
SAFETY NEWSLETTER

City of Boynton Beach, Florida
Volume 9, Issue 1

Risk Management Department
Spring 2010

RISK MANAGEMENT MUSINGS

Who has primary responsibility for your safety? Is it the City Manager? **No.** Is it your department head? **No.** Is it your supervisor? **No.** **IT IS YOU.**

Your actions determine whether an injury occurs to you, or even your co-workers. How many times have you walked by a safety hazard and thought, "Not my job," or "Someone else will take care of it?" Well, guess what – it is your job. You are the "someone" who needs to take care of it. It may be something as simple as putting a cone over a hole, or just notifying a supervisor.

If you use a piece of equipment that needs to be repaired – report it. Make sure it gets repaired. You may not be the one who gets hurt, but someone else could.

Safety is the responsibility of all employees, for your sake, and the sake of your co-workers'. Assume and accept that responsibility. Safety is not just a priority. Safety is the way we do business.

CHUCK MAGAZINE, RISK MANAGER

Workplace Distractions

Did you ever think about workplace distractions? Some are unavoidable but others, if not properly under control, may lead to injuries, lost productivity, and decreased worker morale.

Interruptions, while working, are a distraction that can result in mistakes or accidents. Before addressing or responding to another person, workers should shut down or disengage any work tool or equipment. During job training, instructions should be given not to interrupt others during critical job phases. Instruction manuals and procedural guidebooks should be nearby to answer questions and to eliminate the need to interrupt or distract other workers.

External noise from tools and mobile equipment can be distracting in work environments. In work environments where loud or constant noise is unavoidable, hearing protection can eliminate or decrease distracting noise. Even not-so-loud sounds can be distracting annoyances. Ringing phones, conversations, and office machines can distract workers from their job tasks. Depending on the level or duration of the noise, they can contribute to workplace stress.

Electronic devices such as cell phones, IPODS, and PDAs can be serious distractions in work environments. Check with management to find out if these electronics are allowed in your area of work. If they are approved in your area, as a courtesy to your co-workers, keep your cell phone on a low volume or vibrate when you are on task. Don't answer your phone or emails when you're in the middle of a task; let it ring to voicemail then check messages later; preferably on your own time.

In some work environments, wearing a headset with low volume music can be relaxing to some workers, and help them to safely focus on their task. Yet, wearing headphones on a construction site can be dangerous if it prevents workers from hearing warning signals, backup alarms, and safety instructions. The sixth caller to call 742-6040, on Tuesday, March 9, 2010, at 10:00 AM, and says "Safety is the way we do business," wins \$10.00. Walking around while talking on the phone or wearing a headset distracts your attention from safety and could result in a slip and fall or, worse, cause you to run into or be struck by something or someone.

Distractions and interruptions, in the workplace, are normal, but safety training can keep your mind on the task at hand. Speak up about repeated and/or unsafe distractions and take responsibility to not interrupt or distract others.

Leadership....

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



Office Ergonomics

Ergonomics is an exercise involving the arrangement of the work station to fit the person working there. When ergonomics is applied correctly to your work area, visual and musculoskeletal discomfort and fatigue are reduced significantly.

Repetitive motion injuries are a factor in employee injuries caused by excessive and repeated physical stress on the musculoskeletal system – hands, wrists, elbow, shoulders, neck and back.

Following ergonomic standards will help reduce stress and eliminate many potential injuries and disorders related with the overuse of muscles, bad posture, and repeated tasks. This is achieved by designing your work area to fit the employee's physical capabilities and limitations.

Some main points are:

- Use a good chair
- Position your monitor correctly
- Keep feet flat on the floor
- Use a document holder
- Keep wrists flat and straight
- Keep arms and elbows close to body
- Center your monitor and keyboard
- Use a stable work surface and keyboard tray
- Take frequent short breaks

Further information can be obtained under the S drive/Safety/Safety Information/Office Ergonomics

A company, feeling it was time for a shake-up, hires a new CEO. This new boss is determined to rid the company of all slackers. On a tour of the facilities, the CEO notices a guy leaning on a wall. The room is full of workers and he thinks this is his chance to show everyone he means business! The CEO walks up the guy and asks, "And how much money do you make a week?" Undaunted, the young fellow looks at him and replies, "I make \$200.00 a week. Why?" The CEO then hands the guy \$200 in cash and screams, "Here's a week's pay, now GET OUT and don't come back!" Feeling pretty good about his first firing, the CEO looks around the room and asks, "Does anyone want to tell me what that slacker did here?" With a sheepish grin, one of the other workers mutters, "He's the pizza delivery guy."

Amusement Park Safety

Spring break is coming and it's time to take the family to Disney World, Busch Gardens, and other amusement parks. It's easy for families to become separated at amusement parks with all the noise, people and excitement. Children are lost daily at parks, so most parks have well-trained staff to handle young wanderers. Inform your children that, if they become separated from you, they should find the nearest staff worker (wearing a uniform and name tag) and ask for help.

Should your child escape you, tell a staff person and request that security be notified immediately. One way to keep track of your kids is to dress them in matching shirts with unusual colors or designs. For the older children, have them meet you periodically at specific locations. Also, keep children out of unauthorized areas.

Placing a child's name on a tag and placing it in his pocket, to prevent a stranger from seeing your child's name, is a good idea. Include yours and your child's name, your cell phone number and the name and number of your hotel where you are staying. Some parks issue special tags for young children; ask when you enter the park.

Safe Riding

Don't assume that amusement rides are safe, especially in traveling carnivals and fairs where the rides must be taken down and put up at each stop. Look for an inspection notice at the entrance to each ride. If a ride looks poorly maintained, skip it. Avoid rides that have only one operator. There should be two or more; one to operate the equipment, and one to make sure everyone is securely fastened.

Remind your kids that they must meet height and weight requirements of each ride and must follow all rules; keeping their hands inside the cars, etc .

First Aid

If medical assistance is needed, most parks have first-aid stations. Check the park map so you will know ahead of time, should the need arise.

It's not a bad idea for you to carry a few first-aid supplies, such as adhesive bandages and antibiotic cream to treat minor cuts and scrapes. Don't forget the sunscreen on those sunny days, take breaks, and make sure everyone drinks enough liquids so they don't become dehydrated.

Prevent Injuries From Falling Objects

Objects falling from above and hitting people below have caused serious injuries. The practice of stacking materials, equipment and supplies can pose serious safety threats to anyone below.

Provide Ample Warning - Employees working above others needs to warn everyone verbally or with signs, ropes or barricades. It is also the employee's responsibility, below, to be aware of the work being done overhead and observe warnings and barricades.

Secure Loads - If lifting a load to a higher level, make sure the load is secured so it won't slip off. Restraints should be used to secure the load. Equipment stored on top shelves, on flat surfaces, must be properly secured.

Moving A Load - Never lift, lower or swing a load over anyone's head! Block off areas where loads are being lifted or lowered. Have a "spotter" especially should you need to use proper ladders or a forklift.

Practice Good Housekeeping - Keep equipment and other materials away from edges and off of railings. If you're working overhead, watch that you don't kick, throw or sweep material off that could fall on anyone below.

Whenever there's a risk of falling objects at a work area, an employer is required to provide protection for workers. Hard hats and safety shoes are examples of personal protection against falling objects.

No Shortcut to Safety

Everyone takes shortcuts at one time or another. Crossing the street between intersections instead of using the crosswalk, or jumping a fence instead of using the gate. But, a shortcut can involve risk taking.

If you have a penchant for taking risky shortcuts, think about it and stop. At work, it can be fatal in high risk work areas. Doing trench work and not using the proper procedures causes the trench to collapse burying the employee. In an office setting, using a chair instead of a stepstool or ladder to reach high up, causes the chair to tilt and the individual falling and fracturing a limb. If he/she had taken a few moments to find the proper equipment, a lot of pain and agony would have been avoided.

If you are told to go to a work area, your supervisor expects you to take the safe route, not the shorter, risky one. If there isn't a safe path to get there, let your supervisor know. The supervisor will see that you have a safe means of access. It's your responsibility to avoid dangerous shortcuts and to warn against anyone else you see taking shortcuts.

Even for a few saved minutes, it isn't worth risking your safety and health. Wear personal protection to protect your body parts. Use proper, well-maintained equipment. Don't improvise to save time. Ladders, steps, and walkways are built to insure your safety, as well as for your convenience. Use them. The safest way isn't always the shortest way, but it's the surest way.

Respect is mutual. If you don't respect others' viewpoints, chances are they won't acknowledge yours.

www.onelinersandproverbs.com

Confidence, knowing for certain that the person making the call has your safety foremost in their mind. And knowing that the job you are about to take on is the right thing to do, that it makes sense. – Paul Gleason

Y T E F A S

Y - You
T - think
E - easy
F - functions
A - are
S - safe

But the truth is all functions can be risky.

Never perform **"SAFETY"** backwards!!!

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Strange but True!!!

A woman named Linda went to Arkansas last week to visit her in-laws, and while there, went to a store. She parked next to a car with a woman sitting in it, her eyes closed and hands behind her head, apparently sleeping.

When Linda came out a while later, she again saw the woman, her hands still behind her head but with her eyes open. The woman looked very strange, so Linda tapped on the window and said "Are you okay?" The woman answered, "I've been shot in the head, and I am holding my brains in."

Linda didn't know what to do; so she ran into the store where store officials called the paramedics. They had to break into the car because the door was locked. When they got in, they found that the woman had bread dough on the back of her head and in her hands. A Pillsbury biscuit canister had exploded, apparently from the heat in the car, making a loud explosion like that of a gunshot, and hit her in the head. When she reached back to find what it was, she felt the dough and thought it was her brains. She passed out from fright at first, then when she regained consciousness, attempted to hold her brains in!

Excerpted from www.papillonsartpalace.com/strangeb.htm

My son, Scott, an insurance broker in Florida, loves ocean fishing and takes his cell phone along on the boat. One morning we were drifting about ten miles offshore as Scott discussed business on the phone.

Suddenly his rod bent double, and the reel screamed as line poured off the spool.

Scott was master of the situation. "Pardon me," he told his customer calmly. "I have a call on another line."

Excerpted from Readers Digest, July 8, 2008

2009 Darwin Award Winner

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



Double Darwin!



(26 September 2009, Belgium) The city of Dinant is the backdrop for this rare Double Darwin Award. Two bank robbers attempting to make a sizeable withdrawal from an ATM, died when they overestimated the quantity of dynamite needed for the explosion. The blast demolished the building the bank was housed in. Nobody else was in the building at the time of the attack.

Robber One was rushed to the hospital with severe head trauma; he died shortly after arrival. Investigators initially assumed that his accomplice had managed a get away, but the second bungler's body was excavated from the debris twelve hours later. Would-be Robbers One and Two weren't exactly impoverished--their getaway car was a BMW.

Think you've heard some strange complaints from employees about their co-workers? A recent survey of hiring managers by CareerBuilder highlighted some of the oddest complaints about others in the office.

- Employee is too suntanned
- Employee has big hair
- Employee eats all the good cookies
- Employee is so polite, it's infuriating
- Employee's aura is wrong
- Employee breathes too loudly
- Employee wore pajamas to work
- Employee has bells on her shoes and it's not the holiday
- Employee's body is magnetic and keeps deactivating my magnetic access card
- A male employee keeps using the ladies' room because the men's room is not as tidy

The survey was conducted online by Harris Interactive among 2,667 hiring managers and human resource professionals.



ERGONOMICS WORD SEARCH

- Ergonomics
- Repetitive
- Monitor
- Wrists
- Lumbar
- Mouse
- Footrest
- Anti glare
- Screen
- Position
- Task
- Eyestrain
- Type
- Workstation
- Flat
- Straight
- Keyboard
- Hands
- Muscles
- Feet
- Break
- Injury
- Fatigue
- Neck
- Posture
- Exercise

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



Congratulations to Heidi Sagel (Utilities) and Art Brode (PW/F&G) 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, March 11 at 4:00 pm.

'THINK!'

If you were to deem a one word definition of safety, or one word to attaining it; just one word, what is your answer? Some suggestions may be alertness, skill, experience, carefulness or even cooperation as the basis to safety, which is to exercise patience and get along with our co-workers. How about just "Think"? Of course alertness, skill, experience, and cooperation play a part with safety, and add to it, but since they require thought, they must be regarded as secondary characteristics.

Maybe if "THINK!" signs were posted in work areas and the word was a personal slogan, we all would work even safer. It can lead to success in reducing incidents and injuries. Keep in mind that about 90 percent of all incidents can be attributed to unsafe acts on the part of the employee and failure to think before acting is the cause of incidents in this category.

An employee forgets to slip on his safety goggles while just cutting a simple branch and the branch falls back and strikes him in the eye; or, while sweeping an area dirt flies into his eye. This injury is a result of not thinking of what could happen at any time.

A driver decides not to put his seatbelt on because he is just driving "around" the corner, and gets struck by an oncoming vehicle. He strikes the windshield and serious head injuries occur.

Many incidents can be prevented if we will discipline ourselves to think carefully about consequences before acting. When we THINK safety, we act safely.

"A casual attitude towards safety = CASUALTY"

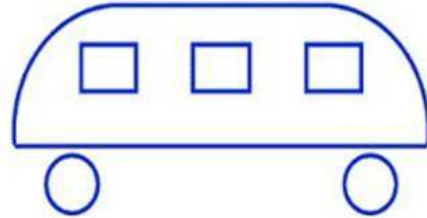
Congratulations to Defensive Driver 100%

Kathleen Sweeney	Bldg
Wayne Segal	City Mgr
Scott Blasie	Courtney Cain
John Herring	Mike Melillo
	Code Compliance
Scott Wahlin	Golf
Laurie Fasolo	Anna Forster
	Recreation
Willie Adams	SW
Waneya Bryant	Dravious
	Utilities
Rodney Vicki	Whse

ARE YOU SMARTER THAN A PRE-SCHOOLER?

I already knew I was dumber than the fifth graders...but now it's the preschoolers

Which way is the bus below traveling?
To the left or to the right?



Can't make up your mind? Look carefully at the picture again.
Still don't know?

Pre-schoolers all over the United States were shown this picture and asked the same question.
90% of the pre-schoolers gave this answer.

"The bus is traveling to the left."

When asked, "Why do you think the bus is traveling to the left?"

They answered:

"Because you can't see the door to get on the bus."
How do you feel now ???



I know, me too.
Have a nice day!

Excerpted from: <http://www.cafemom.com/group/41/forums/read/10548774/> Are you smarter than a preschooler

