

## News & Notes

### OFFICE TECHNOLOGY SAFETY

With computers the norm in most offices, it's important to keep in mind safety and health related issues that accompany heavy computer use, as well as how to prevent internet related problems.

- Never open emails sent by an unspecified sender or a sender you are unsure about. They may contain viruses that could infect your work computer.
- Don't send money or personal information (such as address, credit card numbers, birthdates/years and social security number) to anyone via email.
- Ensure your computer is virus protected and checked periodically by an IT specialist.
- Cyber bullying can occur in the workplace. If you experience this, document what was said and report it to your supervisor or HR department.
- Staring at a computer for long periods can impact your eye health. Give yourself a break at least every twenty (20) minutes to prevent your eyes from becoming too dry and avoiding strain. If your eyes do get dry, artificial tears can help alleviate discomfort.
- The light from your computer can impact your circadian rhythm in a negative way causing sleep related issues. Try to dim your computer screen light as much as you can and be sure to get some fresh air and natural sunlight every day.



"It's my Easter three bean salad, daddy. Lima, kidney and jellybeans."

### RIDDLES OF THE MONTH

- 1) Why is everyone so tired April 1?
- 2) What's the best day for monkey business?
- 3) What season is it when you are on a trampoline?
- 4) What kind of books do rabbits like?
- 5) Why shouldn't you tell an Easter egg a good joke?
- 6) Why did the Easter egg hide?

**Answers on page 2 Safety Bits & Pieces**

### SAFETY TIPS OF THE MONTH

Spring is the time to review the following outside items:

- 1) Check your roof for weather damage
- 2) Clean your gutters and downspouts
- 3) Secure your home's entrances
- 4) Secure window wells and crawl spaces
- 5) Check fences for winter storm damage  
Make repairs to any problems noted.

# Safety Matters

APRIL SHOWERS BRING MAY FLOWERS

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## OFFICE SAFETY

A safe work environment is essential for the wellbeing of employees. Being aware of hazards in the workplace and learning office safety tips goes a long way toward preventing accidents.

### Basic Office Safety Tips

Slips and falls are the most frequent cause of injuries in the workplace, and people working in an office are twice as likely to be injured by falling than people who are working in other types of workplaces. Keeping alert and thinking ahead can help minimize the risk.

### Protecting Your Body From Injuries

Use basic common sense in your daily comportment around the office. That means:

- Sit upright in your chair, with your feet touching the floor when you're working at your desk. Before sitting down, look to make sure your chair is beneath you and hasn't rolled away.
- Look where you're going whenever you're walking around the office.
- Walk, don't run.
- If possible avoid any wet areas. If not, go slowly and take baby steps if the floor is wet or otherwise slippery.
- Don't read while walking.
- Always hold the handrail when using stairs.
- Immediately wipe up spilled beverages, water tracked in by wet shoes or drippings from umbrellas.
- Get up and stretch or walk around. This can help prevent injuries while promoting circulation.

### Equipment and Furniture Related Safety

Whether you are moving furniture, carrying items, or operating machinery, make sure you are aware of health-related hazards. If you need assistance with anything or are unsure of how to do something, it is always best to ask a supervisor. Keep in mind:

- Don't touch electrical outlets, plugs, or switches with wet hands.
- Keep the floors and aisles clear of electrical cords. Use surge protectors and cable ties to manage the wiring.
- Refrain from eating or drinking at a computer station. Spills and crumbs could get into the keyboard and cause malfunctions.
- If you must carry anything from one place to another, don't stack things up so high that you can't see directly in front of you. Test all loads for stability and weight before lifting.
- When carrying boxes, use the elevator if available.
- Only open one drawer in a filing cabinet at a time to keep it from tipping over.
- Close desk or file cabinet drawers before walking away so others don't walk into them.
- Store supplies inside of cabinets or bookcases, and place heavier items in the lower drawers or shelves.

### Prioritizing Your Health in the Office

Many people feel pressure to keep working even when they are sick. They may do so to avoid getting behind on work even though it can take them longer to recover if they do continue working. If you are sick or someone else in the office is ill:

- Wash your hands often.
- Keep a hand sanitizer at your desk and use it after touching communal doors or being in shared spaces.
- Be sure to stay hydrated throughout the day.
- If you are sick, the best thing you can do for your body is to stay home and rest. You're likely to get better more quickly if you give yourself a break and focus on recovering.
- Try not to come in close contact with anyone who is under the weather.
- Visit the doctor if you are experiencing severe symptoms that persist for longer than one week.

# Safety Bits & Pieces

## 5 SPRING SAFETY DRIVING TIPS

**1. Be on the lookout for potholes.** Extreme winter weather takes a toll on our roadways, creating large potholes. Heavy rain can fill them with water making them difficult to see. These monsters can damage your car leading to expensive repairs. Keep a safe following distance in case the driver in front of you reacts. Never swerve to avoid a pothole. This can put you and your family in a more dangerous situation. Gently brake before it if you can.

**2. Slow down for spring showers.** Did you know that roads are the most slippery when it first begins to rain? This is caused by the rainwater mixing with contaminants on the road, such as oil and grease. Make sure to increase your following distance to allow for proper braking.

**3. Watch for pedestrians on the move.** As temperatures increase, more people are outside walking or bicycling with their families. Slow down in your neighborhood and pay extra attention at crosswalks. If pedestrians have the walk signal, they have the right of way.

**4. Share the road with motorcycles.** Because of their speed and size, motorcycles may quickly come in and out of your blind spots. Always take a second look now that motorcycles are out on the road. In addition, be courteous. Motorcycles have the same right to be on the road. If you end up following a motorcycle, maintain a safe following distance of at least four seconds.

**5. Pay attention in construction zones.** When driving through construction zones, follow these tips.

- Be attentive. Construction workers and equipment may suddenly enter the roadway. Traffic patterns can change daily to accommodate the work being done.
- Understand and follow the signs.
- Make safe lane changes. Solid lines in construction zones mean that you should stay in your lane.
- Slow down. Slowing down can save a life.

## RIDDLES OF THE MONTH ANSWERS

- 1) Because they just finished a long 31 day March!
- 2) The first of Ape-ri!
- 3) Spring - time!
- 4) Ones with hoppy endings!
- 5) It might crack up.
- 6) He was a little chicken.

## ON THE LIGHTER SIDE...



"You want to throw off the hackers, so put something with 'CAT' in the title."

## QUOTATION OF THE MONTH

"Don't judge each day by the harvest you reap, but by the seeds that you plant."  
Robert Louis Stevenson, Scottish novelist

# Top 10 Spring Cleaning Safety Tips

Everyday we need to be careful when going about our household chores, but when you really start tearing the house apart and moving things around during spring cleaning, especially with all those cleaning supplies and equipment out, it is doubly important to keep safety in mind. Follow these 10 tips to stay safe while cleaning:

## 1. Do not rush because you are tired or in a hurry.

This is really the most basic spring cleaning safety tip, and all the other ones, at least to a certain degree, stem from this one.

Spring cleaning can be tiring work. Do not forget safety even if you have worked hard all day and want to get done.

The better thing to do when you are exhausted is to stop and take a break, drink a glass of water, sit under a nice cool fan, and rest instead of being unsafe.

## 2. Be careful moving large pieces of furniture and appliances.

Use proper lifting techniques, keeping your back straight and lifting with your legs.

Also, wear shoes when moving heavy items so you don't hurt your toes.

Finally, if you feel it is just too heavy and you can't find someone else to do it for you, just don't move it. It won't be the end of the world to just clean around it.

Always have spring cleaning safety in mind.

## 3. Be safe while on ladders and step stools.

When doing a task, such as washing windows, where you need to be on a ladder use extreme caution.

Do not lean too far to either side. A good rule of thumb is that your belly button should not go beyond the sides of the ladder.

Also, have someone available to hold the ladder steady for you if possible, and make sure before you step on them that the rungs are not wet, and you are wearing non-skid shoes. Never stand on the top rung or step of any ladder.

## 4. Be careful when walking on wet surfaces.

This spring cleaning safety tip is really important every time you clean.

Everyone knows how easy it is to slip on a wet floor. Make sure you take the proper precautions to keep from falling.

Also, make sure others in your family, including children, are also warned of the wet floor to keep them safe.

You may need to block small children's access to wet floors because they just don't understand not to run and slide on them.

## 5. Keep stairs, landings, and walkways clear of boxes, bags and other clutter.

Spring cleaning is a great time to declutter your home, but you need to make sure all the boxes and bags of stuff you are getting rid of don't cause a safety concern.

Make sure you place them outside walkways and especially away from steps and stairs where someone may trip on them.

## 6. Don't carry too much stuff at once, especially on stairs.

During spring cleaning you will also probably go up and down your stairs a lot carrying things if you live in a home with stairs.

Make sure you keep a hand free to hold onto the stair railing.

Also, whether you have stairs or not, always make sure you can see over the load you are carrying so you do not trip.

## 7. Always follow cleaning product label safety instructions and recommendations.

Cleaning supplies can create nasty fumes, so make sure you get some fresh air by opening windows, turning on the exhaust fan, or placing a fan in the room.

In addition, do not mix ammonia and bleach together, both of which are common household cleaners, because they create toxic fumes when combined.

When in doubt don't mix, just use one product to get the job done.

You should also wear rubber gloves to keep your hands from getting dry and cracked from the hot water and chemicals.

## 8. Wear a mask when cleaning dusty areas.

This may seem like overkill to some, but if you are at all allergic to dust this tip is very important.

## 9. Do not leave buckets filled with water around your home.

Even if you need to take a quick break make sure you empty that cleaning bucket, or at least put it in an inaccessible area.

Even small amounts of water are a drowning hazard for small children.

## 10. Put away all your cleaning supplies when you are done.

When you finally finish your spring cleaning tasks for the day it is easy to say to yourself, "I'll put these away later," or "I am just going to use these again tomorrow, so I'm keeping them out."

Cleaning supplies are an attractive nuisance for our children and pets, something inviting that they should definitely not be getting into.

Put the cleaning products away in a childproof cabinet for your children's safety and well-being as soon as you are done with them.

Follow these spring cleaning safety tips to have a safe and productive spring cleaning!