Hidden Dangers In The Office

Provided by Curtis Speck, President Safety Resources Company of Ohio, Inc. And Stark County Safety Committee Steering Member

We often discuss safety hazards for plant and field workers, however; the dangers that lurk in office settings can be just as hazardous. The following are some of the more prominent hazards found in offices. See how yours stacks up.

1. Slips, trips and falls are one of the most common types of office injuries. Try to stay clutter free. Boxes, files and other items piled in walkways create tripping hazards that can easily be eliminated. Standing on chairs – particularly rolling office chairs – is also a common hazard. Maintain clear lines of vision while walking, especially on stairways and at blind corners. Carpeting or other skid resistant surfaces can also help to eliminate falls.

2. Struck by and caught by injuries are also prevalent. Shut file cabinet drawers to ensure they cannot fall over. Additionally open drawers on desks and cabinets create a tripping hazard. Stacks of materials and office equipment can also cause injuries if they are knocked over. Heavy objects should be stored close to the floor and shelving and storage units should never be overloaded.

Continued top of next page

Spotlight Company

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Goldman Sachs 10,000 Small Businesses Cuyahoga Community College (216) 987-3220 10ksb@tri-c.edu Follow us on Twitter at @tric10ksb

October 13, 2016

Safety in The Workplace

Ed Roth, President & CEO, Aultman Health Foundation

Learn about how Health Care Systems nationally, regionally, and locally address safety issues in the workplace as it relates to not only patients but also employees, students, and visitors.

Stark County Safety Council Mission Statement: To provide a forum for safety and health information, education and networking in Stark County, through leadership, innovation, facilitation, program, and support, in partnership with other public and private organizations.
3. Ergonomic injuries occur frequently amongst office workers. Because office workers spend the majority of their day seated at a desk and working on a computer, they are prone to strains and other injuries related to repetitive motion and posture. Provide adjustable equipment for workers. One size does not fit all. Chairs, monitors and other work surfaces should adjust to fit a variety of workers. Train workers to adjust the equipment properly. Some workers may not be aware that equipment can be adjusted. Chairs should be adjusted to the workers’ feet are on the ground. Document holders can eliminate neck strain, and correct mouse placement can eliminate neck and shoulder strain.

4. Vision problems can be caused by florescent lighting that can be too bright for optimal vision. Adjust monitors so they are slightly below eye level and 20-26 from the workers eyes. Screen glare should be minimized by avoiding positioning monitors opposite open windows or by closing blinds or shades. Workers should be encouraged to wear the right glasses for the work they are performing. Font size can also be increased to reduce strain. The eyes should be given periodic breaks when extensive time is spent at the computer.

5. Fire safety concerns include damaged or ungrounded electrical cords, overloaded outlets, improper use of extension cords and unsafe use of space heaters. Fire sprinklers should never be blocked with materials or equipment. Clear space of at least 18 inches below sprinklers must be maintained. Workers who are expected to use fire extinguishers to fight incipient stage fires must be trained in extinguisher use. Escape routes must be kept clear and fire doors should never be propped open.

Walk-throughs should be conducted periodically to aid with hazard recognition. These walk-throughs should include employee workstations and should not only be performed based on a workplace complaint.

And lastly, talk to employees about their concerns and establish reporting systems so workplace hazards can be identified.

Upcoming Events

October 11—Fire Prevention Breakfast—Jeff Hussey, Chief Deputy Fire Marshal, Ohio State Fire Marshal’s Office—8-9:30am at Skyland Pines Golf Club & Banquet Facility. Fee-$15.00

October 18—8a.m.-Noon—NFPA 70E Electrical Safety and Arc Flash Training at the Canton Chamber—Fee-$20.00
Contact SCSC Program Manager, Connie Cerny (conniec@cantonchamber.org) for registration for above events—330-458-2061.

The Stark County Safety Council will again be collecting hats, mittens and gloves at the November 10th luncheon. Items will be distributed to families in need on December 1st at Light Up Downtown!
As always your generosity is truly appreciated!
Both children and adult sizes needed.
Fire Prevention Week was established to commemorate the Great Chicago Fire, the tragic 1871 conflagration that killed more than 250 people, left 100,000 homeless, destroyed more than 17,400 structures and burned more than 2,000 acres. The fire began on October 8, but continued into and did most of its damage on October 9, 1871.

Commemorating a conflagration
According to popular legend, the fire broke out after a cow - belonging to Mrs. Catherine O'Leary - kicked over a lamp, setting first the barn, then the whole city on fire. Chances are you’ve heard some version of this story yourself; people have been blaming the Great Chicago Fire on the cow and Mrs. O'Leary, for more than 130 years. But recent research by Chicago historian Robert Cromie has helped to debunk this version of events.

The 'Moo' myth
Like any good story, the 'case of the cow' has some truth to it. The great fire almost certainly started near the barn where Mrs. O'Leary kept her five milking cows. But there is no proof that O'Leary was in the barn when the fire broke out - or that a jumpy cow sparked the blaze. Mrs. O'Leary herself swore that she’d been in bed early that night, and that the cows were also tucked in for the evening.

But if a cow wasn't to blame for the huge fire, what was? Over the years, journalists and historians have offered plenty of theories. Some blamed the blaze on a couple of neighborhood boys who were near the barn sneaking cigarettes. Others believed that a neighbor of the O’Leary's may have started the fire. Some people have speculated that a fiery meteorite may have fallen to earth on October 8, starting several fires that day - in Michigan and Wisconsin, as well as in Chicago.

The biggest blaze that week
While the Great Chicago Fire was the best-known blaze to start during this fiery two-day stretch, it wasn't the biggest. That distinction goes to the Peshtigo Fire, the most devastating forest fire in American history. The fire, which also occurred on October 8th, 1871, and roared through Northeast Wisconsin, burning down 16 towns, killing 1,152 people, and scorching 1.2 million acres before it ended.

Historical accounts of the fire say that the blaze began when several railroad workers clearing land for tracks unintentionally started a brush fire. Before long, the fast-moving flames were whipping through the area 'like a tornado,' some survivors said. It was the small town of Peshtigo, Wisconsin that suffered the worst damage. Within an hour, the entire town had been destroyed.

Source: The Internet National Fire Prevention Association Website
Controlling Costs through Claims Management—Oct. 4—8:30 a.m.-4:30 p.m.
Safety Series Workshop Module 3—Oct. 6—8:30 a.m.—noon
Machine Guarding Basics—Oct. 6—1:00-4:30 p.m.
Train the Trainer Techniques for Safety—Oct. 12-13—1.5 days
Behavior-based Safety Systems—Oct. 20—8:30 a.m.-noon
First Aid in the Workplace—Oct. 26—8:30 a.m.-noon
Effective Safety Teams—Nov. 2nd—8:30 a.m.-4:30 p.m.
Safety for the Non-safety Professional—Nov. 9th—8:30 a.m.-4:30 p.m.
Respirator Fit Testing—Nov. 15-16—8:30 a.m.—4:30 p.m. both days
Q: I am developing a Lock Out Tag Out program and was wondering if repairing vehicles should follow the OSHA guidelines for LOTO? The bulk of our business is repairing semi-trucks and I cannot find anything in the regulations. I think it makes sense to have the ignition keys somewhere other than the ignition. Your thoughts!

A: Yes, the LOTO standard covers vehicles also.

The Directive Number is CPL 02-00-147 under OSHA and can be found at the OSHA website (www.osha.gov). In the Directive, it’s under Chapter 3 Inspection Guidance, III. Vehicle Hazardous Energy Control, Page 3-22 and goes like this:

A. The scope and application sections of the preamble to the hazardous energy control standard provide that the LOTO standard applies to all “general industry workplaces.” The standard’s coverage includes vehicles, such as, but not limited to, automobiles, trucks, tractors, refrigeration transport vehicles, and material handling equipment.

Under C. there is a note:

It should be noted that turning off the engine with and removing the car key is not, strictly speaking, the same as applying a lockout or tagout device to an energy isolating device because neither the ignition switch, nor the key, are energy isolating devices. Based upon the above preamble discussion, OSHA allows such alternative vehicle control measures in these limited circumstances only when the key removal fully ensures employee protection.

Coming next month:

November 10, 2016

Improved Safety Through a Proactive Lean Approach

Gwido Dlugopolsky, Senior Lean Consultant, MAGNET

Spotlight Company

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