

TS TOP SAFETY™

Safety Around the Clock.

JULY 2014

Checklist: Planning a Safe Drum Move

You've got a challenge: moving a large drum safely from one place to another.

Make a plan before you move the drum to minimize the amount of movement as is required by OSHA regulations and to ensure an appropriate response in case a spill or fire occurs. To help, use this checklist of steps to follow before a drum move:

- I check the drum's label before I decide how to move it. (Its classification provides information about the level of fire hazard, degree of health hazard and the material's reactivity.)
- I figure out the best way to move the drum – with team members, using a pallet, rolling it or pushing it.
- I plan my route in advance to see how much room I have and to check for obstacles in my path.
- I wear protective gloves when handling large drums to protect myself from injury.
- I check the drum before moving it to make sure it's not leaking, warped, bulging or wet. **Caution:** Bulging drums may mean pressure is building up inside the drum.
- I ensure that the proper emergency and rescue equipment is working and close at hand.
- I determine how I will "break" or move the drum from its standing position. (Pulling, pushing or combinations of pulling and pushing, the drag-pull method and the push-pull method.)
- I have a plan if the drum starts to fall or spill.



National Fireworks Safety Month
UV Safety Month



Safety Corner — Sun Safe

According to the Centers for Disease Control and Prevention and the Canadian government, skin cancer is the most common type of cancer in the U.S. and Canada. The main cause? The sun's dangerous rays. Here's some advice to keep you sun safe.

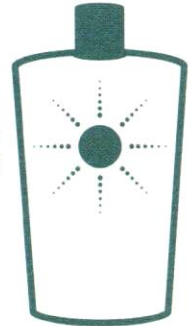
Apply sunscreen 15 to 30 minutes before you go outside. Best bet: Choose a broad-spectrum sunscreen with a minimum of SPF 30.

Use a generous amount of sunscreen – dermatologists recommend "1 ounce, enough to fill a shot glass."

Reapply sunscreen every 2 hours and after sweating or swimming, as recommended by the American Academy of Dermatology.

Check if any medications you are taking cause sensitivity to the sun.

Wear specially treated clothing and sunglasses to protect against UVA and UVB rays.



Reach your personal best with Smart Moves at www.personalbest.com/extras/July14tools.

Ergonomics for Tablet Use

Typical ergonomics for an office space don't always apply in today's mobile and remote working world. Here are guidelines for using your tablet or smartphone:

Limit your time or take breaks at least every 20 minutes. If you plan to use a tablet for longer durations, use a separate keyboard and prop the tablet on a stand to improve the viewing angle and avoid neck strain.

Focus on posture and avoid constantly looking down when reading your tablet, emails or texts. Prop up the tablet on a backpack, pillow or a tablet holder that elevates the screen. **Note:** Harvard School of Public Health researchers recommend changing positions every 15 minutes to avoid neck pain, especially if you're looking down. Best bet: Use a straight-on viewing position (set on a table).

Alternate your hands and fingers when using buttons or touchscreens.

Maintain neutral wrists and alternate hands when holding tablets and any mobile devices.

Use text shortcuts to reduce keystrokes, or use speech-recognition programs to prevent "texting thumb" (a repetitive motion injury).

Consider using a case with a strap if you carry your tablet. It reduces the need to constantly hold or grip the tablet.

Adjust the display brightness properly so you aren't straining to see the screen. Consider purchasing an anti-glare screen guard.

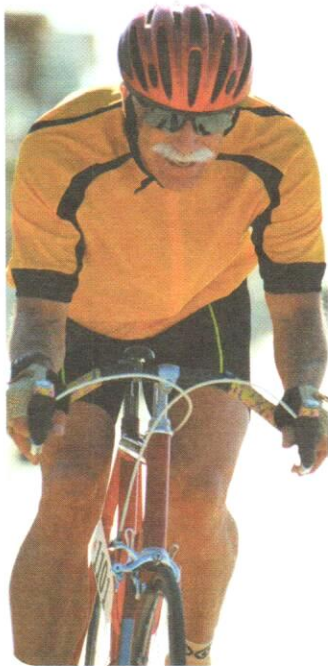
Finally, if you're experiencing discomfort such as neck pain or eye strain, take a break.



Cycling Sense

It's a beautiful day for a bike ride, but before you hop on that bicycle follow these 6 rules of the road to keep safe:

Rule No. 1: Always wear protective eyeglasses and a snug-fitting helmet. You never know when or where an accident can occur. Bicycle helmets sold in the U.S. must meet the standards issued by the U.S. Consumer Product Safety Commission (CPSC). Look for the CPSC label. The helmet should cover your forehead and not rock back and forth once the straps are adjusted.



Rule No. 2: Maintain your bike and check gears and tires before you get on the road.

Rule No. 3: Stay focused on the road and stay aware of traffic around you. Don't use personal electronic devices when you ride.

Rule No. 4: Expect the unexpected. Watch for vehicles pulling out, doors opening and pedestrians.

Rule No. 5: Observe all traffic rules, signs, signals (stop at red lights) and lane markings. Signal before turning.

Rule No. 6: Don't ride at night. If you must, always use reflectors and white lights on the front and rear of your bike. Use reflective clothing, too, for an extra "layer" of protection. Share the road safely by following these rules and enjoy the ride.

Back It Up

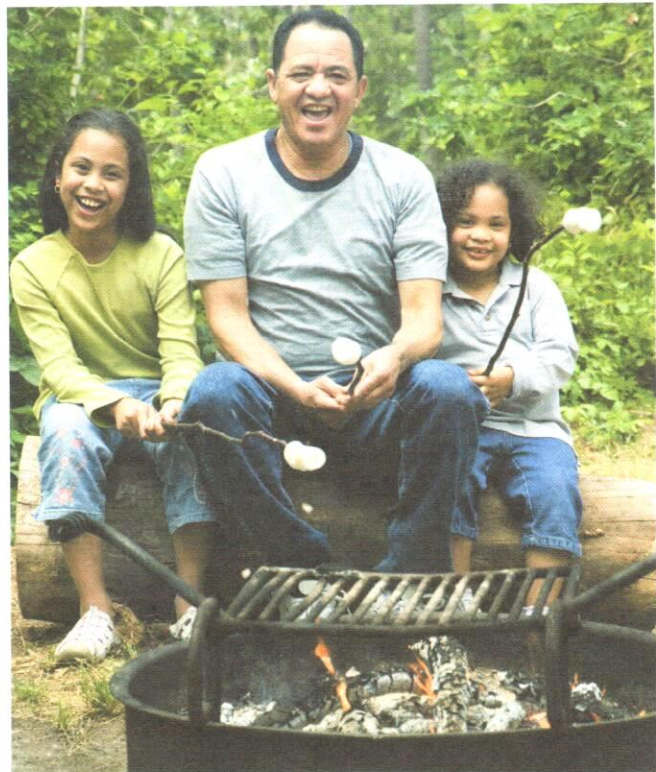
The next time you are backing up your vehicle at work or in the parking lot, remember to look back:

Beep before backing up. Sound your horn with 2 quick beeps to make sure people and vehicles are aware you are moving.

Avoid backing up if you can. Park so that you can move forward when starting, or park in a location away from other vehicles.

Check rearview and side view mirrors, watch side clearances and then back up slowly.

Know that a child or another vehicle could appear even after you've checked your mirrors. Keep looking behind you by turning your head around to make sure there are no obstacles.



Avoid Wildfires: 10 Campfire Musts

Summer heat, dry air and campfires can intensify the chance of fire hazards – especially wildfires. Follow these precautions when building a campfire:

1. Don't build a fire if prohibited by the area or campground.
2. Use an existing fire pit or fire ring; if there isn't one, create one and make sure it's at least 15 feet away from shrubs, trees, tents and other flammable objects. Go to www.smokeybear.com/dig-pit.asp for instructions on how to build a pit.
3. Keep a bucket of water and a shovel nearby.
4. Use dry wood and tinder to build your fire. Never use wood from live trees.
5. Keep the fire small and under control.
6. Never put aluminum cans, aerosol cans, pressurized containers or glass into a fire.
7. Supervise children and pets near the fire.
8. Never leave your campfire unattended; make sure it is out before you leave or go to sleep.
9. Pour water on the fire to extinguish it; drown all embers and stir the ashes and embers with a shovel while pouring.
10. Use dirt or sand to extinguish the fire if you don't have water, using the same stirring method to make sure all embers are cool. Don't "bury" the fire.

Happy Ending

When performing the final stages of a task or job, make sure you stay alert for possible hazards. Sometimes familiarity can make you overlook potential problems or risks.

