

## HAVE A SAFE TRIP!

If your vacation will take you away from home this summer, take these safety and security steps before you leave.

- ☺ **Make sure the stove, other appliances, and computers are turned off.** Double-check just before you leave.
- ☺ **Leave curtains and shades in their normal positions,** and use timers to turn lights on and off at normal hours.
- ☺ **Lock all doors and windows**—even windows on the second floor. And don't forget the cellar!
- ☺ **Don't hide keys outside** while you're away. Leave them with a neighbor.
- ☺ **Cut your lawn** and arrange for another cut if you'll be away a long time.
- ☺ **Stop newspaper and mail deliveries** or ask a neighbor to pick them up.
- ☺ **Leave your second car in the driveway** so that it looks like someone's home.

If your vacation involves driving, take these safety steps before you hit the road.

- ☺ **Give your vehicle a safety inspection.** Check oil, tires, etc.
- ☺ **Stow your vacation gear safely.** Don't block visibility out the rear window. Secure items on a roof rack, and make sure bikes are secured on a bike rack.
- ☺ **Pack an emergency and first-aid kit.**
- ☺ **Insist that all passengers buckle up**—and stay buckled during the entire trip.
- ☺ **Avoid night driving**—when most accidents occur—if possible.
- ☺ **Stop to rest every few hours,** and pull over to make calls or check maps.

# Union College

## EHS-FIRE

Union College

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## Summer Safety Tips

### Don't forget safety when you're off work

Hooray! Summer's here! If you're planning to take some vacation time over the next couple of months, it makes good sense to think about off-the-job safety do's and don'ts to ensure a safe and happy time.

#### Chore Checks

If you're planning improvements to your house and garden during your vacation, follow these safety pointers:

- ☞ **Place ladders properly when trimming trees or shrubs or cleaning gutters.** You also need to keep away from electric wires. And have a helper on hand to steady the ladder.
- ☞ **If you're going to be doing serious digging in your yard, call the electric company ahead of time,** since a metal digging implement contacting underground electric wires is a severe and possibly fatal danger.
- ☞ **Use extra caution when using cutting tools and machines,** such as mowers, weed whackers, chainsaws, and axes. First of all, see that they're in good condition, with blades properly sharpened and firmly set. Then make sure that you have room to work and that there's no likelihood of running into obstacles or flying objects, such as stones or toys from under a mower. Also wear sturdy shoes as well as safety glasses, when appropriate.

#### Play Time

Fun and games are great in any season, but summer always seems to offer the greatest range of outdoor activities, from horseshoes, tennis, or golf to potentially more hazardous activities such as biking, swimming, or boating. Follow these important recreational safety tips:

- ☞ **Observe local rules** about when and where your activity is permitted. Obey speed limits.
- ☞ **Use appropriate safety equipment** such as helmets or life vests.
- ☞ **Follow basic safety rules,** including the buddy system for swimming and avoiding horseplay.
- ☞ **Pay attention to the weather.** Avoid being stuck outside in a lighting storm or being overcome by extreme heat.
- ☞ **Drink plenty of fluids** all day to keep well hydrated.





# Shift into Safe Gear

## Prevent accidents when you work shifts

Take this shiftwork safety quiz by circling the letter of the best answer.

1. What's the biggest safety problem associated with working at night?  
a. Hunger                      b. Fatigue                      c. Dehydration
2. What's the best way to help fall asleep after work?  
a. Drink alcohol.              b. Listen to quiet music.              c. Eat a big meal.
3. What's the best way to perk up if you start to feel drowsy on the job?  
a. Eat a candy bar.              b. Splash cold water on your face.              c. Take a nap.
4. Why might you need to dress more warmly if you work at night?  
a. Body temp falls.              b. Body temp rises.              c. Neither a nor b.
5. If you sleep in the day, what characteristics should your bedroom have?  
a. Bright                      b. Small                      c. Dark and quiet

### Answers:

(1) b. Fatigue. If you're tired, your concentration, reaction time, and reflexes may not be sharp enough to protect you from hazards. (2) b. Listen to quiet music. Alcohol or a full stomach might wake you and keep you awake. (3) b. Splash cold water on your face. Sugar will temporarily give energy, but then your energy level drops and you could be drowsier than before. Taking a nap would work, but probably wouldn't be practical, unless you could take a cat nap during a break. (4) a. Body temperature falls at night. (5) c. Your bedroom should be dark and quiet if you sleep during the day.

## news & notes

### IF YOU UNLOCK IT, RELOCK IT!

To keep our facility, equipment, and documents secure, we keep some gates, doors, and cabinets locked. We also ask you to keep your own personal valuables on your person or locked up during the workday. The reason for all this locking up is to prevent workplace theft. So remember this simple security rule: If you unlock something, relock it when you're done.

### WHAT IS GOOD HOUSEKEEPING?

When you think about workplace housekeeping, you may think about sweeping up, cleaning spills, or tidying your work area and putting things away after use. And those are important parts of good housekeeping. But there's more. Good housekeeping includes:

- ✓ Taking care of tools and equipment and ensuring that they're properly maintained
- ✓ Being careful with materials so that they are not damaged or wasted
- ✓ Keeping passageways and emergency exits clear
- ✓ Making sure to return items you borrow from co-workers
- ✓ Organizing your workstation for maximum efficiency
- ✓ Reporting hazards that you can't fix or remove yourself
- ✓ Making suggestions for ways to keep your work area cleaner and more orderly

When you take responsibility for housekeeping you help give us a safer workplace.

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# Get in the Swim

## But make sure you do it safely!

Swimming is a great summertime activity. Whether it's a backyard pool, a lake, the ocean, or a river, getting in the water is fun and refreshing. But it can also be hazardous. Many children and adults drown every year while swimming. Take these precautions to keep yourself and your family safe this summer:

- ★ **Never swim alone** in open water, like a river or the ocean, where currents can be dangerous.
- ★ **Don't try to fight a strong current;** swim with it until it takes you to shore.
- ★ Whenever possible, **swim within sight of a lifeguard.**
- ★ **Never let children swim alone,** even in your own backyard pool.
- ★ **Don't swim if you're tired** or have had too much to drink.
- ★ **Always know the depth of the water** before diving.
- ★ **Keep lifesaving equipment** like a pole, a rope, and flotation devices by your pool.
- ★ **Teach your children to swim** before you allow them in the water.
- ★ **Make kids wear flotation devices** until you're sure of their swimming ability.
- ★ **Make sure your backyard pool is fenced** and the gate is locked when the pool is not in use so children can't get in when you're not around.
- ★ **Learn CPR** if you have a pool, and practice rescues with your family.

Have fun swimming this summer. But always make sure you're safe, too!