

## RISK SERVICES

# EMPLOYEE SAFETY UPDATE

## Safe operation of excavators

Excavators are only to be operated by trained and authorized operators according to procedures in the operation manual. No one other than the operator is allowed inside the cab while the machine is operating. When operating the machine, you must wear your seatbelt and always keep all body parts inside the cab. Never lift, carry, or allow workers to ride on the excavator, and do not allow workers to store tools, water, or personal items on the machine; you don't want them trying to retrieve these items while the excavator is operating.

When getting into and out of the machine, always use proper handholds and maintain three points of contact. Make sure the handholds are free of grease, oil, mud, or anything else that may impact your ability to get a good grip.

Always check the jobsite for electrical hazards before operating the excavator. Confirm that "Call Before You Dig," or 811, has been contacted and underground utilities have been located. Always check for overhead power lines or utility cables before moving the boom.

Confirm with your supervisor the minimum safe working distance from power lines or utility cables. Never operate the excavator near a live electrical source unless the appropriate utility company has de-energized the electrical source.



### To minimize these hazards:

Ensure all workers are aware of the full boom radius, or the complete circle around the machine with the boom fully extended.

Never allow anyone to stand under the boom or within the boom radius.

If possible, set up barriers or warning lines to prevent entry into the boom radius.

If possible, position the excavator to prevent caught-between hazards with other objects.

Always check surroundings and use mirrors before swinging the boom. If your field of vision is obstructed, use a signal person to verify the boom radius is clear.

Never exceed the rated lift capacity of the machine and limit the possibility that the excavator will tip over by avoiding sudden swinging or swing braking.

When moving excavators, always confirm that the surface is not overly steep and is firm enough to support the machine and allow adequate traction. Check the surroundings to ensure side and overhead clearance and that the entire machine—both the lower and the upper structure, including the boom and counterweight—has a clear path. Never travel with a load to the side. Sound the horn before beginning travel, travel slowly, and always look in the direction you are traveling.

Before shutting down the excavator, be sure all loads are placed on the ground and that the upper and lower structures of the machine are aligned. Be sure the machine is properly shut down before dismantling the excavator.

## STOP OVEREXERTION

You might think asking for help lifting something heavy or awkward is a sign of weakness or would waste someone else's time. But doing it yourself can be a painful mistake with long-term consequences, and it's not worth the risk.

Below are some examples of ways to prevent overexertion and related injuries. They take only a few minutes to do but can prevent hours, weeks, or even a lifetime of physical pain and medical bills.



### DO

- Use correct lifting techniques when lifting a heavy object. For example, when you lift, face the load with your feet shoulder-width apart and your back straight, squat by bending at the hips and knees, then use your leg and stomach muscles to power the lift.
- Use material-handling aides, like a cart or hand truck, to lift and carry heavy or awkward objects.
- Ask for help instead of trying to “muscle” your way through a job alone.
- Arrange your work and your workstation to minimize reaching, bending, twisting, and awkward postures.
- Take mini breaks when doing strenuous tasks so that you can stretch and relax tense muscles and give them a chance to recover.

### DO NOT

- Add an extra package or box to an already full load; instead, make an extra trip or ask someone to help.
- Overextend or reach to grab that item on a shelf or paint that one last spot; climb down the ladder, reposition it, and climb again.

## Wheelchair safety for healthcare workers

Putting the wheelchair locks on is essential when transferring a patient in and out of the wheelchair. It's also good practice to lock the wheelchair any time you come to a stop or if the patient needs to bend, lean sideways, or reach out to pick up or put down an object. The locks are located along the two back wheels. Press them in the designated direction to activate.

The castors are the wheelchair's front wheels, which can rotate in all directions. It's best to position the castors away from, or parallel to, the back wheels of the wheelchair. This positioning provides the longest-possible wheelbase and increases the stability of the wheelchair.

To prevent your patients from falling out of the wheelchair, be sure to remind them to never:

- Attempt to reach an object if they need to move forward in their seat
- Bend to pick up an object if they have to pick it up by reaching between their knees
- Lean entirely to one side of the wheelchair
- Try to grab something from behind them if they can't comfortably reach it without changing their sitting position
- Here are some additional safety tips when using the wheelchair:  
Do lift or adjust the footrests and armrests, if needed, before getting a patient in or out of the wheelchair
- Don't have a heavy bag or item on the back of the wheelchair
- Don't force the wheelchair down or up staircases



## Global recycling day

First held in 2018, Global Recycling Day is observed annually on March 18 to help recognize and celebrate the importance that recycling plays in preserving our natural resources and securing the future of our planet. The proposal for Global Recycling Day was first announced by the president of the Bureau of International Recycling (BIR), a global recycling industry association, at the 2015 World Recycling Convention.

The mission of Global Recycling Day, as set out by the Global Recycling Foundation, is twofold:

1. To tell world leaders that recycling is too important not to be a global issue and that a common, joined-up approach to recycling is urgently needed; and
2. To ask people across the planet to think resource, not waste, when it comes to the goods around us.

According to the Foundation, people produce 2.1 billion metric tons of solid waste every year, and 46% of the trash is recyclable. However, only 16% of that is recycled each year.

Recycling has many benefits, including:

- Reducing the amount of waste sent to landfills and incinerators.
- Conserving natural resources such as timber, water, and minerals.
- Lessening the burning of fossil fuels, which can decrease the emissions of greenhouse gas. According to the BIR, it is estimated that recycling saves over 700 million tons in carbon dioxide (CO<sub>2</sub>) emissions.

Some mass-produced products that have come from recycled materials include:

- Adidas running shoes
- Patagonia clothing
- Cruiser skateboards
- Bicycles
- Blow-up sofas
- Wooden watches
- Bottle openers
- Hammocks

You can participate in Global Recycling Day by joining one of the many local, national, and regional recycling events, including seminars, lectures, conferences, educational programs, and social media campaigns. To learn more, visit [www.globalrecyclingday.com](http://www.globalrecyclingday.com).



## QUICK TIPS

The Foundation encourages people to ask themselves seven questions to ensure we create households and communities that recycle responsibly:

- Do I dispose of everything I have used properly so it can be recycled?
- Do I know my municipality's policies on recycling, and do I follow them?
- Do I know what happens to my recyclables once they are taken away by my local municipality?
- Do I, my family, and my friends mend, repair, and reuse in order to sustain the usefulness of the items around us for as long as possible?
- Am I committed to producing as little waste as I can?
- Do I know how, and do the brands that I buy make it easy for me, to make the right "recycling friendly" purchasing decisions?
- Am I sufficiently aware of my government's recycling legislation, or should I be demanding more?



# Chemical spotlight

## *Dipentene*

Dipentene is a colorless liquid with a lemon-like odor. It is used as a solvent; in rubber compounding and reclamation; and to make paints, enamels, lacquers, and perfumes. It is also used as an active ingredient in pesticides and insecticides.

Dipentene is not compatible with oxidizing agents. Store the chemical in tightly closed containers in a cool, well-ventilated area. Sources of ignition are prohibited where dipentene is used, handled, or stored.

If dipentene is spilled or leaked, avoid breathing vapors, mist, or gas, and ensure adequate ventilation. Remove all sources of ignition and evacuate personnel to safe areas. Use personal protective equipment (PPE), including goggles or safety glasses, gloves, flame-retardant protective clothing, and respiratory protection.

Prevent further leakage or spillage if safe to do so, and do not let the product enter drains, sewers, underground or confined spaces, groundwater, or waterways or discharge into the environment. Cover liquids with an activated charcoal absorbent, and deposit in sealed containers. Ventilate and wash the area after cleanup is complete. It may be necessary to contain and dispose of dipentene as a hazardous waste. Contact the federal Environmental Protection Agency (EPA) and local environmental regulatory agency for specific recommendations.