



TDCJ Risk Management's Training Circular

Volume 10 Issue 01

Risk Management Issues

January 2010



JANUARY

Start Off On The Right Foot



Wow, it is **2010**. Just where did the last year go? Every year we think about the projects we are going to start, the great accomplishments we are going to look forward to and the promises we aren't going to break this year.



Really, I think everyone just wants to start the **2010** year off on the right foot. Putting our best foot forward and marching to the drum. Let's start on the right foot and think about how we can be safety conscience at work and home for **2010**. Put one foot in front of the other and lets walk through some safety tips from the Risk Management Department.



Prevent Falls

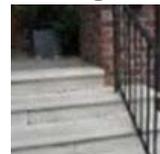
Indoors

- Have handrails on both sides of stairs and steps. Make sure handrails go from the top to the bottom of stairs. Always use the handrails when ascending or descending the stairs.
- Have lots of lights at the top and bottom of the stairs
- It is easy to trip on small rugs. Tape them to the floor or do not use them at all.
- Keep the stairs clear.
- Have nightlights in the bedroom, hall and bathroom.
- Wipe-up spills when they happen.



Outdoors

- Put bright lights over all porches and walkways.
- Have handrails on both sides of the stairs.
- Put ladders away after using them. Store and secure ladders
- Keep sidewalks and paths clear, so you don't trip.
- Report broken or chipped steps and walkways as soon as possible.



Ladder Safety

- Always use a sturdy ladder when climbing.



- Place the ladder on level ground and open it completely. Make sure all locks are in place.
- Always face the ladder when climbing and wear slip-resistant shoes, such as those with rubber soles.
- Stand at or below the highest safe standing level on a ladder. For a stepladder, the safe standing level is the second rung from the top.



Using an Extension Ladder

- Before using a ladder choose a safe location to place the ladder.
- Use the 4-to-1 rule for extension ladders. For each 4 feet of distance between the ground and the upper point of contact (such as the wall or roof), move the base of the ladder out 1 foot.
- Make sure rungs are dry before using the ladder.
- Keep your body centered on the ladder and test your safety by your belt buckle. If your buckle passes beyond the ladder rail, you are reaching too far. This can cause a fall.

- For an extension ladder, the safe standing level is the fourth rung from the top.



Driving Safety at Work

Distracted Drivers

There are many situations that compromise driving safety at work. We all have occasionally seen someone eating, talking on your cell phone, reading maps, talking to others, and adjusting the radio are other common driving distractions.

Impaired drivers

Impaired drivers are a huge road hazard. Statistics show that the average driver makes 200 decisions per mile while on the road. Plus, think about all the work related decisions you need to make daily. It's obvious you had better be thinking clearly when you're in the driver's seat.



Drowsy Driving

The above causes of work-related accidents are important but one of the main issues today is driving while tired. According to OSHA, "drowsy driving causes more than 100,000 annual accidents." A recent National Sleep Foundation study shows that 51 percent of adults admit to driving drowsy and a whopping 17 percent report falling asleep at the wheel. Employees at the highest risk of experiencing a driving accident because of drowsiness include:

- Third-shift workers
- Workers who are on the road for much their work-day
- Those with unrecognized sleep disorders
- Workers who are taking sedatives or other sleep-inducing medication

The best way to avoid an accident is to be aware at all times and follow all traffic laws and take the time to act safely and responsibly.



Slips, Trips, and Falls

No matter what you may be lifting there are some key points to consider.

Proper Lifting Tips

- Assess the situation and plan the lift.
 - Make sure you have non-skid shoes and firm footing.
 - Bend your knees, tighten your stomach, and keep your back straight.
 - Make sure you have a good grip on the items.
- Lift smoothly. A smooth lift means that you avoid twisting your body, point your feet in the direction you want to go, and push if possible rather than pull.
- If what you are lifting is too heavy use the "Buddy System". Ask for help.



Slips

Slips happen where there is too little friction or traction between the footwear and the walking surface. Common causes of slips are:

- Wet or oily surfaces
- Occasional spills
- Weather hazards

- Loose, unanchored rugs or mats, and flooring or other walking surfaces that do not have same degree of traction in all areas.

Trips

Trips happen when your foot collides (strikes, hits) an object causing you to lose the balance and, eventually fall. Common causes of tripping are:

- Obstructed view
- Poor lighting
- Clutter in your way
- Wrinkled carpeting
- Uncovered cables
- Bottom drawers not being closed
- Uneven (steps, thresholds) walking surfaces

Housekeeping at work

Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries. If the sight of paper, debris, clutter and spills is accepted as normal, then other more serious health and safety hazards may be taken for granted. Effective housekeeping results in:



- Reduced handling to ease the flow of materials
- Fewer tripping and slipping accidents in clutter-free and spill-free work areas
- Decreased fire hazards
- Lower worker exposures to hazardous substances (e.g. dusts, vapors)
- Better control of tools and materials, including inventory and supplies
- More efficient equipment cleanup and maintenance
- Better hygienic conditions leading to improved health
- More effective use of space
- Reduced property damage by improving preventive maintenance
- Less janitorial work
- Improved morale
- Improved productivity (tools and materials will be easy to find)

Basic Electrical Safety Tips

- Never use electrical tools on damp ground or around water
- Never place an antenna near power lines
- Keep a safe distance from pad mounted transformers
- Never insert anything especially metal) into an electrical appliance (such as a toaster)

- Do not overload electrical outlets with too many electrical plugs. Buy one surge protector with many outlets instead of ‘daisy-chaining’ smaller power splitters
- Inspect tools and appliances for wear and damage prior to use
- Use electrical tape for power cord management, do not use staples
- Always use the correct size fuse, never use a fuse with a larger amperage allowance than the original
- When working near power lines, use ladders made of wood instead of metal
- If you have a bad feeling about some work concerning electricity, **stay away!**
- Know where breakers and electrical boxes are in case of an emergency
- Label circuit breakers clearly
- Do not use electrical outlets or cords with exposed wiring
- Do not touch a person or electrical apparatus in the event of an electrical accident. Always disconnect the current first.
- Do not clean tools with flammable or toxic solvents.



Basic electrical safety can mitigate the risk of electrical danger. In the workplace, there should be some documents and guidelines on basic electrical safety available to you. If you spend a good portion of the day working directly with electricity (plugging things into electrical sockets, dealing with power cords, many electrical appliances, etc), you should definitely make sure you are sufficiently educated to prevent harm to yourself and others. Basic electrical safety reminds you that electricity is a force that we have learned to manipulate, but it will never be completely under our control!



Funny Safety Slogans

- Safety - Did it, done it, doing it tomorrow
- Those who work the safest way - live to see another day
- Protect your hands, you need them to pick up your pay check
- A spill, a slip, a hospital trip
- When you gamble with safety you bet your life
- Quench the thirst – safety first
- Safety is no accident
- Safety glasses: All in favor say “Eye!”

- Safety is as simple as ABC, **Always Be Careful**
- Is better to lose one minute in life, than to lose life in a minute.
- Safety is a full time job; don’t make it a part time practice
- The door to Safety swings on the hinges of common sense

Safety isn’t expensive *it’s priceless.....*

Training Circular
TDCJ Risk Management Department
Volume 10 Issue 01
January 2010

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