

Vol 5 / May 2025

# SAFETY MATTERS

Safety and Loss Control Resource



## SPRING INTO SAFETY

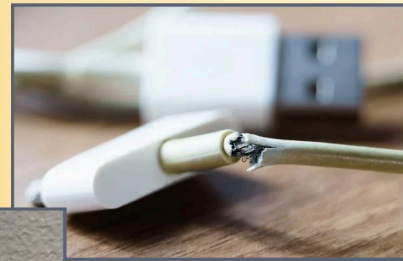
Electrical Safety    Heat Illness Awareness  
Emergency Preparedness    CPR/AED Training  
Cleaning Levels    Fatigue Management

# Electrical

## Electrical Safety Should Not Be A Shocking Matter :

Depending on your work environment, your exposure to electrical hazards may vary. But everyone is responsible for preventing electric shock, arc flashes, thermal burns, and fires. When you receive an electrical shock, the current uses your body as a conductor— causing vital organs to cease function and burn muscular and skin tissues. Improper electrical use can also lead to fires, putting you and your entire office at risk. It's important to be aware of electrical hazards. Be on the lookout for:

- ◇ Exposed Wires
- ◇ Broken Cords
- ◇ Damaged Outlets/Missing Covers
- ◇ Overloaded Power Strips
- ◇ Daisy Chaining
- ◇ Lack of or Insufficient PPE
- ◇ Failure to Follow Manufacturer Manual
- ◇ Working Under Wet Conditions
- ◇ Improper Use of Extension Cords
- ◇ Space Heaters/Appliances Plugged into Power Strips



**AVOID THESE!**

If you notice any of these hazards, cease work and report them to a supervisor or manager immediately.

## Diving into Lock Out/Tag Out:

If you work with energized equipment, ensure you are familiar with lock tag out procedures. This procedure is incredibly important to prevent accidental electrocution. Someone may unknowingly activate a de-energized machine, not realizing there is someone actively working on it. De-energize the machine, disconnect from ALL sources of power, lock out the disconnect switches with a lock and key for each disconnect before you begin working on the machine, tag the disconnected switches, test the machine to ensure it won't start. Keep the key with you. Each worker who works on the machine must lock out and tag out the power disconnect. Never assume the machine you are working on has been disconnected and locked out unless you have done it yourself.

# Safety

## Protections:

Now that you are aware of hazards, here are safe work practices to prevent electrical incidents:

- ◇ Recognize Potential Hazards
- ◇ Follow CAL-OSHA Standards
- ◇ Maintain 36" Clearance Around Electrical Panels
- ◇ Use Personal Protective Equipment Like Safety Glasses, Face Shields, Hard Hats, Safety Shoes, Rubber Gloves with Leather Protectors, and Insulating Sleeves
- ◇ Always Follow Manufacturer Instructions
- ◇ Follow Safe Work Practices
- ◇ Utilize Lockout/Tagout
- ◇ Use Power Strips Properly
- ◇ Don't Overload Outlets
- ◇ Report And Repair Hazards
- ◇ Plug Space Heaters And Appliances Directly into Outlets
- ◇ Assume Circuits Are Energized Unless You Locked Them Out And Tested Them
- ◇ Legible Markings And Warning Signs
- ◇ GFCI Outlets Within 6 Feet of Water
- ◇ Check for Hot Outlets
- ◇ Wood Ladders When Working With/Near Electricity

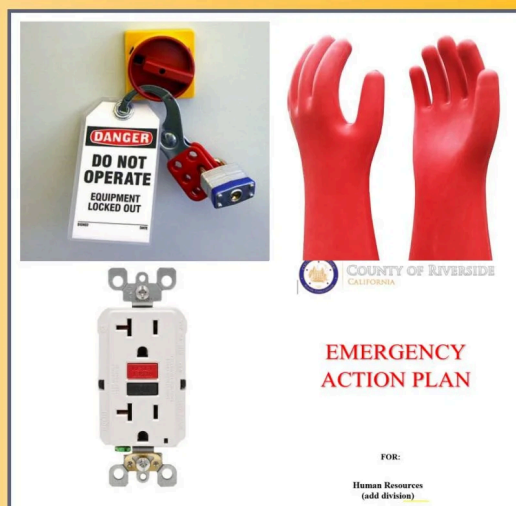
## Emergency Response:

While eliminating and preventing hazards is important, it is equally important to ensure your department is prepared to respond to electrical accidents or fires caused by malfunctioning electrical equipment.

If you work with electrical systems, you should be certified in CPR/AED/First Aid.

Review your Emergency Action Plan and practice emergency drills.

Know your assembly area and evacuation routes in case of fire.



# Heat Illness Prevention:

As temperatures rise, so does the risk of heat illnesses. Heat illness can affect anyone working or spending time outdoors, especially those in physically demanding roles. Knowing the signs, symptoms, and prevention strategies can help keep everyone safe.

Heat illness occurs when the body struggles to regulate its temperature, often due to prolonged exposure to high heat and humidity. Symptoms can range from mild discomfort and dehydration to severe, life-threatening conditions. Some forms involve muscle rash, cramps and exhaustion, while more serious cases can lead to confusion, loss of consciousness, and even organ failure if untreated. Recognizing early warning signs and responding quickly is crucial to preventing serious health risks.

**Emergency Response** If someone shows signs of heat illness:

- Move them to a cool, shaded area.
- Provide water and encourage slow sips.
- Remove excess clothing and apply cool, wet cloths.
- Call 911 if symptoms worsen or heat stroke is suspected.

**Stay alert and stay safe—heat illness is preventable with proper awareness and precautions!**

## Heat-related illness (Hyperthermia)

The four main types of heat illness, in order from mildest to most severe, include:

### Heat rash



Group of small, pimple-like bumps.



Skin may feel itchy or prickly.



Usually forms in folds of skin.

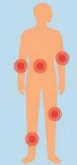
### Heat cramps



Slow, painful tightening of your muscles.



Begins during physical activity or soon after.



Often in legs, arms or belly.

### Heat exhaustion



Dizziness.



Heavy sweating.



Headache.



Nausea or vomiting.

### Heat stroke



Behavior changes.



Blurred vision.



Slurred speech.



Confusion or delirium.



Dizziness or fainting.



# Prevent Heat Illness at Work

**Outdoor** and **indoor** heat exposure can be dangerous.

## Ways to Protect Yourself and Others



### Ease into Work

Nearly 3 out of 4 fatalities from heat illness happen during the first week of work.

- ✓ **New and returning** workers need to build tolerance to heat (acclimatize) and take frequent breaks.
- ✓ **Follow the 20% Rule.** On the first day, work no more than 20% of the shift's duration at full intensity in the heat. Increase the duration of time at full intensity by no more than 20% a day until workers are used to working in the heat.



### Drink Cool Water

Drink cool water even if you are not thirsty — at least 1 cup every 20 minutes.



### Dress for the Heat

Wear a hat and light-colored, loose-fitting, and breathable clothing if possible.



### Take Rest Breaks

Take enough time to recover from heat given the temperature, humidity, and conditions.



### Watch Out for Each Other

Monitor yourself and others for signs of heat illness.



### Find Shade or a Cool Area

Take breaks in a designated shady or cool location.



### If Wearing a Face Covering

Change your face covering if it gets wet or soiled. Verbally check on others frequently.

## First Aid for Heat Illness

The following are signs of a medical emergency!



- Abnormal thinking or behavior
- Slurred speech
- Seizures
- Loss of consciousness

- 1 >> **CALL 911 IMMEDIATELY**
- 2 >> **COOL THE WORKER RIGHT AWAY WITH WATER OR ICE**
- 3 >> **STAY WITH THE WORKER UNTIL HELP ARRIVES**



Watch for any other signs of heat illness and act quickly. When in doubt, call 911.

### If a worker experiences:

- Headache or nausea
- Weakness or dizziness
- Heavy sweating or hot, dry skin
- Elevated body temperature
- Thirst
- Decreased urine output



### Take these actions:

- >> Give water to drink
- >> Remove unnecessary clothing
- >> Move to a cooler area
- >> Cool with water, ice, or a fan
- >> Do not leave alone
- >> Seek medical care if needed



**OSHA** Occupational Safety and Health Administration

For more information: 1-800-321-OSHA (6742)  
TTY 1-877-889-5627 [www.osha.gov/heat](http://www.osha.gov/heat)

Federal law entitles you to a safe workplace. You have the right to speak up about hazards without fear of retaliation. See <https://www.osha.gov/workers> for information about how to file a confidential complaint with OSHA and ask for an inspection.

# **BE PREPARED FOR**

Emergencies can strike without warning—fire, gas leaks, chemical spills, severe weather, or even threats to personal safety. Having a clear, practiced evacuation plan helps keep everyone safe and accounted for. Here’s how to build and maintain an effective one:

## **📋 Step 1: Know Your Exits**

- Identify all available exits in your building. Don’t rely on just the main doors—side doors, stairwells, and emergency exits all count.
- Post maps & exit routes throughout the workplace, especially in common areas.

***\*Tip: Conduct a walkthrough with your team to make sure everyone is able locate them quickly.***

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## **📋 Step 2: Establish Communication Protocols**

- Who is in charge of initiating evacuations? Assign floor wardens.
- Set up a reliable way to alert employees (PA systems, group texts, etc.)
- Have a check-in system to account for everyone once outside.

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## **📋 Step 3: Practice Makes Prepared**

- Hold evacuation drills at least twice a year (April & October). Vary the scenarios to cover different types of emergencies.
  - Make it as realistic as possible—simulate blocked exits, alternate routes, and safe zones.
  - After each drill, gather feedback and update your plan accordingly.
-

□ **Step 5: Designate Assembly Areas**

- Choose safe, open areas at least 150 feet away from buildings.
- Make sure everyone knows where to go and the options available depending on the emergency.

*\*Label these areas on your building's evacuation maps!*

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▣ **Step 6: Review & Update Annually**

- Staff changes, construction, and new hazards all affect your plan.
- Update contact lists, exit maps, and assembly point details every year or as needed.



**NEED HELP WITH YOUR EMERGENCY EVACUATION PLAN?**

Safety Loss Control is here to assist with walkthroughs, customized maps, or drills. Reach out to your Safety Coordinators for guidance!



## **The Importance of CPR Training**

Cardiopulmonary Resuscitation (CPR) is a life-saving technique that can make the difference between life and death in emergency situations. It involves chest compressions and rescue breaths to maintain blood flow and oxygenation in a person who has suffered cardiac arrest or stopped breathing. CPR training equips individuals with the skills and knowledge to act swiftly and effectively during such emergencies.

### **Why CPR Training is Crucial:**

#### **Immediate Response:**

- In the event of a cardiac arrest, every second counts. Immediate CPR can double or even triple the chances of survival by maintaining blood flow to the brain and other vital organs until professional medical help arrives.

#### **Widespread Incidents:**

- Cardiac arrest can happen to anyone, anywhere, at any time. Whether at home, work, or in a public place, being trained in CPR means you're prepared to help a family member, colleague, or even a stranger in need.

#### **Increases Survival Rates:**

- CPR, especially when performed promptly and correctly, significantly increases the chances of survival and recovery for cardiac arrest victims. Early intervention is key to preventing brain damage and other complications.

## What CPR Training Involves:

- Must be approved by your supervisor.
- Take an online (approx. 3.0 hours) within a two week period prior to your scheduled "Skills Session"
- Learning the steps of CPR, including chest compressions and rescue breaths.

## What will you learn:

- Understanding the proper hand placement, depth, and rate of compressions.
- How to use of Automated External Defibrillators (AEDs):
  - Training on how to use AEDs.
  - Recognizing when and how to use an AED effectively.
- Hands-On Practice:
  - Engaging in hands-on practice with mannequins and simulation exercises to build confidence and proficiency.
  - Receiving feedback and guidance from certified instructors.
- First Aid Basics:
  - Learning additional first aid skills, such as managing choking, controlling bleeding, and handling other common medical emergencies.

## Final Thoughts

CPR training is an invaluable skill that can save lives and improve outcomes in emergencies. Whether you're a healthcare professional, a workplace safety officer, or simply someone who wants to be prepared, CPR training is an essential part of being a responsible and capable member of your community. By taking the time to get trained, you can make a meaningful difference when it matters most.

[Click Here to Sign Up for Training](#)

# First Aid Reminder

## Check

Check the scene, check the person by forming an initial impression, obtain consent and continue checking the person.



First, **CHECK** the scene for safety. Keeping yourself safe will help you take care of others. Then, obtain consent and check the person to determine the nature of their illness or injury.



Next, immediately **C** 911, and get the em Remember you need person is **unrespon**: gasping, having **tro** **life-threatening bleed** obvious life threatening been called, put the phone. The operator situations and may l responses such a **CF**

Discl

The first aid reminders provided here are for informational purposes only and should only be performed if you have the knowledge or certification. Lack of knowledge or certification may result in unintended harm. Always seek professional medical attention.

# Check, Call, Care: 3 Emergency Actions Steps

## Call

Call 9-1-1  
Get equipment



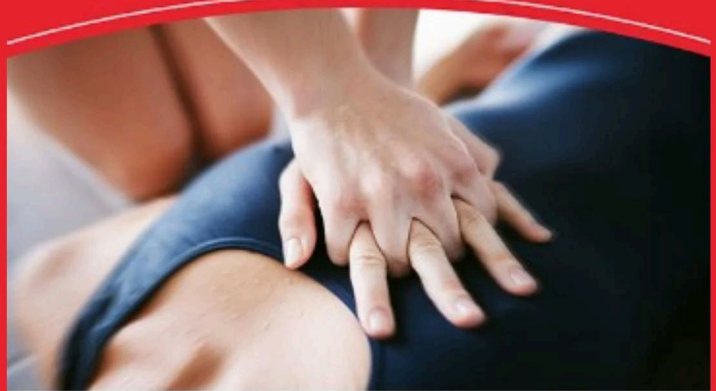
**CALL** or tell someone to call emergency equipment. Call 9-1-1 to get EMS on the way if the person is **unresponsive**, **not breathing** or only **gagging**, **unable breathing**, experiencing **chest pain**, **stroke**, **falling**, or experiencing another serious condition. Once 911 has a dispatcher on speaker, if you or someone else has been trained for special circumstances, you may be able to guide you through **first aid** for **heart attack**, **PR** or **choking**.

Disclaimer:

First aid should only be performed by individuals who have received proper training. Administering first aid without appropriate medical assistance in emergency situations, and if unsure, contact emergency services immediately.

## Care

Care for the person



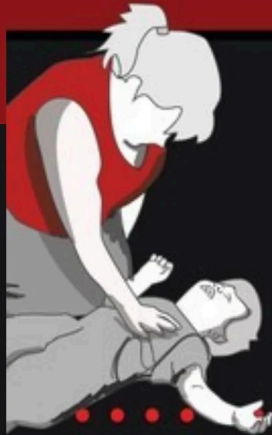
Finally, **CARE** for the person according to their condition and your level of training.



# 12 CPR FACTS THAT COULD HELP YOU SAVE A LIFE



CPR is a vital act that can save lives when individuals are in need of help. According to the American Heart Association, only 30% of Americans know how to perform CPR, however it's never too late to learn! Here are some interesting statistics to get you motivated, and who knows, you could save a life!



1

Both **Compressions and Breaths** are very important in drowning, choking, drug overdoses, and pediatric CPR

2



If you perform CPR, you can **triple the person's chance of survival**

3

Compressions should be performed at a rate of

**100-120/min**

(to the beat of Stayin' Alive)

4

For every minute that someone is unconscious and not breathing without CPR, they have a **10% less chance of survival**

5

**383,000**

people suffer from cardiac arrest **each year**

6

If someone is in cardiac arrest, **CPR can only make the situation better**



7



The longest successful CPR save is **96 minutes long!**

8

Many AEDs will talk you through how to perform CPR **with the press of a button**



9

**30:2**

The compression to ventilation ratio is **30 COMPRESSIONS TO 2 BREATHS**

10

**Children as young as 9** have saved the lives of others with CPR



11

With widespread access of AEDs at least

**40,000**

lives would be saved **EACH YEAR**

12



The life you save with CPR will most likely be **someone you love**

**Disclaimer:** The CPR Facts provided here are for informational purposes only and should only be performed by individuals who have received proper training. Administering CPR without appropriate knowledge or certification may result in unintended harm. Always seek professional medical assistance

# Understanding Cleaning Levels: Clean, Sanitized, Disinfected, and Sterilized

## Cleaning:



The First Step in Hygiene Cleaning refers to the removal of dirt, debris, and impurities from surfaces using soap, water, or detergents. It does not necessarily eliminate bacteria, viruses, or other pathogens but reduces their presence and prepares surfaces for deeper sanitization or disinfection.

Example: Sweeping floors, wiping counters, or washing dishes with soap and water.

## Sanitizing:



Reducing Germs to Safe Levels  
Sanitizing lowers the number of bacteria to a level that is considered safe by public health standards. Sanitizers typically reduce (but do not completely eliminate) bacteria, making it effective for food prep areas, childcare settings, and general household use.

Example: Using food-safe sprays on kitchen countertops or sanitizing toys in childcare centers.

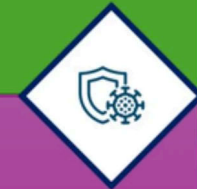
## Disinfecting:



**Killing Bacteria and Viruses**  
Disinfecting goes a step further, killing most bacteria, viruses, and fungi on surfaces using chemical disinfectants. This level of cleaning is crucial in healthcare environments and high-touch areas like bathrooms and door handles.

Example: Using bleach-based cleaners on bathroom surfaces or disinfectant wipes on gym equipment.

## Sterilizing:



**Complete Elimination of Microorganisms**  
Sterilization is the highest level of cleaning and eliminates all forms of bacteria, viruses, fungi, and spores. It is primarily used in medical and laboratory settings where contamination risks must be eliminated entirely. Methods include autoclaving, chemical sterilant, and high-temperature treatments.

Example: Sterilizing surgical tools in an autoclave or using hydrogen peroxide vapor in laboratories.

# Fatigue

# Management:

Fatigue is a silent but dangerous threat in various work environments, impacting productivity, efficiency, and most importantly, safety. Whether in physically demanding industries like construction and transportation or high-stakes fields such as healthcare, managing fatigue effectively is critical to preventing accidents, maintaining well-being, and fostering a healthy work culture.

## Understanding Fatigue

Fatigue is more than just feeling tired—it is a state of physical or mental exhaustion that reduces an individual's ability to perform tasks safely and effectively. It can stem from inadequate rest, excessive workload, irregular work hours, or environmental stressors such as noise and poor lighting. When unmanaged, fatigue impairs cognitive functions, slowing reaction times, reducing concentration, and increasing the likelihood of errors that could lead to serious incidents.

## The Risks of Workplace Fatigue

Fatigue-related incidents are alarmingly common across industries. Studies show that sleep-deprived workers are significantly more prone to mistakes than their well-rested counterparts. In sectors like transportation, fatigue has been linked to severe accidents caused by impaired judgment and delayed reactions. Workplace injuries, operational inefficiencies, and long-term health consequences—such as cardiovascular diseases and chronic sleep disorders—are all potential outcomes of unmanaged fatigue.

Some key risks associated with fatigue include:

**Increased likelihood of accidents:** Reduced alertness leads to a higher chance of errors and misjudgments.

**Decreased productivity:** Fatigued workers are less efficient and more prone to making mistakes that require corrections.

**Long-term health effects:** Chronic fatigue can contribute to issues such as stress, depression, heart disease, and obesity.

**Reduced workplace morale:** Overworked employees often experience frustration and disengagement, leading to decreased motivation.



## Strategies for Managing Fatigue

Effectively managing fatigue requires a holistic approach, combining individual responsibility with organizational policies designed to prioritize worker well-being. Employers and employees alike can implement proactive strategies to reduce fatigue-related risks.

### Prioritizing Sleep and Recovery

Encouraging employees to maintain a healthy sleep routine is one of the most effective ways to combat fatigue. Adults should aim for **seven to nine hours of sleep per night**, ensuring proper recovery for mental and physical functions. Employers can support this by implementing reasonable shift schedules that allow workers sufficient time to rest between shifts.

### Optimizing Work Schedules

- Rotating shifts fairly to avoid excessive consecutive work hours.
- Scheduling tasks strategically to ensure that high-risk activities do not occur during periods of reduced alertness (e.g., late-night shifts).

Allowing for regular breaks during shifts to help employees recharge.

### Promoting Healthy Lifestyle Choices

Encouraging proper nutrition and hydration plays a significant role in fatigue management. A well-balanced diet, rich in proteins, carbohydrates, and essential vitamins, provides sustained energy, while staying hydrated prevents sluggishness and headaches. Furthermore, regular physical activity can improve sleep quality and energy levels.

### Creating a Supportive Work Environment

Employers can implement measures to create a workspace that minimizes fatigue-related risks. Examples include:

- Providing **ergonomic workstations** that reduce

strain and discomfort.

- Optimizing **lighting and ventilation** to enhance alertness.

Encouraging a **positive work culture**, where employees feel comfortable expressing concerns about excessive fatigue.

## 5. Training and Education

Fatigue awareness training helps employees recognize warning signs and understand best practices for managing energy levels throughout the day. Managers should lead by example, ensuring they prioritize well-being initiatives and create an environment that values rest and recovery.

## 6. Using Technology to Monitor Fatigue

Advancements in workplace technology have introduced tools to track fatigue levels and provide early warnings. Wearable devices, smart scheduling software, and real-time monitoring systems help managers detect potential risks before they escalate.

## Conclusion

Fatigue management is not merely a personal responsibility—it is a collective effort that requires collaboration between employees and employers. Proactive policies, adequate rest periods, and a commitment to worker well-being contribute to safer, more productive work environments. By recognizing fatigue as a serious workplace hazard and taking the necessary steps to mitigate its effects, organizations can reduce accidents, improve performance, and enhance the overall quality of work-life balance.

Managing fatigue is an ongoing process, but prioritizing it can significantly improve safety and ensure long-term success. Investing in strategies that support well-rested, healthy employees benefits both individuals and companies alike.