

## 8 Safety Habits

There are many safety lessons we've learned from the COVID-19 pandemic. Make 2021 safer by adopting these habits:

① **Wash your hands for 20 seconds** with soap and warm or cool water after coming back from a public place, before and after meal preparation, after using the bathroom, before eating and any time you have contact with a sick person. Use a 60% alcohol-based hand sanitizer if no soap and water are available.



② **Wipe down handles and doorknobs** with a disinfectant at least once a week or more if you live with someone who is sick.

③ **Wear sunscreen and sunglasses** to protect yourself from the sun's harmful rays whenever you're outdoors — this is still important in the winter months.

④ **Clear clutter before leaving an area.** If your work area or home is full of clutter, then you have a higher risk of accidents. Make it a habit to put back what you take out after use.

⑤ **Ensure all safety procedures are followed** and all equipment safety guards are in place before you begin a job.

⑥ **Ask questions** especially if you don't understand how to perform a task safely. It never hurts to review.

⑦ **Inspect your PPE before use.** Then follow guidelines for your specific PPE regarding use and disposal.

⑧ **Avoid shortcuts.** Make it a habit to perform each task in a thorough way. Most accidents happen when people are in a hurry.



### It's National Radon Action Month.

Be sure to check your home for radon gas, a deadly and silent killer. Hire a professional or do it yourself with a radon test kit purchased at a hardware store.

## Forklift Fundamentals

Forklifts are great to have around the workplace, but operators and coworkers are at risk of several hazards, such as falls, tip-overs and collisions. Make sure you operate one safely by following these guidelines from OSHA:

**Ensure** you are properly trained and certified to operate a forklift.

**Follow** manufacturer's instructions.

**Ensure** the forklift is in good working order, is clean and free of oil and grease before you use it.

**Use** the handhold and proper footing when entering the lift.

**Wear** the seatbelt.

**Never** exceed the rated load and ensure the load is balanced and stable.

**Observe** the speed limit and watch for pedestrians.

**Don't** raise or lower the load while traveling.

**Be** aware of other vehicles and workers in your path or work area.

**Make** sure you have clear visibility and ensure you have enough clearance when raising, loading and operating a forklift.

**Use** horns at cross aisles and obstructed areas.



## Driving at Night

**Night is one of the most dangerous times to drive.** First, you're most likely combating fatigue if you work during the day. Second, compromised night vision, including depth perception and headlight glare, make it even more difficult to see. If you have to drive at night, here are some tips to make it safer:

**Make sure your headlights are clean** and aimed properly. Learn more about adjusting your headlights from your car owner's manual or your car dealership.

**Clean** your windshield.

**Drive slower** and be patient.

**Don't drive while fatigued** especially if you've been awake for more than 16 hours.

Get at least seven to nine hours of sleep daily, particularly if your schedule includes driving at night.

**Minimize** distractions.

**Drive defensively**

and keep in mind that more drivers are likely to be driving impaired at night than during the day.

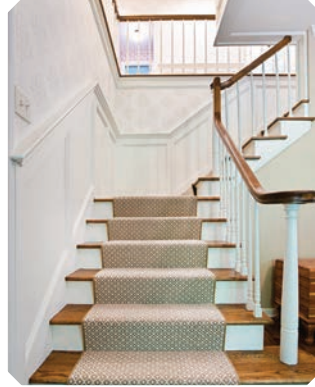
**Get your vision tested** annually.



# Home Safety Checklist

Since many of us are staying and working at home more often, it's a good time to use this home safety checklist to make sure your environment is safe:

- Walkways** are clear of obstacles.
- Electrical** outlets are not overloaded.
- Electrical** cords are not running across pathways.
- Stairways** are free from clutter and obstacles. Handrails are secure.
- Stairways** and hallways have good lighting.
- Home** is childproofed if young children live in or visit often, including making sure household cleaners, medicines, matches and pesticides are locked and out of reach.
- Smoke** and carbon monoxide detectors have fresh batteries and are tested monthly.
- Flammable** and combustible materials are stored away from furnaces, fireplaces and heating elements.
- Fire** extinguishers are accessible and are not expired.
- Throw** rugs have nonslip pads.
- Doors** are locked when you're away from home, home alone and at night when you go to bed.
- Nightlights** are placed in hallways, near stairs and in bathrooms.
- Bathrooms** have nonslip mats in showers and nonslip rugs on floors near tubs and showers.
- Poison** control and emergency numbers are visible, stored in smartphones and easy to access.
- Sharp** items are stored safely, including knives that should be stored in their shields.
- Windows** are secured so that young children cannot open them but can still be opened easily by adults in an emergency.



## SAFETY CORNER

### Face Mask Dos and Don'ts

**Wearing a face mask helps protect others** in case you are infected with COVID-19 but are asymptomatic (don't have symptoms). Always wear your mask in public, around people who don't live in your household and when social distancing (six feet apart) is difficult.

**Here are some dos and don'ts for masking up against COVID-19:**

**DO** wash your hands before touching the mask.

**DO** touch only the bands or strings when putting on and taking off your mask.

**DO** make sure your mask covers your mouth and nose and fits securely under your chin. If you need to adjust the mask, wash your hands or use hand sanitizer before and after. Make sure you can breathe easily.

**DO** wash your reusable mask daily. Toss disposable masks when they are visibly soiled or damaged.

**DON'T** leave your nose or mouth uncovered.

**DON'T** share your mask with family members or friends.

**DON'T** touch your mask while you're wearing it.

**DON'T** bring the mask down to your chin when you want to eat, drink or do any activity where you can't wear a mask. Take it off completely; otherwise it will become contaminated.

**Tip:** Place it in a clean paper bag or on a clean paper towel (exterior of the mask facing down with the ties placed away from the inside).



## Horseplay Hazards

**Joking around on the job may seem harmless;** however, horseplay, practical jokes and pranks can often lead to serious injury. For your safety and the safety of your coworkers, follow these guidelines:

- **Observe all workplace regulations** to ensure your safety and the safety of others.
- **Use protective equipment** and guards the correct way; never joke around with safety guards.

- **Don't use equipment as a joke** — for example, never point a nail gun or an air hose at someone.

- **Never throw a tool** or piece of equipment.
- **Don't hide someone's personal protective equipment,** leave a switch turned on or turn off the lights as a joke.

- **Never run,** chase or push someone in the workplace.
- **Never ride** on the bucket of a forklift or back of a work vehicle.
- **Report horseplay** to your supervisor and do not retaliate if you happen to be the target of the joke.



The **Smart Moves Toolkit**, including this issue's printable download, **5 Ways to De-Stress Now**, is at [personalbest.com/extras/21V1tools](https://personalbest.com/extras/21V1tools).

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