



SAFETY MATTERS

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Department of Facilities

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news & notes

Habit forming

Make safety a full-time habit

Good safety practices help protect you and your co-workers from injury or illness on the job. Because of that, we take safety very seriously here—and that means that you should consider working safely an important part of your job responsibilities.

- **Know the hazards** of your job.
- **Always follow safety rules** and procedures.
- **Use all personal protective equipment (PPE)** that's assigned to you—every time, all the time.
- **Pay attention to safety training** and apply what you learn on the job.
- **Keep on the lookout for hazards** and keep asking yourself what could go wrong while you work.
- **Eliminate or report any hazards** you see right away.
- **Pay attention to warning signs** and do what they tell you.
- **Be aware when you might be exposed to hazardous chemicals** and take appropriate steps to protect yourself.
- **Read labels**, warnings, safety data sheets (SDSs), and other safety information before you start a job.
- **Practice good housekeeping** at all times.
- **Report any injury**, illness, accident, or near-miss to your supervisor immediately.

Remember when it comes to safety, there's no such thing as a dumb question. If you're not sure about a potential hazard or how to do your job safely, ask your supervisor. Don't perform a task unless you know how to perform it safely!

"The right way is the safe way" ...Rodney

Disaster preparedness

Follow special procedures for natural disasters

Special procedures for natural disasters are included in the disaster planning for County Buildings. These procedures are in place to help protect you in the event of a natural disaster such as fire, bomb threat, or severe weather. By knowing what to do in the event of an emergency, you can help protect yourself and others.

Because some natural disasters can be predicted and others cannot, emergency response will be different. Keep an eye on news reports and follow the recommendations of authorities.

If a disaster strikes while you are at work, depending on the circumstances, you may be told to:

- **Leave for home promptly.** This should be performed in an orderly, calm manner.
- **Stay at work** until existing dangerous conditions subside and it is safe to travel. This option is also known as *shelter-in-place*. Procedures for shelter-in-place can include:
 - Closing the business
 - Asking customers, clients or visitors to stay for their own safety
 - Having everyone in your building contact family members
 - Turning on phone answering systems to indicate to callers that you are closed and are remaining indoors until authorities clear you to leave.
 - Quickly locking doors, windows and turning off fans and HVAC.
 - If there is danger of explosion, closing window blinds or curtains
 - Gathering non-perishable foods, first aid supplies, bottled water and other disaster preparedness items
 - Having everyone gather in an interior location, above the ground floor
- **Go to a secure area(s)**, those designated as shelter-in-place areas.

Learn your organization's general guidelines for different types of natural disasters. Review the emergency evacuation and sheltering plans posted in your building. These will identify emergency exits and shelter locations in your area.

County Facilities Safety Mindset

- ✓ Safety is essential and included in every activity, work task, and project
- ✓ Safety is everyone's responsibility
- ✓ There is never a time or reason to ever put yourself or others in harm's way
- ✓ Yes, we have to get the work done - but we do it safely
- ✓ The right way is the safe way



Proud Member

Safety in the zone

It's summertime and road construction is in full swing. Follow these 10 tips for driving safely in work zones:

1. **Expect the unexpected.** Normal speed limits may be reduced, traffic lanes may be changed, and people may be working on or near the road.
2. **Slow down.**
3. **Don't tailgate.** The most common crash in a highway work zone is the rear-end collision.
4. **Keep a safe distance** between your vehicle and construction workers and equipment.
5. **Pay attention to signage.**
6. **Obey road crew flaggers.** The flaggers know what's best for moving safely in the work zone. And flaggers have legal authority, so you can be cited for disobeying their directions.
7. **Stay alert** and minimize distractions.
8. **Keep up with traffic flow.** Motorists can help maintain traffic flow and posted speeds by merging as soon as possible. Don't drive right up to the lane closure and try to barge in.
9. **Schedule enough time.** Call 511 or your area's traffic phone number, or visit your area's 511 or other website for traffic information.
10. **Be patient** and stay calm. Remember, the work zone crew members are working to improve the road and make your future drive better.

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Emergency exercise

Know what to do

Use this emergency action and fire prevention exercise to make sure you're prepared for emergencies. Choose **Yes** or **No** for each statement.

Do you know:

- The location of fire alarms near your work area? **Yes No**
- How to activate fire alarms? **Yes No**
- How to recognize the emergency signal? **Yes No**
- How to report an emergency? **Yes No**
- Who to contact in an emergency? **Yes No**
- Your emergency assignment? **Yes No**
- The designated evacuation route(s) from your work area? **Yes No**
- Evacuation routes from areas in the workplace other than your work area where you frequently go (rest rooms, break rooms, etc.)? **Yes No**
- The assembly area outside where you must go following evacuation? **Yes No**
- The location of shelter-in-place areas within the workplace? **Yes No**

If you chose **No** for any statements, find out the information now—before an emergency happens.

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.
- 9) Listen for and follow instructions.
- 10) Do not use elevators.
- 11) Stay to the right when going down stairwells to allow emergency crews to come up.