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SLIPS, TRIPS AND FALLS

Did you know that in the U.S. slips, trips and falls account for over 20,000 fatalities each year? Falls are usually a result of a slip or trip and the National Safety Council (NSC) reports that this is the single most common reason for a visit to the emergency room. The most frequent injury from a slip, trip or fall is to the back, shoulder, elbow, wrist and/or knee. Seventy percent of this deadly trio (slips, trips and falls) occurs on level walking surfaces.

Here are some reminders to keep walking surfaces safe:

- **Keep floor surfaces clean and dry**
- **Ensure wet-floor warning signs are posted in and around wet floor locations**
- **Maintain clear aisles and passageways and prevent obstructions**
- **Ensure walkway surfaces are in good repair**
- **Make sure power cords do not run across walkway paths**
- **Report and clean up spills immediately**
- **Provide non-slip coatings or surfaces in slippery locations**
- **Minimize carpet and matting trip hazards**
- **Provide adequate lighting in poorly lit areas such as halls and stairwells**
- **Maintain and eliminate uneven floor surfaces**



Be aware of your surrounding area at all times. This will aid in the prevention of slipping, tripping and falling. Make it a practice to always look and remove any object that could cause a trip, or if possible avoid walking in areas that pose a slipping hazard.

YOUR OFFICE—A DANGER ZONE

Despite common beliefs that most offices provide a safe environment in which to work, many hazards can be found which cause injuries and health problems each year among office workers. A job where most of the work is completed while sitting in a climate-controlled office building would seem much less prone to danger. However, the office provides an environment of potential pitfalls that will have an immense impact on employee safety and health.

Three major areas of injury can occur in an office setting:

- **Falls** - Employees are 2.5 times more likely to suffer a disabling fall in an office setting than anywhere else.
- **Struck by/Caught by** - Being struck by or caught by an object such as a drawer left open or improper storage of heavy items.
- **Ergonomics** – Injuries related to posture and repetitive movement. This is possibly the most prevalent injury in an office setting.

As office workers become aware of these potential hazards, they can make some simple changes to their workspace and become effective in reducing the number of injuries.

You can minimize the risks of office injuries by remembering these simple tips –

- **Keep the floor and walkway clear of cables, wires, boxes, etc.**
- **Close one drawer in a filing cabinet before opening another. This will prevent the filing cabinet from tipping over.**
- **Close all drawers before getting up and walking away.**
- **Store heavy items in the bottom drawers.**
- **When carrying objects, do not stack them higher than your eye level.**
- **Don't climb on chairs, boxes or desks.**
- **Be sure your chair is beneath you before you sit down.**
- **Keep your feet on the floor.**
- **Use adjustable equipment such as a chair and monitor.**
- **Take regular breaks.**

Thinking and working safely can prevent your office from becoming a **Danger Zone**.



SAFETY QUOTE

Stay alert...don't get hurt.

HEALTH POINT...BEGINNING THE YEAR WITH HEALTHY RESOLUTIONS

Have you made your New Year's resolutions? The beginning of a new year grants us the opportunity to say good-bye to bad habits and greet healthy lifestyle choices with resolve.

When we set out to make new habits, we should allow ourselves lots of time for practice. The old adage, practice makes perfect, is unattainable. Practice makes permanent, and healthy habits are a permanence that will improve the quality of our lives.

Statistics show that many of our resolutions fall to the wayside as the year progresses simply because we do not make room for failure. The "land of beginning again" should encompass our entire calendar year. In fact, we should be open to enriching our lives all year long!

There are five important areas that can enhance our lives in this new year. Take a look at this self help "to do" list:

SAFETY MANAGEMENT SYSTEMS

On the journey to safety excellence in the work place, Safety Management Systems (SMS) are a successful tool for continuous improvement. An SMS can be defined as a system that manages safety through goal setting, implementation of those goals and measuring sustained improvement.

The National Safety Council has a model for Safety Management Systems which includes the following performance areas:

Leadership – Management

- Management leadership and commitment
- System management and communications
- Assessments, audits and performance measurements

Technical – Operational

- Hazard identification and risk reduction
- Workplace design and engineering
- Operational processes and procedures

Cultural – Behavioral

- Worker and management involvement
- Motivation, behavior and attitudes
- Training and orientation

Now is the time to implement or re-evaluate a Safety Management System for your organization. To be effective, this system should be woven into the everyday fabric of the workplace, becoming part of the culture which ultimately contributes to the way employees perform their jobs.



- **Get Fit - Physical activity can prevent or treat many chronic health conditions. Count your steps each day with a pedometer, stretch, swim, and make a conscious effort to move more.**
- **Lose Weight - Losing weight helps to reduce the incidence of heart disease, stroke, and other illnesses. Practice portion control and make healthy food choices.**
- **Manage Stress - Chronic stress can suppress the immune system and also increase hormone levels in your body which cause you to gain excess weight. Take mini breaks throughout the day, take a walk, give yourself permission to relax.**
- **Expand Your Horizons - Read a book, take a college course, learn a new skill, take a trip. This will help you discover a whole new side of yourself.**
- **Practice Kindness - You can make a major impact on another life, and your own, by doing the smallest things like, smiling at a stranger every day, helping at your local shelter or soup kitchen, reading to a child at school.**

Start today to form healthy habits and make 2012 the year that you made life enhancing changes.

NEW YEAR'S SAFETY SLOGAN MATCH UP

Happy New Year's Safety Resolutions!! Match each beginning phrase with an ending phrase that rhymes to create several New Year's safety slogans.

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|---------------------------|-------------------------------|
| 1. To avoid a scene... | a. a hospital trip. |
| 2. Turn your attention... | b. think then start. |
| 3. Your safety gears... | c. keep your workplace clean. |
| 4. A spill, a slip... | d. are between your ears. |
| 5. Lift smart... | e. to accident prevention. |