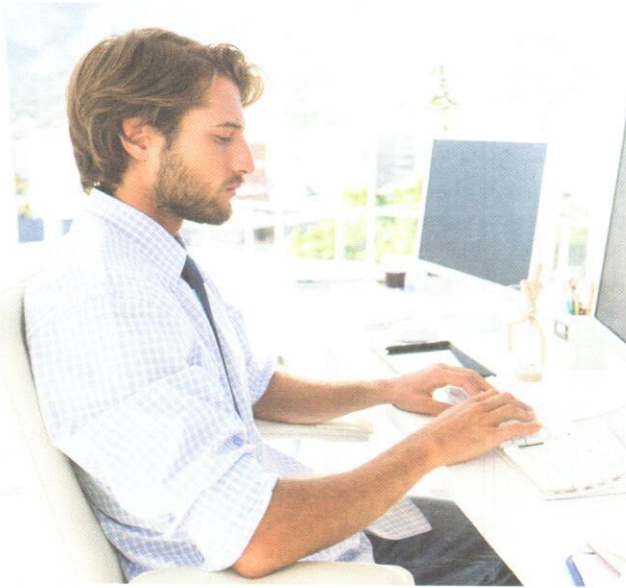


TS TOP SAFETY™

Safety Around the Clock.

NOVEMBER 2014

Designed for Safety



Proper ergonomics can make the difference in your work performance, your health and your safety. Follow these ergonomic strategies:

Alternate your tasks to avoid repetitive movements, if possible. For instance, rotate standing and sitting. Or incorporate non-computer tasks into regular office routines.

Take frequent breaks, especially if you have to stand while working or sit at a computer workstation. Set a timer to remind yourself. **Recommended:** Get up from your computer every hour to walk or stretch.

Check to be sure your computer workstation is ergonomically correct. Get the OSHA eTool checklist at www.osha.gov/SLTC/etools/computerworkstations/pdf/checklist1.pdf.

Wear computer glasses for computer work so you don't have to tilt your head back or forward to see your monitor.

Invest in a separate computer monitor if you use a laptop full time – this can help alleviate neck strain.

Use tools and furniture to help you stay comfortable while performing tasks – lumbar seats or back pillows, alternative keyboards, an ergonomic mouse, ergonomic hand tools and headphones can help.

Keep wrists straight while using hand tools.

Use a shorter tool that fits within the workspace if you work in a cramped area. Awkward postures may cause you to use more force.

Wear supportive footwear if you stand a lot in your job.

Maintain good posture when you walk or sit.



Winter Hazard Awareness Month
10-16 National Elevator/Escalator
Safety Awareness Week

17-23 National Teens Don't Text and Drive Week

Safety Corner Going Up?



Here are some safety **dos** and **don'ts** for elevators and escalators:

Do keep items such as drawstring bags, scarves, purses, ties, shoelaces and loose clothing away from escalator stairs and elevator doors.



Don't lean on elevator doors or attempt to pry them open.

Do face forward when riding on escalators and hold the handrails. Hold children's hands while riding, too.

Don't jump in elevators; it can cause them to stall.

Do step off and on elevators and escalators carefully.



Don't touch the sides below the escalator's handrails.



Reach your personal best with Smart Moves at www.personalbest.com/extras/Nov14tools.

6 Tips for Tools

Working with hand tools? Then adhere to these 6 guidelines for selecting the correct tools for the task and using them properly:

1. Select ergonomic tools when you can. The National Institute for Occupational Safety and Health (NIOSH) defines a tool as ergonomic only when it fits the task you are performing, and it fits your hand without causing awkward postures, harmful contact pressures or other safety and health risks.
2. Choose the appropriate tool for the job and use it properly. For example, don't use a screwdriver to hammer a nail.
3. Keep tools sharp; dull tools require more force and can become safety hazards.
4. Put away sharp tools, such as saw blades, after use and point them away from yourself and coworkers during use.
5. Carry sharp or pointed tools in a tool belt – never carry them in your pocket.
6. Select a tool with a handle length that's longer than the widest part of your palm for tasks requiring high force.



Work It Out

The last thing you want is to go to a fitness center and wind up in the hospital.

Don't let a mistake put you there. Follow these safety tips to get the most out of your workout.

Ask for a demonstration. If you are unfamiliar with a fitness machine, ask for instruction before using it.

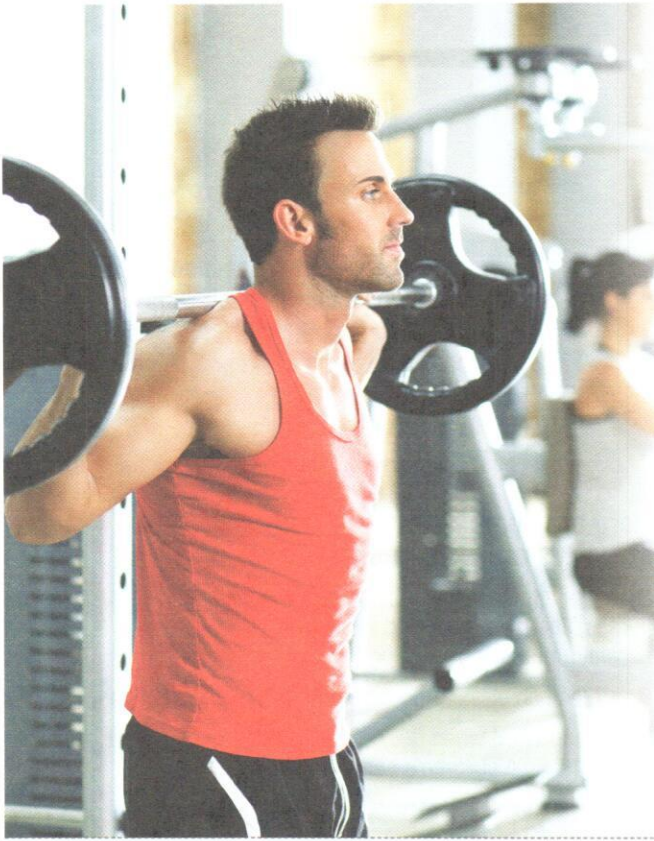
Stay focused and avoid distractions. It may seem like a good idea to multitask; however, texting and walking on a treadmill are a dangerous mix.

Keep children away from exercise equipment. Most fitness centers have age restrictions, but if yours doesn't, make sure your kids stay away from equipment. According to the U.S. Consumer Product Safety Commission, more than 8,700 children are injured by exercise equipment every year.

Let staff know about malfunctioning equipment. Make sure the fitness center employees tag or fix broken or damaged exercise equipment.

Know your limits. Don't overdo any exercise or lift weights that are too heavy for you. Listen to your body; if you feel pain, stop immediately.

Don't collect or spread germs. Wear shower or water shoes in locker rooms and in pool areas. Wash your hands frequently (or use a hand sanitizer after using equipment). Finally, if you're sick, stay home.



Ice Issues

Winter comes with ice in many parts of the country.

Whether you are in the city or a rural area, you could be walking on thin ice when it comes to safety unless you follow this advice:

Wear footwear with nonslip rubber or neoprene grooved soles.

Learn how to walk on ice if there's no way around it: Lean slightly forward and bend knees; take short, shuffling steps to increase traction and move slowly. If possible, use stationary objects such as a vehicle or a wall for support as you walk, or put hands out to the sides for balance.

Drive slowly even if the roads seem clear. There could be black ice, an extra-thin, nearly invisible layer of ice that usually forms in shaded areas. Take extra care on bridges and overpasses.

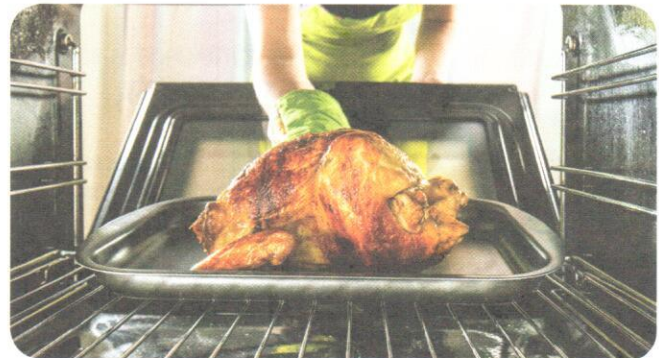
Give yourself more room to stop if driving in winter conditions.

Brake gently, and accelerate and decelerate slowly to avoid skids.

Don't use cruise control or overdrive on icy roads.



Cooking Caution



Don't burn the dinner – or your house.

According to the National Fire Protection Association, cooking is the leading cause of fires on Thanksgiving Day; the number of cooking fires nearly doubles on this day. These tips can help prevent fire from ruining your holiday.

- Wear short or tight-fitting sleeves while cooking.
- Turn pot handles in toward the stove when cooking.
- Never leave the area while any food is frying, broiling or grilling. And frequently check baking, boiling or roasting food.
- Keep children away from the stove or oven while you are cooking.
- Remove anything flammable — potholders, oven mitts, wood utensils, paper or plastic bags, food packaging, towels or curtains — away from your stovetop and oven.
- Keep turkey fryers outdoors and in an open area away from all walls, fences or other structures that could catch on fire. Always follow the manufacturer's instructions.

