, 'what the speed limit is in our parking lot?'

The long silence that followed was interrupted when one of them piped up. 'That depends. Do you mean coming to work or leaving?'

([www.guy-sports.com](http://www.guy-sports.com))

## Upcoming for the New Year

Risk Management will be selecting jobs to complete a "Job Safety Analysis". What this means is, we will be looking at the job duties closely and each step involved in the performance of the job.

Each analysis consists of three parts; basic steps, potential hazards and any recommended action or procedure.

The basic steps consist of where a job begins and ends and the activity of the position,

Potential Hazards or dangers consist of what movements an employee must do to complete the task, what tools are needed, the environment and the number of employees needed in a particular task.

Once that is complete, should there be any recommended actions or procedures to minimize or eliminate the dangers; guidelines will be written with the proper actions to be performed.

We will be reviewing the claims history by type of claims in each department, in order to reduce number of similar claims from the past.

In this review, we will be investigating the causes of each claim and possible improvements that can be made and adapted for city wide use.

We will continue to help identify any training needed for all departments.

Reminder, there are several Power Point Presentations under Safety on the S drive available to anyone with computer access.

(Mark Bobich, Safety Administrator  
Pam Webb Claims Administrator)

## OSHA Update – 11/30/11

WASHINGTON – The Occupational Safety and Health Administration today issued a new [National Emphasis Program](#)\* (NEP) for chemical facilities to protect workers from catastrophic releases of highly hazardous chemicals. "Far too many workers are injured and killed in preventable incidents at chemical facilities around the country," said Assistant Secretary of Labor for Occupational Safety and Health Dr. David Michaels. "This program will enable OSHA inspectors to cover chemical facilities nationwide to ensure that all required measures are taken to protect workers."

The new NEP replaces OSHA's 2009 pilot Chemical Facility National Emphasis Program which covered several OSHA regions around the country. The [program](#)\* establishes policies and procedures for inspecting workplaces that are covered by OSHA's process safety management (PSM) standard. The program's inspection process includes detailed questions designed to gather facts related to PSM requirements and verification that employers' written and implemented PSM programs are consistent. The intent of the NEP is to conduct focused inspections at facilities that have highly hazardous chemicals in quantities covered by the standard.

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education and assistance. For more information, visit <http://www.osha.gov>.

During a patient's two week follow-up appointment with his cardiologist, he informed his doctor that he was having trouble with one of his medications. "Which one?", asked the doctor. "The patch. The nurse told me to put on a new one every six hours and now I'm running out of places to put it!" The doctor had him quickly undress and discovered what he hoped he wouldn't see, Yes, the man had over fifty patches on his body! Now the instructions include removal of the old patch before applying a new one.

([www.emmitsburg.net](http://www.emmitsburg.net))

## SAFETY NEWSLETTER

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Risk Manager  
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Mark Bobich

Safety is first here.  
Think, be aware, be alert,  
Remember, you may not get a second chance.

## Darwin Awards

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

Please  
have a  
safe  
holiday!



### Double Dip

### 2009 Darwin Award Nominee Confirmed True by Darwin



(3 June 2009, North Carolina) Greensboro was inundated with four inches of pouring rain in two hours, stranding several cars on flooded roads. Rosanne T., 50, was not deterred. She hopped on her moped and drove to a convenience store where she "possibly had a beer," according to her mother, before deciding to blunder home through the storm. She phoned home to say, "My moped has two rubber wheels, Mom, I'll be fine." North Carolina does not require a license to own a moped. Ms. T. had acquired hers two years previously after a DUI conviction.

The Highway Patrol had blocked off several roads that were inundated with water, including Rosanne's path home. But she rode right past the officer and the barriers, lost control of her vehicle, and fell into the swollen creek below. The officer retrieved rope from his vehicle and proceeded to haul her from the water.

He then interviewed the woman, probably inquiring about her motivation for speeding through a roadblock during a flash flood. When the officer returned to his patrol car to call for assistance, Rosanne took the opportunity to escape--by jumping back into the creek! The officer attempted to rescue her again, but alas, it was too late.

The victim's mother speculated that her daughter's motivation for jumping into a flooded creek was to rescue her drowning moped. "She loved that thing."

If lawyers are disbarred and clergymen defrocked, doesn't it follow that electricians can be delighted, musicians denoted, cowboys deranged, models deposed, tree surgeons debarked, and dry cleaners depressed?

As the manager of a gas station in Snellville, Ga., was being robbed, he was smiling, even chuckling. "Yo! Give me all the money in the [expletive] register! Right now!" the robber had ordered. "The manager was laughing at the time he was putting the money in the bag because he was looking at me over the guy who was robbing him," said Snellville Police Lt. B.W. Brown, who was standing right behind the robber -- in uniform. And it's not like the robber hadn't seen him: a few minutes before, the robber had asked the officer for a ride; his fully marked patrol car was parked right out front. The officer had declined to be his taxi. Once the manager handed over a bag of money, Brown put his hand on the robber's shoulder and arrested him, and then "everyone in the store started laughing," he said. Stephen Frankie Daniel, 21, was charged with robbery. (RC/Atlanta Journal-Constitution)...Yo! I didn't want a "taxi." I wanted a [expletive] getaway driver! Right now!

[www.thisistrue.com](http://www.thisistrue.com)

Safety is as simple as ABC...Always Be Careful

[www.workplace-safetytips.com](http://www.workplace-safetytips.com)

### Funny Christmas Story!!!

A little girl climbed onto Santa's lap, and Santa asked his usual question of her: "And what would you like for Christmas?"

The child stared at him open mouthed and horrified for a minute and then gasped: "Didn't you get my E-mail?"

[www.mahalo.com](http://www.mahalo.com)

[www.cleanhumor.com](http://www.cleanhumor.com)



# Holiday Trivia



1. Name Santa's eight Reindeer: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.
2. Who is the Hanukah spirit similar to Santa Claus: \_\_\_\_\_.
3. Who leads Santa's sleigh on a foggy night: \_\_\_\_\_.
4. How many days in Hanukah: \_\_\_\_\_.
5. In the Song "The Twelve Days of Christmas" what is given on the 5<sup>th</sup> Day: \_\_\_\_\_.
6. What is the name of the traditional potato food served at Hanukah: \_\_\_\_\_.
7. What character represents the passing of the last year: \_\_\_\_\_.
8. What is the name of the Hanukah top: \_\_\_\_\_.
9. What were "Frosty the Snowman's" first words: \_\_\_\_\_.
10. What is the total number of gifts received in the song "The Twelve Days of Christmas": \_\_\_\_.
11. Hanukah is the Festival of \_\_\_\_\_.
12. Finish the line: "Merry Christmas to all and \_\_\_\_\_.

**Happy Holidays to Everyone!!**



**Congratulations to Barbara Scott of Police 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 Wednesday December 28, 2012 at 4:00 pm.**

## Holiday Safety Tips

During the year-end holidays, people are often busy, excited and sometimes a little bit careless. The following holiday crime prevention tips should be implemented to ensure a safe holiday season.

### At Home

- Be extra cautious about locking doors and windows when you leave your house or apartment, even for a few minutes.
- Don't display holiday gifts where they can be seen from a window or doorway.
- If you go out for the evening, turn on lights and a radio or television so the house or apartment appears to be occupied.
- If you take a holiday trip away from your home, have some interior lights activated by an automatic timer. Have a neighbor or family member watch your house, pick up the mail and newspaper.
- Participate in Operation Identification and mark your valuables with a unique identification number.
- Be wary of strangers soliciting for charitable donations. They may attempt to take advantage of people's generosity during the holidays. Ask for identification, how donated funds are used, if contributions are tax deductible, etc.
- Immediately after the holidays, mark new gifts with an identification number and record new serial numbers.
- Test your smoke detectors.
- Use only fire resistant ornaments on a holiday tree and make sure electric lights are in good working order. Don't leave the lights on overnight or when you are away from home.
- If you have house guests, advise them of your security precautions and make sure they follow them.
- Avoid leaving boxes from purchases (especially TV's, VCR's, computer, etc.) out on the curb for trash pickup.

### Shopping

- Shop before dark if possible. Possibly coordinate shopping trips with a friend. Never park in an unlit lot or area, no matter how convenient it is.
- Lock your packages and gifts in your vehicle's trunk. Keep your vehicle's doors locked and windows closed.
- Avoid carrying large amounts of cash. Pay for purchases with a check, credit card, or debit card when possible.
- To discourage purse-snatchers, don't overburden yourself with packages. Have your purchases delivered whenever practical.

- Be extra careful with purses and wallets. Carry a purse under your arm. Keep a wallet in an inside jacket pocket, not a back trouser pocket.
- Teach children to go to a store clerk or security guard and ask for help if you become separated.
- Children should never go into a parking lot alone.

### Holiday Party Safety

- Have non-alcoholic beverages available for party guests.
- Serve something to eat before serving alcoholic beverages. High protein foods stay in the stomach longer and slow absorption of alcohol into the system.
- Have alternative transportation for intoxicated persons. Don't let guests drink and drive.

### The Identity Theft Assistance Center

(ITAC) reminds consumers to be vigilant this holiday season about safeguarding personal information, including social security numbers, account numbers and personal identification numbers (PINs).

Review your bank account and credit card statements early and often. Reviewing account statements online is best because you can spot suspicious transactions quickly.

Never let your credit card out of your sight when making a purchase. It's a danger signal if the person behind the counter doesn't swipe the card within eyesight. If they need to take your card "in the back" or another location to make the transaction or to check your signature, insist on accompanying them. Apply for store credit over the internet or toll free number. Retailers often offer a discount for purchases made on store credit accounts and offer you a paper application to be filled out on the spot.

Be careful shopping online or over the phone at work. Open environments, like cubicles, are susceptible to traditional and cyber eavesdropping. Avoid shopping online at work, but if you do, be aware of who may be within earshot or looking over your shoulder. Don't use programs that automatically fill in forms with your street and city address, telephone and credit card numbers.

(Excerpts from The Boynton Beach Police online, John Huntingdon, Crime Prevention Officer)

No matter how much you push the envelope,  
it'll still be stationery.

(Excerpt: Puns for Educated Minds)

## Fall Back and Prevent Fires, CO Poisoning

At the NSN, we urge you to urge the homeowners in your community to follow the U.S. Consumer Product Safety Commission (CPSC) recommendation to replace smoke alarm and carbon monoxide (CO) alarm batteries on Sunday, as clocks are turned back to end Daylight Saving Time.

Fire departments responded to more than 386,000 residential fires nationwide from 2006 through 2008. Those fires caused nearly 2,400 deaths, 12,500 injuries and \$6.92 billion in property losses.

Unintentional CO poisoning deaths associated with consumer products, including portable generators, accounted for an annual average of 184 deaths.

CPSC recommends consumers follow these safety tips:

- Install smoke alarms on every level of the home, outside sleeping areas and inside each bedroom.
- Install CO alarms on each level of the home and outside sleeping areas but not in attics or basements unless they are sleeping areas.
- Have a professional inspect all fuel-burning home appliances, including furnaces and chimneys.
- Never leave cooking equipment unattended.
- Use caution with candles, lighters, matches, and smoking materials near upholstered furniture, mattresses, and bedding.
- Have a fire escape plan and practice it so all family members know what to do and where to meet if there's a fire in the home.
- Never ignore an alarming CO alarm. Immediately move outside to fresh air and do not try to find the source of the CO. Call your emergency services, fire department, or 911.
- Never use a portable generator indoors – including garages, basements, crawlspaces, and sheds. Opening doors and windows or using fans will not prevent CO buildup in the home.
- Keep portable generators outdoors and far away from open doors, windows and vents.
- Never use charcoal indoors. Burning charcoal in an enclosed space can produce lethal levels of carbon monoxide.

Download more information about [fire safety](#) and [CO safety](#), including [how to safely use portable generators](#), at [www.cpsc.gov](http://www.cpsc.gov). Also visit [www.FireSafety.gov](http://www.FireSafety.gov), for fire safety information from other federal agencies.

([www.cpsc.gov](http://www.cpsc.gov))

## New Year's Eve Tips

It's almost time to get dressed up and uncork that bottle of bubbly as we ring in 2012! **New Year's Eve** celebrations can tend to get a little crazy and while fun is the ultimate goal, we also want to stay safe. Avoid a New Year's Eve disaster by taking these safety tips into consideration!

It seems like common sense goes out the window after the clock strikes midnight, but with a little thought, your New Year's Eve can be safe AND fun. Look at these safety tips that will get you home in one piece:

- Don't drive if you don't have to!
- Watch out for pedestrians who may be a little tipsy. Don't assume that they will use crosswalks or walk in a straight line.
- Use your network of friends that will be there in an emergency or change of plans. Always appoint a DD in your group if you are driving.
- Stay alert and be aware of your surroundings. Trust your instincts.
- Only put necessary items in your wallet or purse.
- If you are drinking, plan ahead. Don't forget to drink water or non-alcoholic beverages in between alcoholic ones.
- Do not leave drinks unattended.
- **No matter what, do not drink and drive!**

**The consequences aren't worth it!**

Oh, and don't forget to have fun!

(Pam Webb Claims Administrator)

## Talk Amongst Yourselves



You're the first one in the office on Monday morning. It appears that a large water pipe has burst over the weekend, flooding the area. What will you do?

## OSHA General Duty Clause

Distracted driving, slips & falls, lifting, and ergonomic issues always grab the headlines, but OSHA's general duty clause is a rule to be aware of and comply with. Employers are required to maintain a safe workplace, and this vague definition can encompass many topics, like housekeeping, crowd control, lighting, and other general items that are not as closely controlled as confined space entries, or laboratory safety.

All of us need to be aware of the areas around us and ensure they're clean, uncluttered, & safe for our coworkers and the public we're here to serve. If you discover needs in your area, contact the appropriate people to handle the situation – your supervisor, Buildings & Grounds, the Police Department, or Risk Management.

Mark Bobich, Safety Administrator

## More-On Safety

Two workmen were digging foundations when one of them started shouting and jumping about. The other one thought his partner had hit an underground power cable and was being electrocuted so following good health and safety practice used a shovel to separate him from the electricity.

Luckily for the first worker he wasn't getting an electric shock but was panicking after a wasp had flown up his trousers. Fortunately he didn't get stung, but the second worker hit him so hard with the shovel that his shoulder was dislocated.

([www.guy-sports.com](http://www.guy-sports.com))

## Christmas Wisecrack

Picture this, it was just before Christmas, and the magistrate was in a happy mood. He asked the prisoner who was in the dock, 'What are you charged with?'

The prisoner replied, 'Doing my Christmas shopping too early'.

'That's no crime', said the magistrate. 'Just how early were you doing this shopping?'

'Before the shop opened', answered the prisoner.

([www.guy-sports.com](http://www.guy-sports.com))

## Start Refreshed and Rested

Let's refresh your mind and why you should travel well rested.

Statistics show that fatigue is the major cause of crashes. Fatigue limits coordination and the ability to multitask effectively, one of the most important aspects to your job as a driver.

Be sure to get sufficient sleep prior to any trip. If possible, do not drive between the hours of 12 am to 6 am when our body is naturally drowsy.

Some signals of fatigue are:

- Weaving and drifting out of one's lane,
- Tailgating unusually close to vehicles,
- Passing over rumble strips,
- Restlessness, eye blinking, fidgeting, erratic behavior,
- Frequent yawning, shallow breathing.

Minimize the chances of becoming drowsy behind the wheel:

- Get a full night's sleep,
- Avoid alcohol before beginning a trip,
- Avoid or moderate sugar intake, they can give you a quick boost but suddenly or unexpectedly fatigue you quickly,
- Bring a companion: music and taped books are useful but, a companion can urge you to pull over,
- Stop every two hours, walk around, take a short nap, get something to eat or drink,
- Prevent "highway hypnosis" by keeping your mind active.

(Excerpt: City's Defensive Driver Training Program)

