

## Climbing the Ladder

Using a ladder at work or at home? Follow these guidelines for safe use.

- ✓ **Choose the correct ladder for the job.** Never use a metal ladder near power lines or electrical equipment.
- ✓ **Make sure the ladder is the proper height** for the job. Correct length of an extension ladder: a minimum of 3 feet extending over the roofline or work area.
- ✓ **Inspect the ladder before use.** Make sure it has slip-resistant feet, a spreader or locking device to hold it, and that all of the rungs are tight and secure.
- ✓ **Place the ladder on a flat, level and stable surface,** and never in front of an entry or doorway.
- ✓ **Wear slip-resistant shoes** and face the ladder when climbing up or down. Never stand on the top 2 rungs, top step or bucket shelf.
- ✓ **Always maintain 3 points of contact with the ladder** (2 feet/1 hand or 2 hands/1 foot should be in contact with the ladder).
- ✓ **Reposition the ladder to do your work;** don't overextend your reach.



- ✓ **Don't carry equipment or tools** while climbing the ladder.
- ✓ **Don't leave tools or supplies on top** of a ladder.
- ✓ **Never leave a raised ladder unattended.**
- ✓ **Read the manufacturer's instructions** for maximum load rating and other guidelines.

## Workplace QUIKQUIZ™



It's **National Safety Month**, so test your safety knowledge.

1. **What standards does OSHA most frequently cite?**
  - a. Scaffolding standards.
  - b. Fall protection standards.
  - c. Machine guarding standards.
  - d. Hazard communication standards.
2. **When passing a truck on the road be sure you:**
  - a. Let the truck driver know you're passing by blinking your headlights.
  - b. Pass quickly. Do not drive alongside a truck for an extended period of time.
  - c. Move back in front of the truck only when you can see its entire cab in your rearview mirror.
  - d. All of the above.
3. **Walking is great exercise. However, if you must walk at night, stay safe by waving your arms at cars before they pass you.**
  - True  False
4. **How do you safely lift an object over your head?**
  - a. Balance the object on your head until you can safely shift it off.
  - b. Stand on your tiptoes or on someone's shoulders.
  - c. Use a sturdy stepstool or ladder to raise yourself so the load is kept at chest level.
  - d. All of the above.
5. **If a near miss occurs at work, make sure you ask if everyone is okay and then continue working.**
  - True  False

## SAFETY CORNER

### Beach Basics

Before you head to the beach this summer, check the weather forecast and follow these tips for a safe and fun time:

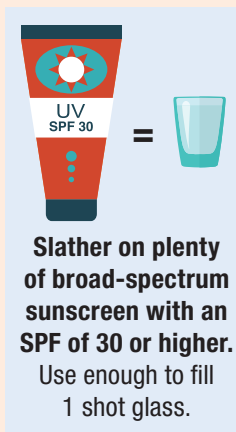
**Check beach warning signs and flags** for surf and current conditions.

**Know how to swim and teach your children to swim.** Any child who can't swim should wear a life jacket and be supervised constantly.

**Select a spot close to a lifeguard,** but don't expect lifeguards to supervise your children.

**Keep hydrated** and don't drink alcohol on the beach.

**Be aware of ocean life** — shark attacks are rare; however, jellyfish stings and sharp shells can cause pain and injury. **Best bet:** Wear water shoes.



Check your answers on the back of this newsletter. ➔



# Home Safety Month

Beginning with this month, here are 12 home safety tips:

**JUNE**



Stock up on broad-spectrum sunscreen with an SPF of at least 30. **Sun Safety Week is June 5 to 11.**

**JULY**

Drink plenty of water to stay hydrated.

**AUGUST**

Review bus or walking safety rules with your children.

**SEPTEMBER**

Determine an emergency plan for your family in case of a natural disaster.



**OCTOBER**

Change your batteries in your CO and smoke detectors.

**NOVEMBER**

Be prepared for winter driving. Replace windshield wipers and tires if they are worn.

**DECEMBER**

Get started early on holiday shopping and baking to avoid stress-related injury or illness.

**JANUARY**

Clean your tools and replace damaged ones.

**FEBRUARY**

Learn CPR and how to use an automated external defibrillator (AED).

**MARCH**



Remove any outdated prescriptions and be sure to lock all other medication safely out of children's reach.

**APRIL**

Choose safe, nontoxic cleaning products when spring cleaning.



**MAY**

Make sure electrical cords and appliances are UL approved. Check electrical cords for damage or fraying and replace those that are damaged.



## Workplace QUIKQUIZ™ Answers

- 1. b** — Fall protection, followed by hazard communication, scaffolding and respiratory protection.
- 2. d** — All of the above. Also, you may have to adjust your speed as you pass a truck.
- 3. False** — Wear reflective gear, carry a flashlight or wear a headlamp and walk facing traffic. If possible, walk during the day instead.
- 4. c** — Use a sturdy stepstool or ladder to raise yourself so the load is kept at chest level and close to your body before you lift it. Also, tighten your stomach muscles and bend your knees slightly while lifting.
- 5. False** — Report the near miss immediately to your supervisor. You will probably have to answer questions, including where, when and how it occurred.



Reach your personal best with [www.personalbest.com/extras/16V6tools](http://www.personalbest.com/extras/16V6tools).

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## SHIFTWORK ZONE

### 10 Problems Caused By Chronic Lack of Sleep:

- 1 Slower movements.
- 2 Unclear thinking.
- 3 Trouble making decisions.
- 4 Memory loss.
- 5 Mistakes.
- 6 Near misses when you are driving.
- 7 Irritability, impatience, anxiety.
- 8 Increased risk of heart problems (high blood pressure, raised cholesterol, etc.).
- 9 Weight gain.
- 10 Health problems (indigestion, depression, stress issues, frequent colds, weight gain).

#### WHAT TO DO:

- Create a peaceful, dark, cool sleeping environment.
- Put sleep at the top of your list of commitments.
- Communicate sleep needs to friends and family.
- If you can't sleep for 7 to 9 straight hours, take naps.
- Enjoy soothing before-bed activities such as reading, listening to music, meditating or taking a warm bath.

The more hours of sleep debt you accrue, the worse you could feel. After a while, it will take a toll on your health.



Start a sleep routine that works so you can log more hours of shut-eye.

## High-Heel Hazards

While it's unrealistic to expect you to discard all of your high heels, many podiatrists suggest that wearing high heels can cause foot problems and cause an unstable gait, making you more susceptible to falls. If you wear heels, heed their advice:



**Don't walk for long periods while wearing heels.** Instead, carry them and wear a low heel until you arrive at your destination.

**Consider only wearing heels in the morning** when your feet are less swollen.

**Wear different heel sizes every day;** wear low, cushioned shoes more often than higher heels if you can.

**Ensure your shoes fit comfortably** — remember, sizes vary.

**Choose heels no higher than 1 to 2 inches.** If you opt for a higher heel, choose shoes with a cushioned insole, a wider heel base, a rounded, wider toe box or open toe and a platform in the front to reduce foot incline.