

QuikQuiz™:

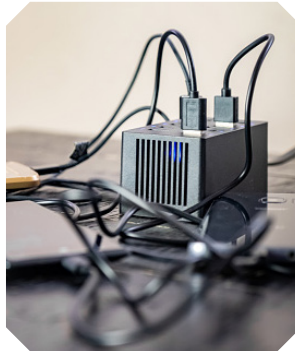


National Safety Month:

Think you know the basics about safety? Test your knowledge:

1 Home office workers need to be aware of:

- a. litter in pathways.
- b. veruse of extension cords.
- c. Ergonomics.
- d. ll of the above.



2 If a near-miss occurs in your workplace, you should:

- a. Keep a record of it in case it happens again — no need to report it since nothing happened.
- b. eport it only if there's a chance for recurrence.
- c. eport it immediately, even if nothing happened.
- d. halk it up to experience.

3 When lifting an object over your head, follow these steps:

- a. Lift it to the best of your ability; just make sure it doesn't topple.
- b. Use a sturdy step ladder to raise yourself until the load is at chest level, pull the object close and follow basic safe lifting procedures.
- c. Leave it in the pathway for the next person who comes along.
- d. on't perform any of them.

4 To keep food safe, you should (you can choose more than one answer):

- a. oss it before the **Best if used by** date.
- b. If the food smells off, if it appears slimy or has mold growth, throw it away.
- c. ay attention to expiration dates.
- d. one of the above.

5 To prevent chemical exposure and accidental poisoning, heed this advice from the CDC:

- a. ollow all directions on product labels.
- b. Wear protective gear, such as disposable or heavy rubber gloves, when cleaning.
- c. Don't mix chemicals and always use products in a well-ventilated area.
- d. o all of the above.



ANSWERS:

1. **d** — All of the above. Home offices have many of the same safety hazards as workplace offices.
2. **c** — Near misses, defined as incidents where an injury, property damage or a fatality may have easily occurred but didn't, should always be reported immediately, even if nothing happened.
3. **b** — Use a sturdy stepstool or ladder to raise yourself until the load is at chest level and

- follow safe lifting procedures. **Tip:** If it's too heavy, get help or use a forklift.
4. **b and c** — Toss after the expiration date and remember that look and smell are the best ways to judge if your food is safe to eat. **Best if used by** dates are when these foods are the freshest or best quality, not unsafe to consume.
5. **d** — Do all of the above.

SAFETY CORNER

Pavement Burns

Summer is here and in most parts of the country, it's getting hotter. You may be tempted to go barefoot, but you can get burned on pavement, especially asphalt, which absorbs heat. At peak temperatures, pavement can get hot enough to cause second-degree burns.

To prevent pavement burns:

Wear foot protection even if you are just getting the mail.

Watch children. Make sure they are wearing foot protection before going outside on a hot day.

Remember that darker surfaces usually absorb heat more readily.

Protect your pets. Walk your dogs on the grass or invest in dog booties or paw wax.



Heavy Equipment Alert

If you work with or around heavy equipment, you need to be on heightened alert to stay safe.

- ➔ **Review** operating, safety and shutdown procedures in the operator's manual before working with new equipment.
- ➔ **Inspect** equipment before you begin work. Ensure horns and backup alarms are working.
- ➔ **Use** three points of contact (two hands, one foot) when entering and exiting equipment.
- ➔ **Fasten** your seatbelt even if your equipment has a Rollover Protection Structure (ROPS).
- ➔ **Recognize** and stay away from heavy equipment operator's blind spots.
- ➔ **Wear** the required PPE, including hardhats and highly visible clothing.

How to ID Contractor Scams

Proceed with caution when you hire contractors. Most times, if something seems too good to be true, it is. Look out for these common red flags:

Makes unsolicited contact.

Sometimes unethical contractors will approach homeowners about repairs (roof, chimney, driveway), stating that they noticed something that needs to be repaired immediately.

Uses extra-aggressive sales tactics, such as *limited time offers*.

Be wary if the contractor says you need to place a deposit immediately to secure a spot in his schedule or to get a good price on material.

Asks you to sign something *before* you hire them, such as an estimate or authorization. **CAUTION:** You may be signing a contract.

Offers a discount for using your home as a demonstration.

Demands prepayment in full. You should not prepay in full for any work.

Accepts cash only. This is always a red flag.

Provides no written contract or estimates. Insist on written estimates and a contract that includes contact information, a schedule and a breakdown of costs. **Read the fine print.**

Makes contact difficult. Verify a contractor's business address. If it's a P.O. box or the address isn't local, be wary.

Doesn't provide references. Look for contractors who can connect you with previous clients. Check all contractors' Better Business Bureau ratings.

Has no insurance or licensing. Ask to see proof of insurance and proper licensing.

Substantially underbids every other contractor. Get multiple bids from different contractors.



CHECKLIST:

Is Your First Aid Kit First Rate?

What should you have in a first aid kit? Use this handy Red Cross checklist to make sure you have:

- Two absorbent compress dressings (5 x 9 inches).
- Twenty-five adhesive bandages in assorted sizes.
- One adhesive cloth tape.
- Five antibiotic ointment packets.
- Five antiseptic wipe packets.
- Two packets of aspirin and/or other pain relievers.
- One emergency blanket.
- One breathing barrier (with one-way valve).
- One instant cold compress.
- Two pairs of nonlatex gloves (size: large).
- Two hydrocortisone ointment packets.
- One gauze roll (roller) bandage (3 inches wide).
- One roller bandage (4 inches wide).
- Five sterile gauze pads (3 x 3 inches).
- Five sterile gauze pads (4 x 4 inches).
- Oral thermometer (non-mercury and no glass).
- Two triangular bandages.
- Tweezers.
- Emergency first aid guide.
- Epinephrine auto-injector.

Note: Immediately replace items that you have used.

Branch Out for Safety

You've decided to build your kid's dream treehouse. Here are ten tips to ensure it's safe:

- 1 Choose a strong, substantial tree (oak, maple or hickory) with a trunk at least 12 inches in diameter for your treehouse.
- 2 Select a strong wood to build the treehouse — if you're using reclaimed wood, carefully check for damage and decay. Make sure the floor can hold up to 300 lbs.
- 3 Build the treehouse fewer than ten feet from the ground.
Tip: Allow for growth.
- 4 Create a safe way to get up and down to the treehouse. Don't use rope or chains because of strangulation risks.
- 5 Build the treehouse away from electrical wires.
- 6 Use solid barrier walls — not guardrails — of at least 38 inches in height.
- 7 Surround the tree base (area below treehouse) with a protective surface such as mulch or rubber pellets. Make sure the surface extends 72 inches around the tree base.
- 8 Inspect the treehouse before use to make sure there are no hazards, such as exposed nails, splintered wood or loose boards.
- 9 Always provide adult supervision while children are playing in the treehouse.
- 10 Double-check the treehouse for safety after bad weather.



The **Smart Moves Toolkit**, including this issue's printable download, **Safety Room by Room**, is at personalbest.com/extras/21V6tools.

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