



SAFETY MATTERS

A NEWSLETTER OF THE
HAMILTON COUNTY DEPARTMENT OF FACILITIES

February 2013

Volume 1, Number 1

news & notes

AEDS AND CPR

People who are responsible for using an AED should also be trained in cardiopulmonary resuscitation (CPR). After the AED delivers a shock, it often prompts the operator to continue CPR while the device continues to analyze the victim. But even if you're not trained in full CPR, you can still give first aid.

When a person isn't breathing, seconds count. Irreversible brain damage occurs within 3 minutes. You must act fast.

The American Red Cross advises that in such cases, bystanders untrained in CPR should call 911 and begin Compression-Only CPR immediately. The reason is that chest compressions will help get oxygen-rich blood circulating sooner than rescue breaths.

Here's how:

- Give 30 chest compressions by placing both hands in the center of the victim's chest with one hand on top of the other and pressing down with the heel of your hand 1 ½ inches to 2 inches.
- Press quickly at a rate of about 100 compressions per minute.

In most places, emergency responders will arrive within 3 to 4 minutes so continue compressions until then.

While these instructions are for untrained bystanders, consider taking full CPR training. Check www.redcross.org for local chapters who offer training or enquire about the County's AED/CPR/First Aid courses.

A New Year's Resolution for Safety

Renew your Safety Knowledge and Commitment

A new year has begun and many of us have made resolutions and promises to ourselves. Some of us have resolved to lose weight; perhaps others to renew their commitment to their church, or to start a new hobby, take classes, or spend more quality time with the family. Hamilton County Department of Facilities (HCDF) would also like to urge everyone to resolve to work safely this year and make safety a full-time habit.

Now is a great time to review our workplace safety policy and to check our knowledge of HCDF safety precautions. We can begin by asking ourselves some basic questions:

1. Where are first-aid kits located?
2. What is the HCDF accident reporting procedure?
3. Where and when is PPE required at HCDF sites? What PPE is required?
4. What clothing is not safe to wear at HCDF buildings?
5. What does the evacuation signal sound like?
6. Where do I get the material safety data sheets I need?
7. What are good housekeeping practices in my work areas?
8. Where do I find equipment lockout-tagout procedures and devices?
9. How do I access safety documents I need on the shared-drive ("S-drive")?

Remember that it is your responsibility to know and follow your HCDF safety policy and safety rules. By doing so, you and your co-workers can reduce the risk of an accident or injury. Renew your knowledge of our safety procedures and commit to working safely in 2013.

Stand your ground

Spot slipping hazards

The slippery season is upon us! So we need to take time to reexamine our workplace—inside and out—for slipping hazards.

Stand your ground by spotting these conditions and behaviors that contribute to **fall hazards in your work area and in other places around our County buildings:**

- Failure to keep work areas clean and neat
- Inadequate lighting
- Not watching where you're going (eyes on path)
- Running or walking too fast
- Spills and wet floors

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Emergencies: Helpful Tips to be Prepared:



Everyone needs to know what to do if an actual emergency event, such as fire, bomb threat, or severe weather were to occur. And with some

simple planning and knowledge of your surroundings in advance, you can greatly increase your ability to survive an emergency situation. Here are some things you can do to be prepared:

- 1) Review the evacuation plans posted throughout your building. These identify your emergency exits and shelter locations, as well as locations of fire extinguishers and alarm pull boxes.
 - 2) Note the nearest emergency exit.
 - 3) Know of at least one alternative exit if your first choice is blocked.
 - 4) Take cover under a desk or table if debris is falling.
 - 5) Stay away from file cabinets, bookshelves, or other objects that may fall.
 - 6) Turn your back to windows and glass.
 - 7) Move away from exterior walls.
 - 8) Determine if you should "shelter in place" or evacuate.
- Listen for and follow instructions.
 - Do not use elevators.
 - Stay to the right when going down stairwells to allow emergency crews to come up.

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- Clutter
- Open drawers
- Flooring problems
- Failure to use handrails on stairs
- Lack of caution on stairs and ladders
- Improper type or use of ladders
- Wearing inappropriate shoes

Also be aware of slip hazards **outside the workplace** such as:

- Wet or icy surfaces
- Uneven pavement
- Lack of adequate visibility in the dark
- Glare, which can interfere with seeing where you're going

All About Asbestos

Know the hazards



OSHA's asbestos standard (29 CFR 1910.1001) requires you to be informed about the hazards and necessary precautions to prevent exposure if you might be exposed to asbestos on the job. Although no specific training points are identified in the standard, County Facilities Safety training in 2013 will include:

Hazards and health effects of asbestos

- Locations and specific operations where asbestos might be encountered
- Engineering controls and safe work practices
- Exposure limits and monitoring
- Respirators and other PPE
- Hygiene and housekeeping procedures
- Medical surveillance program

Safe work practices can help control the release of asbestos fibers. So take these precautions:

- **Properly identify any potential asbestos or asbestos-containing materials (ACM) before you start a job.** Contact the County Facilities Assistant Director or the County Facilities Safety Manager if necessary to obtain information on asbestos locations.
- **Do not disturb identified or newly discovered suspect asbestos-containing materials (ACM).**
- **If suspect ACM is discovered, contact the County Facilities Assistant Director or the County Facilities Safety Manager.**
- **Never use dry vacs, brooms, or compressed air to clean up ACM.** If damaged ACM is discovered, do not disturb it. Call the County Facilities Assistant Director or the County Facilities Safety Manager for direction.
- **Avoid drilling into ACM.**
- **Avoid sanding floors or other materials containing asbestos.**