

## News & Notes

### FIRE EVACUATION PLANS

Determine if the following elements are included in your workplace fire evacuation plan:

- 1) Has a fire evacuation plan been developed for your workplace?
- 2) Is there an effective process by which all staff members are notified of the evacuation?
- 3) Does the plan account for a wide range of situations, like before/after hours evacuations, vendor/visitor notifications, etc?
- 4) Are there strategies included for managing people with disabilities where appropriate?
- 5) Are emergency equipment locations, evacuation routes and assembly areas identified in the evacuation plan?
- 6) Are evacuation maps posted throughout your workplace? Are emergency exits and exit routes kept clear of obstructions in case of emergency?
- 7) Is the plan available for review by all employees?
- 8) Is there a process for checking that all persons (staff, vendors, visitors) are present at the assembly area?
- 9) Is there a process for reporting persons that are not present at the assembly area?
- 10) Is there a process for providing first aid at the assembly area?
- 11) Is there a provision to provide evacuation training drills on a regular and consistent basis so that employees are given the opportunity to experience a drill?
- 12) Are employees given the opportunity to identify problem areas and comment regarding the efficiency of the drills conducted?
- 13) Are all newly hired employees trained on the fire evacuation procedures shortly after hire?
- 14) Are all employees given refresher training at least once per year?



"Oh that's my brother. He doesn't want his friends to recognize him."

### HALLOWEEN RIDDLES

- 1) What is the favorite health insurance for ghosts, goblins and monsters?
- 2) What do goblins and ghosts drink when they're hot and thirsty on Halloween?
- 3) What do you call a witch that lives at the beach?
- 4) Where does Count Dracula usually eat his lunch?
- 5) Where did the goblin throw the football?

Answers on Page 2 Safety Bits and Pieces

# Safety Matters

## OCTOBER

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## October is Fire Prevention Month – 9 Fire Safety Tips for the Workplace

Every workplace has its own specific fire risks, and should have specific fire prevention measures in place to control these risks. Wherever you work the following are basic tips that should be in place to maintain fire safety in the workplace.

**1. Establish and follow good housekeeping guidelines** - Clutter not only provides fuel for fires, but also prevents access to exits and emergency equipment. Keep your workplace as clutter-free as possible. Additionally, never block sprinklers, firefighting equipment, such as pull stations and fire extinguishers, or emergency exits. Observe appropriate clearances when stacking materials.

**2. Report electrical hazards** - Faulty wiring and malfunctioning electrical equipment are key contributors to workplace fires. Known electrical hazards should be reported and corrected. Unless you are qualified and authorized, you should never attempt electrical repairs.

**3. Ease of Accessibility to electrical panels** - Always ensure accessibility to electrical control panels. Material, equipment and any other items stored in front of panels inhibits the rapid shutdown of power in an emergency. If there is an emergency and you need to shut down breakers/panels, the last thing you want to need to do is to move items out of the way before you can even get to the control panel. All panels should be visibly marked to enable quick identification in an emergency.

**4. Stay attentive to chemical storage** - Many workplaces might not feel this particular point applies to them, but flammable chemicals can be found in most workplaces in the form of both printing supplies and cleaning solutions. Follow all storage recommendations on both the label and the safety data sheets for all potentially flammable items.

**5. Precautions in Potentially Explosive Atmospheres** - If you work in or around a potentially explosive atmosphere, areas containing flammable liquid vapors or fine combustible particles, be sure to strictly adhere to all recommended/required precautions in these areas. These precautions include non-sparking tools and proper static electricity control.

**6. Maintain workplace fire safety training** - A team of safety oriented and observant employees is your biggest ally in achieving fire prevention safety in the workplace. Knowing the best course of action in an emergency can help prevent major disasters and unnecessary loss of life and property. It is critical that all employees, both experienced and inexperienced, are trained and refreshed frequently in your workplace's fire safety procedures.

**7. Hold regular drills** - One of the most important parts of fire safety training concerns exit procedures in the event of fire. Make fire drills a regular part of your workplace schedule, and ensure that your employees treat each one with the respect it deserves. Obtain feedback after the drill as to how procedures can be streamlined and improved.

**8. Fire Extinguisher Inspections** - Check fire extinguishers monthly by looking at the gauges and making sure they're fully charged and ready for use. If they're not fully charged or if the attached tag indicates on the back that the last inspection occurred more than a month ago, call for maintenance. Remember that fire extinguishers should only be used for small, localized fires. Never attempt to extinguish a large fire with a fire extinguisher.

**9. Emergency Numbers** - Emergency phone numbers, as well as your location address should be posted by all phones for quick access. It is important to post dialing instructions and whether a phone has outside line accessibility. Many phones within the state's system are restricted or require different prefixes to obtain an outside line.

# Safety Bits & Pieces

## HALLOWEEN SAFETY TIPS

Many people enjoy handing out candy to trick-or-treaters on Halloween. To make sure your visiting trick-or-treaters stay safe in your yard:

\* Clear away lawn equipment and any clutter from the yard, walkways, and steps so children don't trip over them.

\* If you have lighted jack-o'-lanterns, position them far enough away from where trick-or-treaters will stand so their costumes won't catch fire. Better yet, use glow sticks instead of candles.

\* Make sure paper or fabric decorations can't blow into the flame of a jack-o'-lantern.

\* Keep all of your outside lights on during the evening.

\* If you are driving during trick-or-treat time, slow down and watch for children.

\* Before sending your trick-or-treaters on their rounds make sure they eat so they won't be tempted to eat candy from their goodie bags before you can examine the contents.

\* Check to make sure no parts of trick-or-treaters' costumes drag on the ground. Trick-or-treaters could step on them, trip, and fall.

\* If trick-or-treaters are wearing masks, be sure they have a good field of vision. Face paint is recommended instead of masks.

\* Instruct trick-or-treaters to walk, not run, stay on sidewalks, and cross streets only at intersections, not between parked cars.

\* Advise trick-or-treaters to approach only those houses with outside lights burning. Never go inside a house. They should wait at the door for their treat.

\* Young children should be accompanied by an adult. Older kids should travel with a group of friends.

## HALLOWEEN RIDDLES ANSWERS

- 1) Medi - Scare
- 2) Ghoul- Aid
- 3) A Sand - witch
- 4) At a Casketeria!
- 5) Over the ghou! line!

## SAFETY TIPS OF THE MONTH

October is Home Eye Safety Month. More than half of all reported eye injuries occur in the comfort of your own home! Consider and protect yourself from these home eye injury risks:

- 1) Using hazardous products and chemicals such as oven cleaner and bleach for cleaning and other chores.
- 2) Splattering hot grease and oil while cooking.
- 3) Opening corked bottles (ie: champagne).
- 4) Drilling or hammering nails into walls or other hard surfaces (the screws/nails can become projectiles or fragments can come off the wall surface).
- 5) Using hot objects such as curling irons around the face.
- 6) Loose rugs and railings that could potentially cause slips and falls.

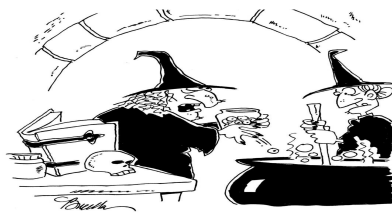
# 12 Steps for Monthly Fire Extinguisher Inspections

Fire extinguishers should be checked monthly. To do so follow these steps:

- 1) Make sure the extinguisher is in its designated place, is visible, and is accessible for immediate use. Check to ensure that there is adequate signage above the extinguisher to indicate its location.
- 2) Check service date to determine need for inspection or maintenance. The date is shown on the bottom or side of the tag.
- 3) Check that the pointer on the extinguisher gauge is in the operating range.
- 4) Remove extinguisher from wall hanger or bracket, making sure it's secure enough to hold the extinguisher safely.
- 5) Heft the extinguisher (lifting up and down) to determine if it is fully charged with agent.
- 6) Examine the extinguisher shell and all exterior parts for evidence of damage, corrosion or other impairments.
- 7) Check that the visual inspection seal is in place.
- 8) Check that the valve stem is in the full "up" position and that the stem has approximately 1/16" clearance.
- 9) Check the nameplates for damage and readability.
- 10) Inspect the hose and nozzle for damage or obstructions.
- 11) Record the date the inspection was performed and the initials of the person performing the inspection on the rear of the inspection tag. Keep records of the extinguishers found to require corrective action.
- 12) Return the extinguisher to its designated place and secure it.

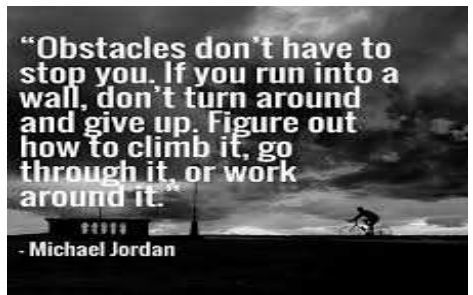


## ON THE LIGHTER SIDE



"I swear, you won't be able to tell the difference, plus, turkey eye of newt is much healthier for you."

## QUOTATION OF THE MONTH



# PEDESTRIAN SAFETY

To be safe pedestrians should remember the following safety tips:

### 1) Make yourself visible to drivers

- \*Wear bright/light colored clothing and reflective materials.
- \*Carry a flashlight when walking at night.
- \*Cross the street in a well-lit area at night.

\*Stand clear of buses, hedges, parked cars, or other obstacles before crossing so drivers can see you.

### 2) Avoid Dangerous Behaviors

- \*Always walk on the sidewalk. If there is no sidewalk, walk facing traffic.
- \*Stay sober; walking while impaired increases your chance of being struck.
- \*Don't assume vehicles will stop. Make eye contact with drivers, don't just look at the vehicle. If a driver is on a cell phone, he or she may not be paying enough attention to drive safely.

- \*Don't rely solely on pedestrian signals. Look before you cross the road.
- \*Be alert to engine noise or backup lights on cars when in parking lots and near on-street parking spaces.

### 3) Be Careful at Crossings; Look Before You Step

- \*Cross streets at marked crosswalks or intersections, if possible.
- \*Obey traffic signals such as WALK/DON'T WALK signs.
- \*Look left, right, and left again before crossing a street.
- \*Watch for turning vehicles. Make sure the driver sees you and will stop for you.
- \*Look across ALL lanes you must cross and visually clear each lane before proceeding. Even if one motorist stops, do not presume drivers in other lanes can see you and will stop for you.
- \*Don't wear headphones or talk on a cell phone while crossing.