

news & notes

THREE LEVELS OF PROTECTION

One of the best ways to protect your safety and health on the job is to be aware of all the protections available to you so that you can take full advantage of them to fend off workplace hazards. Along with your common sense and alertness, there are three levels of protection.

The first is engineering controls. These are things that are built in to our facility, equipment, and processes—for example: ventilation, machine guards, emergency stop controls, ergonomically designed workstations, and vapor barriers.

The second level is administrative controls. These are procedures worked out by our safety experts and involve steps like rotating workers and limiting the amount of time a worker can perform a particular job to minimize exposure to hazards. Administrative controls also include safe work practices and work rules designed to prevent accidents and injuries.

The third level of protection is personal protective equipment (PPE). When neither engineering controls nor administrative controls—nor a combination of the two—is sufficient to reduce hazards to safe levels, then we require you to wear PPE, which serves as a personal barrier against hazards we can't completely control by other means alone.

In any work situation, make sure you always know what the hazards are and what protections are available and required.



"Climb carefully, everybody, and - hey, is that boiling oil? That ain't safe!"



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Heads Up!

Awareness keeps you safe

Safety awareness is the foundation of a safe workplace. Follow these steps:

- **Plan** each job before you start. Think about the tools, materials, equipment, and procedures you'll be using and the safety precautions you need to take.
- **Look** for possible problems. With the right precautions everything should be fine. But consider what could go wrong and hazards you might encounter.
- **Get** all the information you need to do the job safely. Never begin a job unless you know what to do and how to do it.
- **Wear** required personal protective equipment (PPE) to keep you safe. Never skip this step. PPE could prevent a serious injury—or even save your life.
- **Organize** your work area, keeping clean and clear of potential hazards such as things people could trip over, slip on, or bump into; materials that could catch fire; and chemicals that could release hazardous vapors or explode.
- **Inspect** tools, equipment, and PPE before using to ensure they are in good condition and safe to use.
- **Follow** safety rules. An important part of safety awareness involves knowing the safety rules that apply to every job you perform and following them at all times. This also means no fooling around and no taking shortcuts.
- **Focus** on what you're doing. If your mind is on something other than the job, the risk of making a dangerous mistake increases greatly. There's too much at stake for you to give your job anything less than your full attention.
- **Remain alert** for unsafe conditions and unsafe acts. When you encounter unsafe conditions, remove, repair, or report them. When you see unsafe acts, speak up and express your concern to those taking risks.
- **Be prepared** for emergencies. Know what to do in the event of a fire or other emergency. Make sure you know where fire alarms, extinguishers, and emergency exits are located.

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SWIM SAFETY

The United States Lifesaving Association recommends that you:

1. **Swim near a lifeguard.** The drowning risk at a beach without a lifeguard is about 5 times as great as at a beach with lifeguards.
2. **Teach children to swim** at an early age.
3. **Never swim alone.** A buddy can help if you get in trouble.
4. **Don't fight the current.** If you're caught in a rip current, swim parallel to shore until you feel the current relax, then swim to shore.
5. **Swim sober.** Alcohol is a major factor in many drownings.
6. **Leash your board.** This applies to both surfboards and body boards. You won't be separated from the board, which can keep you afloat. And your board won't get loose and hit another swimmer.
7. **Don't float where you can't swim.** Don't float on an inflatable raft deeper than you can stand unless you're a good swimmer.
8. **Use life jackets on boats.** As many as 80 percent of boating accident deaths are from drowning. Have a life jacket for everyone, and require children to wear one.
9. **Don't dive headfirst.** Check for depth and obstructions before diving, and go feet first the first time to make sure it's safe.
10. **Be the lifeguard at home.** Drowning in home pools is a leading cause of accidental death for young children. Never leave kids alone.



Workplace Security

Be safe and secure on the job

We do everything we can to make our workplace secure, but we need your help. Here's some good advice about security from the Malibu, California Police Department: "When you go to work, don't leave your crime prevention sense at home. Almost any crime that can happen at home or in your neighborhood can happen in the workplace. But common-sense prevention skills can help make life at work safer for all."

To help prevent theft and other workplace crimes, Malibu PD suggests that you:

- Keep your purse, wallet, keys, or other valuable items with you at all times or locked in a drawer or locker.
- Check the identity of any strangers in the workplace. Ask whom they are visiting and if you can help them find that person. If this makes you uncomfortable, inform security or management about your suspicions.
- Always let someone know where you'll be whether it's coming in late, working late, going to the mail room, or going out to lunch or a meeting.
- Report broken lights, dimly lit corridors, doors that don't lock properly, and broken windows.
- Be extra careful in common trouble spots like elevators, stairwells, restrooms, reception and other public areas of the building, isolated areas of the property, and parking lots and garages.

Drive Carefully

And have a safe vacation!

If you're going on vacation this month and planning to take an auto trip, make sure that you reach your destination safely—and get home again safely, too. In order to assure that you do, remember to take these three essential precautions:

1. **Inspect your vehicle before you hit the road.** Make sure it's roadworthy. Check the fluids and belts under the hood, test the brakes, and check the tires, making sure they have good tread and the proper air pressure. And don't forget the spare! Get any problems fixed before you leave. Even small problems now can develop into vacation-stopping nightmares down the road.
2. **Obey traffic signs.** Traffic signs not only tell you where to go, they also warn of hazards. Speed limits are set according to road, traffic, and other safety factors. So especially on unfamiliar roads, keep to speed limits and be prepared to negotiate hills, curves, and downgrades safely.
3. **Drive as if your life depended on it.** Your life and the lives of your passengers may well depend on your driving. Keep your mind on your driving and your eyes on the road at all times. Stop and rest if you get drowsy. Adjust your speed to changing road and weather conditions. And always expect the unexpected—and be ready to deal with it.