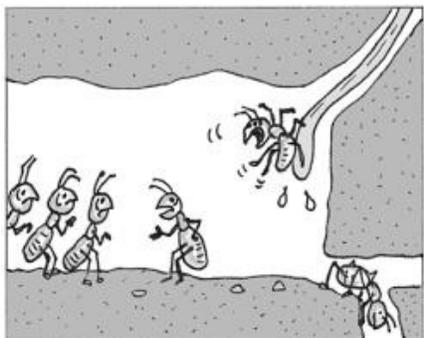


Emergency preparedness: AEDs

This month is National Safety Month! The National Safety Council (NSC) has broken the month into weeks of safety topics. **Week 1** focuses on emergency preparedness. Are you prepared if an emergency requires cardiopulmonary resuscitation (CPR) in the workplace? A study conducted in June 2017 by the American Heart Association that surveyed more than 3,000 workers in various industries showed that more than 55% of employees reported that their employers do not offer CPR/automated external defibrillator (AED) training or that they are not sure if the training is offered. Only 59% report having any type of first-aid or CPR/AED training.

It's important to know where the AED is located and how to use it when the few minutes it may take for emergency medical services (EMS) to arrive could mean the difference between life and death for your coworker. AEDs must be located around the facility so that they can be reached within 3 to 5 minutes when needed. If you are unsure if training is offered in your workplace for CPR/AED, ask your supervisor! AED training includes:

- Recognition of sudden cardiac arrest symptoms
- How to notify emergency response personnel
- How to perform CPR
- How to operate an AED effectively
- How to care for victims until emergency medical personnel arrive



"Hazards include human feet, insecticides, magnifying glasses, and... oh yeah, anteaters."

EMPLOYEE SAFETY NEWSLETTER

June 2018

Job hazard analysis

What is it?

A job hazard analysis (JHA) is a way of breaking down a job or task into its basic steps to find the potential hazards. Hazards can result in injuries and illnesses. JHA focuses on the relationship between you, the worker; the task or job; the tools; and the environment. There are six basic parts to understanding JHA.

Part 1: Analyzing jobs or tasks. Not every single job or task will be the subject of a JHA. Generally, the most hazardous jobs or the jobs that have caused injuries in the past are scrutinized the most. Managers are in charge of this, but if you think a job or task that hasn't been selected for a JHA needs one, suggest it to your supervisor or manager.

Part 2: Observing the job or task. Once a job has been selected for JHA, all the steps it involves will be considered carefully and listed in the JHA form. The manager will pay attention not only to the obvious steps of the job but also to start-up, shutdown, and any necessary maintenance steps.

Part 3: Describing the hazards in each step. For each step listed in the JHA form, hazards associated with it will be considered, and the hazards that correspond to each step in the JHA form will be recorded. The following are some of the common types of hazards:

- Heavy lifting, repetitive motion, or awkward postures or movements
- Chemical exposure
- Hot or cold conditions
- Electrical hazards
- Burn hazards
- Fire or explosion hazards
- Dangerous machinery or equipment
- Slips, trips, and falls
- Workplace conditions like lighting, noise, and ventilation
- Human-related hazards like vulnerability to crime or violence

Part 4: Developing corrective measures. For each hazard identified, the manager will think about what could be done to reduce the risk. Should machine guarding be installed? Would changing the setup of a work area or modifying the process make the job safer? Is personal protective equipment (PPE) needed? Suggested corrective measures for each step will be recorded in the JHA form.

Part 5: Writing safe job procedures. A safe job procedure that takes hazards and corrective measures into account will then be written for the task. These safe job procedures are an important resource. They should be clear and easy to understand. These procedures should be written in a step-by-step format, implement simple language, and include any necessary special equipment or PPE.

Part 6: Keeping records. Records of all the JHAs performed at the facility will be kept and maintained so that they can be updated and revised as needed.

Wellness: Catch some z's

Week 2 of National Safety Month focuses on wellness. This month, the National Safety Council (NSC) wants to know: How much sleep are you getting? According to a 2016 study by the Centers for Disease Control and Prevention (CDC), more than one-third of adults are not getting enough sleep on a regular basis. The CDC says most adults need at least 7 hours per night.

In the workplace, discussions about fatigue and sleep deprivation often center on shiftworkers. Workers who work more than one job, those who work long hours or overtime, and those who work in harsh environmental conditions can be at risk of fatigue, according to NSC's *Safety + Health* magazine.

Here are some tips to help you get some sleep and feel better at work:

Develop a routine. Go to bed and wake up at about the same time each day, even on your days off.

Use your bedroom primarily for sleeping. Avoid using the television, laptop, or cell phone before bed. Use a dim light if you are going to read before sleep. Sleep in a dark, quiet, well-ventilated space with a comfortable temperature.

Relax before going to bed. Take a warm bath, listen to soothing music, meditate, or try relaxation or breathing exercises. Avoid household chores, paperwork, or other stimulating activities for at least 2 hours before bedtime.

Image credit: from the NSC - No 1 Gets Hurt



Job hazard analysis: Quiz

1. Job hazard analysis (JHA) focuses on the relationship between the worker and the manager. **True or False**
2. Managers typically identify, analyze, and observe jobs or tasks for JHA. **True or False**
3. How many basic parts are there to understanding JHA?
 - A. 3
 - B. 5
 - C. 6
4. In JHA, developing corrective measures involves thinking about potential hazards but not solutions for fixing them. **True or False**
5. Records don't need to be kept or maintained as long as all employees understand the hazards of each job. **True or False**

Answers

1. False. JHA breaks down a job or task to find the potential hazards and focuses on the relationship between you, the worker; the task or job; the tools; and the environment. **2. True.** Managers are in charge of JHA-related tasks. However, if you, the employee, think that a job or task has not been selected for JHA but needs one, suggest it to your supervisor or manager. **3. C. 6.** There are six basic parts to JHA: analyzing jobs or tasks, observing the job or task, describing the hazards in each step, developing corrective measures, writing safe job procedures, and keeping records. **4. False.** The manager thinks about what could be done to reduce the risk and changes or modifies the job or task to make it safer. **5. False.** Records of the JHAs performed must be kept and maintained so they can be updated and revised later if needed.

Falls: Don't get tripped up at work

According to NSC's *Safety + Health* magazine, it can be obvious that there are safety and health hazards to watch out for in worksites that have heavy machinery and equipment, but not many employees think about the surprising number of hazards in an office setting. **Week 3** of National Safety Month concentrates on falls.

The Bureau of Labor Statistics (BLS) states that the most common types of injuries, slips, trips, and falls, sidelined 25,790 workers in 2008. Fall protection was in the top 10 OSHA violations list for 2017 not once, but twice (for construction and for training requirements).

Here are some tips so you don't get tripped up at the office:

- Stay clutter-free in the work space. Have a clear path for walking.
- Don't stand on chairs, particularly rolling chairs! Use a stepladder to reach elevated items. Do not climb higher than the step indicated at the highest safe standing level.
- Watch out for wet or slippery floors at work. Wipe your feet carefully at the door if it is raining or snowing outside.
- Shut open drawers on file cabinets and desks. They can present tripping hazards.
- Safely stack items for proper storage so that they do not get knocked over, risking at-work falls. Store heavier items close to the floor, and do not exceed load capacity on shelves or storage units.
- Check that the carpet or rug in your office is secured down. Wrinkles in the carpet can cause you to trip and fall.